

## **Awakening Together Job Descriptions**

Formal adjunct to:

- Awakening Together's Leadership and Governance Policy and Procedure, and
- Awakening Together's Compensation Policy and Procedure

The President-Minister, Vice President-Minister and employees of Awakening Together are evaluated based on the applicable job description as it is written in this document in accordance with the Leadership and Governance Policy and Procedure and the Compensation Policy and Procedure.

### **Job Description for the President-Minister**

#### **Lead Minister Position, Full-Time**

The President-Minister:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively leads the assembly in accordance with its Purpose and Core Values.
- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.
- Effectively and responsibly carries out the duties of the President-Minister as outlined in this job description in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Has overall responsibility for the vision, status and performance of Awakening Together in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws and Awakening Together's Policies and Procedures.
- Reports and makes recommendations to the Board of Directors on all matters pertaining to Awakening Together including but not limited to the assembly's programs, processes and projects, the business of the Member Board of Trustees, employee performance and matters pertaining to the membership.
- Is prepared for and attends meetings of the Board of Directors, participates effectively in discussions and calls Special Meetings of the Board of Directors as needed to address issues facing the assembly.
- Chairs the Member Board of Trustees, sets the agenda for the Member Board of Trustees, and oversees effective operation of the Member Board of Trustees in accordance with the Constitution, Bylaws and Leadership and Governance Policy and Procedure.
- Chairs the Leadership Subcommittee, which is made up of the President-Minister, Vice President-Minister and the Sanctuary Director. The purpose of the

Leadership Subcommittee is to effectively carry out the day-to-day management of the assembly based upon the spirit and intent of decisions made by the Member Board of Trustees.

- Effectively carries out all duties as assigned during meetings of the Board of Directors, Member Board of Trustees, the Leadership Subcommittee and any other subcommittees the President-Minister may chair or serve on.
- As ex officio member, is responsible to supervise and ensure the effective and timely action of all subcommittees of the Member Board of Trustees. Serves as chair of the Policy and Procedure Subcommittee, the Event Planning Subcommittee and any other subcommittee as assigned by the Board of Directors or the Member Board of Trustees.
- Supervises the Vice President-Minister and Sanctuary Director to ensure the duties of the officer or employee are effectively and responsibly carried out in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, Awakening Together's Policies and Procedures and the applicable job description.
- Is responsible for effective budgeting, revenue and expenditure under the supervision of the Treasurer and in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit bylaws, Awakening Together's Financial Philosophy and Awakening Together's Leadership and Governance Policy. Ensures all budgeting, revenue and expenditures are directly related to the Foundation for the Holy Spirit's mission and Awakening Together's Purpose and Core Values.
- Is responsible for effective management of the Office of the President-Minister to include but not limited to ethical, legal and timely accounting, reconciling and reporting of the assembly's revenue and expenditures; accurate and timely payroll management; accurate and timely tax payments and reporting; accurate and timely payment of all fees and filing of all reports related to incorporation, tax-exempt/charitable status or church status; furnish accurate receipts/tax letters to all donors in a timely manner; accurate and timely fulfillment of purchases and orders; grant award management, complete and maintain records regarding programs such as MPP, retreats, etc; effective and timely response to all members, vendors and friends regarding matters pertaining to Awakening Together; effective implementation and ongoing adherence to policies and procedures; and effective supervision of volunteers working in/with the Office of the President-Minister.
- Has overall responsibility for the organization's websites including but not limited to [forholyspirit.org](http://forholyspirit.org) and [awakening-together.org](http://awakening-together.org). Ensures content is timely, useful and positively and effectively represents the Foundation for the Holy Spirit's mission and Awakening Together's purpose and core values.
- Responsible for the Minister Preparation Program (MPP) including development and maintenance of the curriculum, the delivery of classes, the suitability of participants, administration of the minister's oath and overall management of the program in accordance with federal and state laws and the Minister Ordination and Licensing Policy.

- Manages the Minister's Association to ensure all Ordained Ministers effectively maintain the requirements of Awakening Together ordination according to Procedure IV of the Minister Ordination and Licensing Policy and Procedure.
- Represents Awakening Together or selects and recommends another minister to represent Awakening Together as a speaker or spiritual teacher at events worldwide or online as requested by other parties. The President-Minister also may turn down a request for Awakening Together representation at an event if the request is not in the best interests of Awakening Together and/or its members.
- Has overall responsibility for Awakening Together's worship services including but not limited to assigning ministers to lead general assembly gatherings, reviewing and approving requests for supplemental gatherings, ensuring all weekly gatherings meet the requirements of Awakening Together's Worship Services Policy and Procedure and ensuring all weekly gatherings are in harmony with Foundation for the Holy Spirit's mission and Awakening Together's purpose and core values.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the Foundation for the Holy Spirit bylaws and Awakening Together's Policies and Procedures.
- Is supervised by and responsible to the Chairman of the Board and the Board of Directors.

