

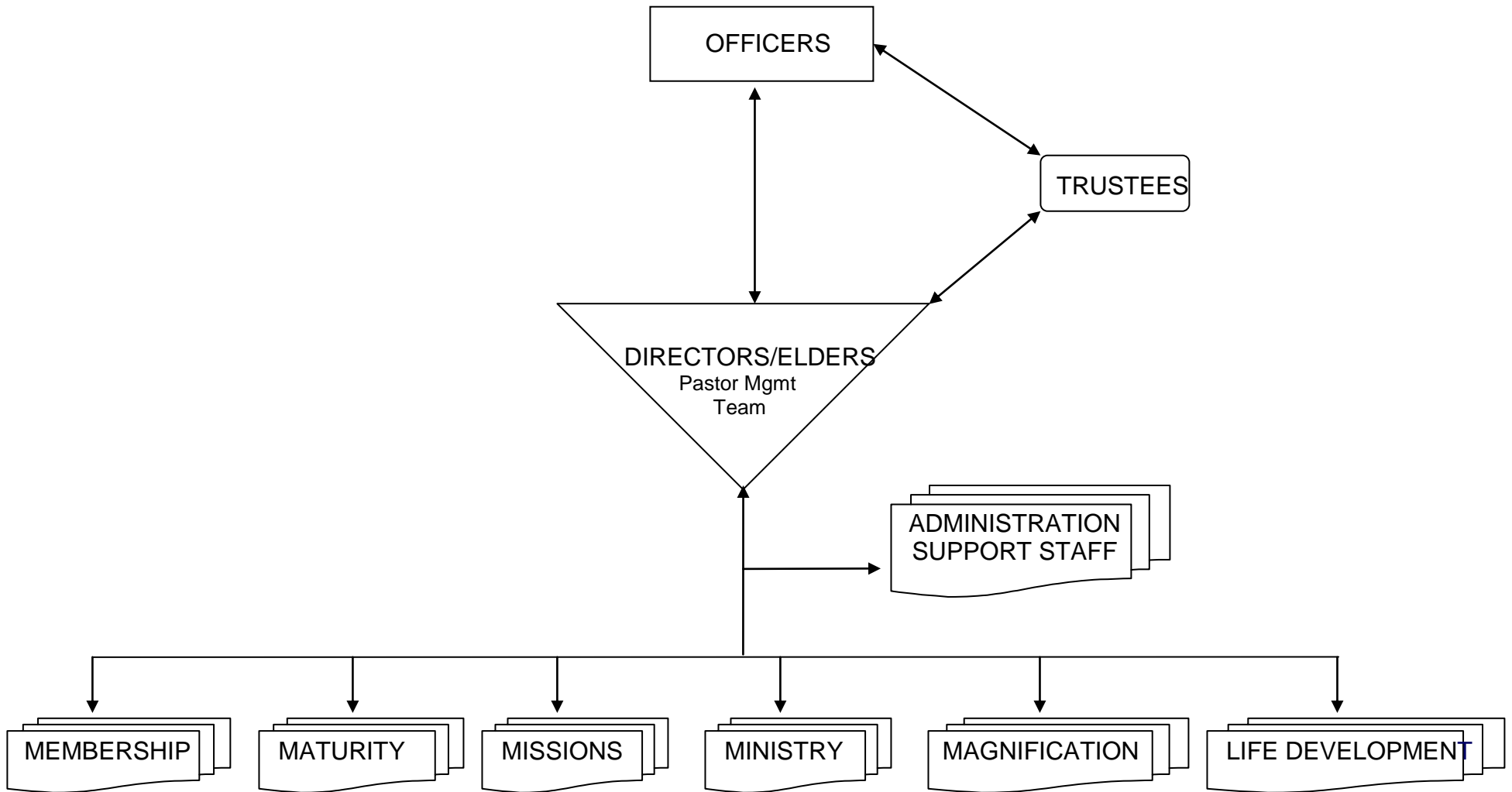
Leadership Paradigm Structure for Non-Profit Ministry Organization

(Appendix 4)

Volunteered financial and management services for a thorough analysis of the team's structure in becoming most effective to meet the needs of those associated with the organization with a minimal level of internal controls. A synopsis of the project outlines the flowchart of the structured organization.

