**Position Title:**  **Department:**

**Reports to:** **Campus/Team:**

**Average Hours Per Week:**

**Position Summary:**

***A brief paragraph summarizing the overall duties for the position - The “Mission Statement” for the position.***

**Position Responsibilities**

* ***A bulleted list of direct executable responsibilities of the position, followed by a brief description***
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**Position Requirements:**

* Being a tithing, Missional Member in good standing at CedarCreek Church
* Championing the 5 Agreements of CedarCreek Church
* Attendance at a weekend service and in an adult LifeGroup
* Modeling and championing the Mission, Vision and Core Values of CedarCreek Church
* Obeying the CedarCreek Church Staff 10 Points of Accountability
* Any additional requirements set by the Direct Report, Executive Director, and/or Elders
* ***Additional requirements (education, certifications, etc.)***

**Measurements:**

The Positionwill be evaluated by the following quantifiable measurements:

* ***List of quantifiable measurements***
*
*
*

**Accountabilities:**

The Positionwill also held accountable for the following:

* Ensuring that Church, Campus, and Ministry values are upheld personally and among volunteers.
* Maintaining good fiscal responsibility, stewarding resources with excellence.
* Maintaining unity within the Arts Department, across all Campuses and Ministry Areas
* Maintaining a positive mental attitude regarding the Church and its leaders, Ministry Services, and in the presence of guests, staff and volunteers at all times.
* **Additional Accountabilities**

**Disclaimer:**

Nothing in this job description restricts the right of the Position’s Direct Report to assign or reassign duties and responsibilities to this job at any time. This is an at-will position and can be terminated at any time.

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**Position’s Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Direct Report Position’s Signature** **Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_**

**Executive Director’s Signature Date**

cc.

Direct Report

Executive Director

Employee File