### **Job Description for the Vice President-Minister**

#### **Minister Position, Full-time or Part-time**

The Vice President-Minister:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Assists the President-Minister in leadership of the assembly in accordance with its Purpose and Core Values.
- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.

The Vice President-Minister may be hired as the Vice President if he/she is not an Awakening Together Ordained Minister at the time of employment. However, in order to be hired as Vice President, the candidate must have demonstrated experience serving as a volunteer to the assembly, must commit to becoming an Awakening Together Ordained Minister and must begin participation in the Minister Preparation Program (MPP) as soon as possible after accepting the Vice President position if he/she is not already actively participating in the program. He/she must complete the MPP program within 36 months of date of hire.

- Effectively and responsibly carries out the duties of the Vice President-Minister as outlined in this job description in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit mission, Awakening Together's Purpose and Core Values and by

living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.

- Serves as Vice Chair of the Member Board of Trustees and, whenever the President-Minister is not able, sets the agenda for the Member Board of Trustees, leads Member Board of Trustees Meetings and oversees effective operation of the Member Board of Trustees in accordance with the Constitution, Bylaws and Leadership and Governance Policy and Procedure.
- Is prepared for and attends meetings of the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Member Board of Trustees Meetings.
- Effectively serves on the Leadership Subcommittee and any other subcommittee as assigned by the Board of Directors or the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Leadership Subcommittee Meetings.
- Acts as confidant, sounding board, and advisor to the President-Minister in matters dealing with the leadership and management of the assembly, its employees, its Trustees, its volunteers and its ministers.
- Acts as co-worker to the President-Minister regarding all duties assigned to the President-Minister and the Office of the President-Minister. Assists the President-Minister by effectively implementing and managing processes and special projects as assigned.
- As a co-approver of some expenditures, is responsible for effective spending under the supervision of the Board of Directors and in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit bylaws, Awakening Together's Financial Philosophy, the current approved budget and Awakening Together's Leadership and Governance Policy.
- Responsible, along with the President-Minister and other ordained ministers, to lead Awakening Together's general assembly gatherings as assigned.
- Participates in the Minister's Association and effectively mentors Ordained Ministers as assigned by the President-Minister and in accordance with the Minister Ordination and Licensing Policy and Procedure.
- Is generally prepared to replace the President-Minister if the President-Minister is unable to perform his/her duties due to illness, injury, death, resignation, suspension or termination.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the President-Minister, the Foundation for the Holy Spirit bylaws and Awakening Together's Policies and Procedures.
- Is supervised by the President-Minister.

**Job Description for the Sanctuary Director  
Minister Position, Full-time or Part-time**

The Sanctuary Director:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively administers the Sanctuary in accordance with Awakening Together's Purpose and Core Values.

- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.
  - The Sanctuary Director may be hired as the Acting Sanctuary Director if he/she is not an Awakening Together Ordained Minister at the time of employment. However, in order to be hired as Acting Sanctuary Director, the candidate must commit to becoming an Awakening Together Ordained Minister and must begin participation in the Minister Preparation Program (MPP) as soon as possible after accepting the Sanctuary Director position if he/she is not already actively participating in the program. He/she must complete the MPP program within 36 months of date of hire.
- Effectively and responsibly carries out the duties of the Sanctuary Director as outlined in this job description in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit's mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Has overall responsibility for the activities, status and performance of the Sanctuary in accordance with 501(c)3 and church laws, regulations and legal precedent, other applicable laws and regulations, the Foundation for the Holy Spirit's Constitution and Bylaws and Awakening Together's Policies and Procedures, especially the Sanctuary Policy and Procedure and the Speakers Policy and Procedure.
- Demonstrates a clear understanding of how the Sanctuary Etiquette upholds the spirit and intent of the assembly's Purpose and Core Values by providing the right atmosphere in the Sanctuary for the furtherance of the Purpose and Core Values.
- Is prepared for and attends meetings of the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Member Board of Trustees meetings.
- Effectively serves on the Leadership Subcommittee. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Leadership Subcommittee Meetings.
- Chairs the Sanctuary Administrator Subcommittee, schedules regular subcommittee meetings, sets the agenda for the Sanctuary Administrator Subcommittee, and oversees effective operation of the Sanctuary Administrator Subcommittee in accordance with the Sanctuary Policy and Procedures and other applicable policies.
- Recruits, trains, schedules and supervises Sanctuary Administrators to ensure effective and responsible administration of the Sanctuary in accordance with Awakening Together's Purpose and Core Values, Awakening Together's Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures. Maintains a list of all Awakening Together Administrators including

but not limited to each one's name, email address, telephone number and date of certification as an AT Admin.