SONRISE COMMUNITY CHURCH

Management Structure



Administration Support Base Coach

- **Base Responsibilities:** To serve as a support team for all base coach and all functions of the church.
- **Passion:** To serve others in their respective ministries through various means of communications, financial, and facilities management as God directs.
- **Primary Functions:**
 1. To work with the Chief Financial Officer in providing the needs and resources for the operation of all church body functions.
 2. Oversee church wide services and needs in conjunction with the Executive Administrator such as printing services, website management, newsletter production, banner creations, facilities maintenance, setup, and janitorial needs, MIS resources and needs, and finance and accounting functions.

Membership Base Coach

- **Base Responsibilities:** Life stage, affinity, support for members and non-members fellowship and community.
- **Purpose:** To be our frontrunner of the fellowship and community building functions within the membership body and non-membership body.
- **Passion:**
 1. To assist in helping the church to connect to the unchurched world and to get the unchurched here with us with the assistance of the Mission and Magnification Coaches.
 2. To serve as a “warm welcome” coordinator through Ushers, Greeters, Hosts/Hostess.
 3. To keep the membership files and covenants updated for all staff.
 4. Plan fellowships for entire church body and recreation activities.
 5. To serve as a connecting point for first time visitors and to assist in making sure every visitor receives a thank you letter and service evaluation form.

Maturity Base Coach

- **Base Responsibilities:** Doctrine, teaching, new believers.
- **Purpose:** To oversee the spiritual maturity of the members of the church body.
- **Passion:**
 1. To review and evaluate CLASS 201's spiritual habits in the membership body.
 2. To provide a spiritually refreshing and replenishing diet through creative teaching, spiritual readings, devotional sharing, and group prayer times.
 3. To give an overall spiritual formation process of the church body by developing and encouraging various spiritual exercises, experiences or practices that will enhance one's spiritual growth.
 4. To champion the CLASS attendance process and further application of the information taught in each CLASS (baptisms, quiet time accountability, and active ministry involvement).
 5. Offer additional CLASSes for devotional practices and personal progress.
 6. Keep an updated review of books and articles to recommend reading for a curriculum section party for spiritual development.
 7. To empower others to reproduce disciples with the assistance of the Mission and Ministry Coaches.

Ministry Base Coach

- **Base Responsibilities:** Placing people in hospitality and serving areas/teams, and for small groups.
- **Passion:** To conquer the SHAPE discovery for individuals, deployment and development process for those who have completed CLASS 301.
- **Primary Functions:**
 1. To encourage attendance in CLASS 301, the SHAPE interview process and the application of one's God-given SHAPE either in our church body or in the community.

2. Create and administer small groups relevant to our growth and to our passion for a community with the assistance of the Missions and Maturity Coaches.
3. Oversee and coordinate infrequent group service opportunities either at the church or in the community.
4. To facilitate group sharing times about personal progress and ministry highlights found in both the discovery and development of our God-given SHAPE within the ministries that you oversee.
5. To assist in discovering “who’s next” and helping to develop “what’s next” for apprentices of other ministries and new ministries and assist the Senior Pastor in evaluating the primary base coaches.

Missions Base Coach

- **Base Responsibilities:** Cross-cultural missions/teams, and getting people involved with giving back.
- **Purpose:** To utilize the Shepherd Development Process of filling the open chair and fulfilling the church’s life mission in the world.
- **Passion:**
 1. To regularly pray for the unconnected and unchurched people to bring them from our community to our core by the open chair prayer.
 2. To encourage the value of sharing Christ with unconnected and unchurched family and friends with the Membership and Ministry Coaches.
 3. To support the ministry staff in the use of the Shepherd Development Process of filling open chairs, selecting Base Coaches and to identify apprentices and place them throughout the church – as the need for more coaches arises.
 4. To facilitate the church body and its ministries for discussions, prayers, activities, and vision trips into cross-cultural outreach opportunities – locally and globally.
 5. To help the church body and its ministries to discover and deploy their unique life mission in this world.

