



discovery bay international
Community Church

Job Description for the Summer Crew position of Evangelical Free Church of China – Discovery Bay International Community Church (DBICC)

TITLE: Summer Crew

CONTRACT TERM: Summer 2023 (exact dates per staffer – noted on employment agreement)

JOB DESCRIPTION: TO PROVIDE ASSISTANCE TO THE CHURCH IN VARIOUS TASKS

REPORTS TO: DBICC STAFF (PRIMARY – SENIOR PASTOR, SECONDARY – CREW SUPERVISOR)

OVERSIGHT TO: NONE

RESPONSIBILITIES:

Primary

Weekend Service Setup and Teardown

1. Arrive early to the stage and set up supplies and equipment for the normal operation of weekend service activities.
2. Stay after service to ensure the supplies and equipment are packed up and stored away properly.

Special Projects

1. Work with the DBICC Staff or other Summer Staffers to complete special projects for the church.
 - a. Advertising and signage design, ordering, and pick-up
 - b. Storage reorganization and documentation
 - c. Setup “How to” guide creation
 - d. Song details and analysis – determine high/low notes for each
 - e. Organize and clean up ProPresenter song files
2. These projects may involve travel around HK.

Secondary

Special projects or tasks for other church leadership

1. As available and willing, complete tasks to assist other ministries of the church.

Children’s Ministry Fun Days

1. Work with the DBICC Staff, other Summer Staffers, and DBICC volunteers to prepare for and provide fun experiences for kids ministry (ages 5-10).

2. These events will involve setting up, running program elements (with children), and tearing down.

Other

1. There may be other projects that come up over the course of the summer.
2. Besides the above responsibilities, the employee will meet with the Staff and/or Senior Pastor at least monthly.

Skills & Characteristics Required:

- Positive Attitude ·
- Computer/Tech (possibly) ·
- Spiritual Maturity ·
- Emotional Maturity ·
- Servant Heart ·
- Strong work ethic ·
- Adaptability ·
- Trustworthiness ·
- Sensitivity to confidentiality needs ·
- Good communication practices

Schedule availability:

There are no set work hours for this position. If the employee is not available to work on a given day, that is acceptable. As such, the amount of service the employee is able to provide is up to them.

Work hours per week

The employee works when they are available. DBICC will not guarantee any set number of work hours per week.

Wages

The employee will be paid HK minimum wage.

Benefits

If the employee works more than 18 hours per week on average, they are entitled to statutory holidays and overtime pay for more than 8 hours per day. (This is per pay period.)

Reimbursement for Expenses

The employee is entitled to reimbursement of travel expenses incurred as part of fulfilling tasks for the church. If the employee is asked to purchase materials for the church, they will be reimbursed for those expenses. Receipts (if applicable) and a record of expenses must be submitted by the end of each month in order to receive reimbursement.

Godly Lifestyle

As an employee of DBICC, we consider it your responsibility to maintain a lifestyle that is honoring to God and His Church.

The Elders respect that a Summer Crew Employee has a personal life that should not be encroached upon nor displayed as a result of being employed by DBICC.

Accountability

The Summer Crew employee is responsible to the Senior Pastor, Summer Crew Supervisor, DBICC Staff and ultimately to the Elders which includes the pastoral elder and congregational elders.

Conclusion

As much as this is a business-like workplace, ultimately it is a ministry. Ministry involves people. People are at the heart of this ministry. Therefore a Godly character is the single most important requirement for this job.

We outline these responsibilities to provide a framework for your ministry at DBICC. It is not our intention to be legalistic and we trust that you will follow God’s lead in all you do. The Elders look forward to a relationship with you based on trust and a common passion to be and make disciples of Jesus.

Employee Acceptance

Accepted on behalf of DBICC

Name

DBICC Senior Pastor

Date: _____

Date: _____