- With the advice and consent of the Leadership Subcommittee, recruits, selects, and schedules Sanctuary speakers to ensure effective and responsible administration of the Sanctuary in accordance with Awakening Together's Purpose and Core Values, Awakening Together's Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures.
- Ensures all regularly scheduled speakers receive a copy of Awakening Together's Speakers Policy and Procedure prior to their first scheduled timeslot. Provides or arranges for technical training for speakers in a timely manner, as needed.
- With the assistance of other Sanctuary Administrators, monitors speakers to ensure they adhere to Awakening Together's Purpose and Core Values, the Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures. Maintains an up-to-date list of email addresses for all current Sanctuary speakers.
- Maintains the Sanctuary Schedule on [awakening-together.org](http://awakening-together.org) with timely and accurate program information to include the program title, the speaker's name and additional relevant information that may be helpful to members.
- Communicates special Sanctuary events widely and in a timely manner by making announcements in the Sanctuary, using social media and with well-written special event announcements posted to the website. Special events include but are not limited to special guest speaker events, new regular speakers that may be of special interest to members and friends, schedule changes that may be of special interest to members and friends, and memorial services. Uses effective discernment in coordination with the Leadership Subcommittee in choosing which announcements to post on the website.
- Uses the Sanctuary to positively and broadly communicate regarding Awakening Together's Purpose, Core Values, Sanctuary Etiquette, Awakening Together programs (to include but not limited to Sanctuary programs, member meetings, retreats, classes, & the Minister Preparation Program) and other special announcements.
- Ensures the recording of Awakening Together's primary weekly gathering and other programs as assigned by the Leadership Subcommittee or Member Board of Trustees. Ensures the recordings are effectively uploaded to the server and accurately posted to the website in a timely manner.
- Coordinates with vendors and others as needed to resolve Sanctuary-related technical issues effectively and as quickly as possible.
- Manages Awakening Together's Sanctuary broadcast to include addressing maintenance issues as they arise.
- Responds to members and guests regarding the Sanctuary, its broadcast and any other areas of responsibility effectively and in a timely manner.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the President-Minister, the Leadership Subcommittee and Awakening Together's Policies and Procedures.
- Is supervised by and responsible to the President-Minister.

**Job Description for an Assistant Sanctuary Director  
Employee or Contract Position, Part-time**

An Assistant Sanctuary Director:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively assists the Sanctuary Director in administering the Sanctuary in accordance with its Purpose and Core Values.
- Is an Awakening Together member and has completed True Discernment including passing the exam.

An Assistant Sanctuary Director may be hired without meeting the requirements above if the applicant is willing to become a member of Awakening Together immediately and commits to taking True Discernment the next time it is offered.

- Effectively and responsibly carries out the duties of the Assistant Sanctuary Director as outlined in this job description in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit's mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Demonstrates a clear understanding of how the Sanctuary Etiquette upholds the spirit and intent of the assembly's Purpose and Core Values by providing the right atmosphere in the Sanctuary for the furtherance of the Purpose and Core Values.
- Coordinates with the Sanctuary Director, vendors, and others as needed to resolve Sanctuary-related technical issues effectively and as quickly as possible.
- Serves on the Sanctuary Admin Subcommittee. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Admin Subcommittee Meetings.
- Assists the Sanctuary Director in the maintenance of an accurate Sanctuary Schedule on [awakening-together.org](http://awakening-together.org).
- Uses the Sanctuary to positively and broadly communicate to members and guests regarding Awakening Together's Purpose, Core Values, Sanctuary Etiquette, Awakening Together programs (to include but not limited to Sanctuary programs, member meetings, retreats, open classes, & the Minister Preparation Program) and other special announcements.
- Ensures the recording of Sanctuary programs as assigned by the Sanctuary Director. Ensures the recordings are effectively uploaded to the server and accurately posted to the website in a timely manner.
- Assists in the administration of Awakening Together's Sanctuary Broadcast to include addressing maintenance issues as they arise.
- Effectively and responsibly carries out all duties as assigned by the Sanctuary Director, the President Minister and Awakening Together's Policies and Procedures.

- Is supervised by and responsible to the Sanctuary Director.