Magnification Base Coach

- **Base Responsibilities:** Music bands/Worship Teams, Service designs.
- **Passion:** To make aware of the value of worship the main services, in the small group setting, over special communion, and in getting everyone to focus vertically in their relationship with God.
- **Primary Functions:**
 1. To provide a regular worship diet for the target groups for those appropriate services with the assistance of the Membership, Maturity, and Mission Coaches.
 2. To encourage everyone to attend worship services.
 3. To host the special communion services.
 4. To assist the Senior Pastor in conducting the worship services utilizing the IMPACT method.

Life Development Base Coach

- **Base Responsibilities:** Oversee the education of the children and youth departments.
- **Passion:** To lead children and youth into the areas of membership, maturity, missions, ministry, and magnification in their personal lives.
- **Primary Functions:**
 1. Lead and manage the youth or children in the areas of the five purposes.
 2. Teach the youth or children or oversee the maturity of these individuals.
 3. Organize or oversee events/activities for the youth or children.
 4. Build relationships with the youth or children to understand that generation and show Christ to them.

Sonrise Community Church

Team Descriptors

LEADERSHIP TEAM

- Senior Pastor as head coach, (this is his strategic thinking/planning/brainstorming team).
- Associate Pastors
 - Training/Retreats
 - Volunteer Appreciation
- Trustees Representatives
- Elders Representatives
- Administrative Coach
- Membership Coach
- Maturity Coach
- Ministries Coach
- Missions Coach
- Magnification Coach
- Life Development Coaches (co-leading team)
 - Youth Pastor
 - Children Pastor

ADMINISTRATIVE TEAM

- Administrative Coach
 - Finance Player
 - Capital Procurement (centralized process for determining need for major fixed assets)
 - Controller/Accounting
 - Contributions
 - Accounts Payable
 - Communications/Advertising Player
 - Website
 - Newsletter
 - Banner & Signs
 - Building Team
 - Set-Up/Tear Down)
 - Site & Facilities (janitorial, maintenance, etc.,)
 - H/R Volunteer Recruiter
 - MIS Player
 - Computer Equipment
 - Computer Repair
 - Software
 - Training/Retreats
 - Volunteer Appreciation

MEMBERSHIP TEAM

- Membership Coach
 - Encouraging Membership
 - Members Banquets
 - Greeters, Hosts/Hostess, Ushers
 - Church Fellowships
 - Singles
 - Family
 - Recreation
 - Café
 - Training/Retreats
 - Volunteer Appreciation

MATURITY TEAM

- Maturity Coach
 - CLASS Seminars
 - Maturity Resources (Resources for Books & Tapes for Retreats and Training)
 - Availability of creative teaching and training
 - SALT Meetings Coordination w/Senior Pastor and staff
 - Training/Retreats
 - Volunteer Appreciation

MINISTRIES TEAM

- Ministries Coach
 - Small Groups
 - Benevolence
 - General Hospitality
 - Oversee other Ministries
 - New Ministry Development
 - Training/Retreats
 - Volunteer Appreciation

MISSIONS TEAM

- Missions Coach
 - Servant Evangelism
 - Outreach
 - Inside/Outside Mission Projects
 - Training/Retreats
 - Volunteer Appreciation

MAGNIFICATION TEAM

- Magnification Coach
 - Praise and Worship Seeker Services
 - Praise and Worship Growth Services
 - Guest Musicians and Speakers
 - Music/Service Study and Planning
 - Production
 - Audio
 - Video
 - Flowers & Decoration
 - Communion Times
 - Training/Retreats
 - Volunteer Appreciation

LIFE DEVELOPMENT TEAM

- Youth Coach/Children Coach (co-led for consistency, and may include Natives, Family Development and Immigrant Teams in future planning)
 - Youth and Children will have the following teams set up like the main body
 - MEMBERSHIP
 - MATURITY
 - MINISTRIES
 - MISSIONS
 - MAGNIFICATION