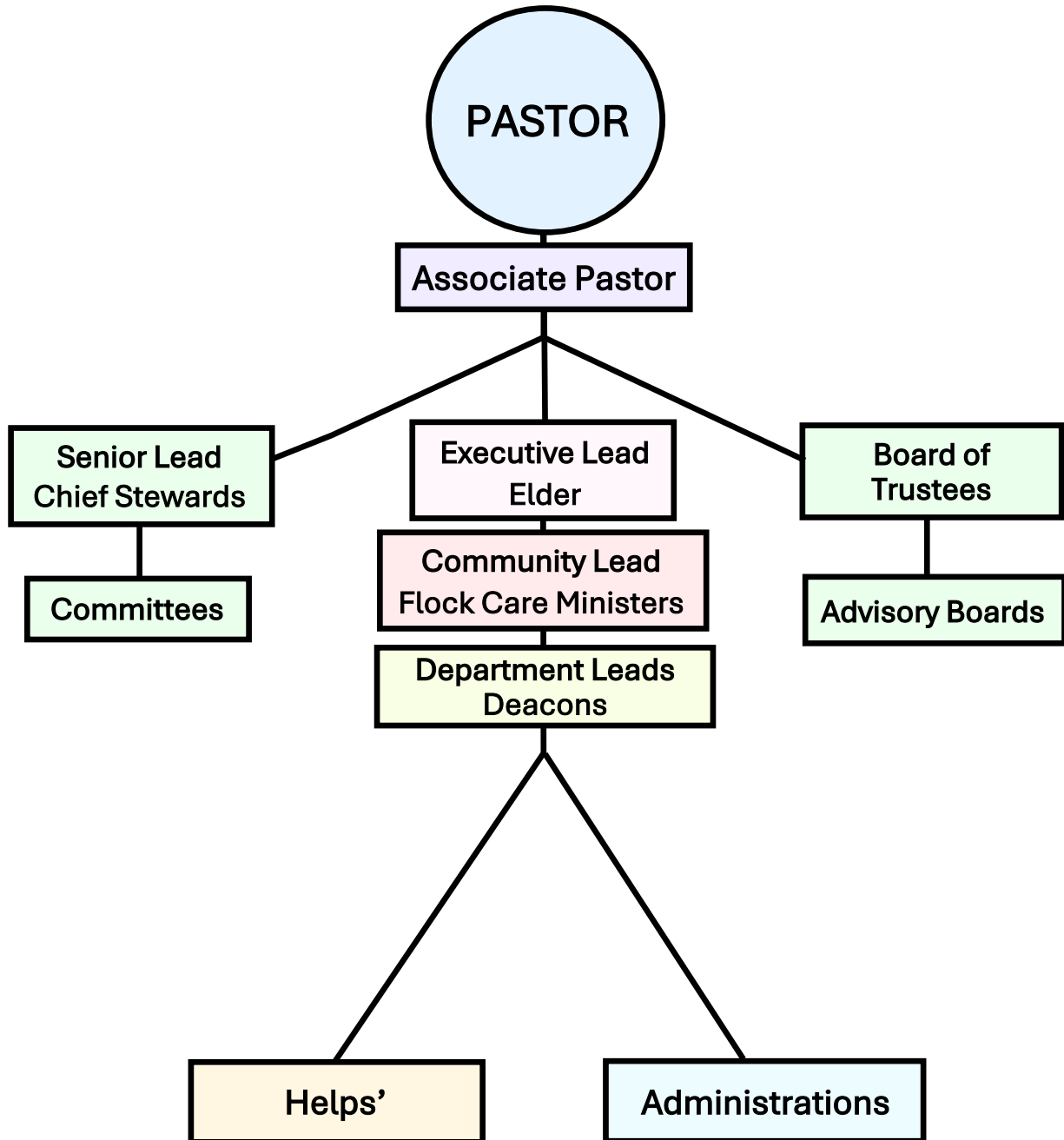


LIFE OF FAITH BIBLE CHURCH

Leadership Structure, Roles, & Responsibilities

The Body of Christ at Life of Faith Bible Church



Pastor:

Dr. Stephen Fraser

Associate Pastor:

Jeanne Fraser

**Senior Lead
(Chief Stewards):**

Robert Johnson
Emily Cook

Committees:
See page 13

Executive Lead (Elder):

Cynthia Burns

**Community Lead
(Flock Care Ministers):**

Aaron Cook Kayla Cook
Walter Collins David Mogadati
Brandon Fultz

Board of Trustees:

Kayla Cook David Lewis
David Mogadati John Ortega

Advisory Board:

Rhema Ministerial Assoc.
Mark T. Barclay Rev. William Bailey
Dr. Derek Wilson Dr. Roy Coleman
Dr. Cecil Blye

Department Leads (Deacons):

Aaron & Emily Cook

Young Adult Ministry (18-29 yrs)

Kayla Cook

Children's Ministry

Walter Collins

Ushers

Brandon & Senta Fultz

Freedom Over Addiction

Dylan & Marina Fisher

Pursuit Youth (High School)

Immanuel & Tori Johnson

Pursuit Youth (Middle School)

David Mogadati

Online Missions

Aaron Cook

Worship Team

John Ortega

Faith Agent's Acad.

Alisha Dellit

God's Girlz Club

Susan Gagel

Greeters

Kimberly Harriford

Honor Acad., Housekeeping

Rebecca Ortega

Bookstore

Joshua Shalom

Social Media

Tabitha Collins

Outreach Ministry

Stephen Johnson

Audio/Video

Joshua Gagel

Sanctuary Chairman

Jules Provencher

Parking Lot

Clara Bullock

Financial Stewardship

Gordy Bullock

Security

**Workers
(Helps' Ministers):**

Large team of volunteers serving in various departments

**Office Staff
(Administrations)**

Leadership Roles & Responsibilities

At Life of Faith Bible Church, our leadership team does not function as a pecking order or chain of command over people, but as a structure of service and stewardship designed to effectively carry out ministry. Ministry leadership is not about rank, status, or establishing levels of importance among leaders, but about faithfully serving in areas of responsibility.

Each leader is entrusted with specific ministry assignments to help care for people and support the vision of the church. In fulfilling these responsibilities, leaders provide guidance, encouragement, and oversight within their areas of service while working together to support the pastor in building up the congregation.

Leaders are not to tell others what they should or should not do spiritually, personally, or relationally—unless that person has been specifically delegated by the Pastor to do so—this is out of order, even if the intent is good. If something involves a person's heart choices or life decisions, they should be deferred to the pastor.

EXECUTIVE LEAD (Elders)

Primary Focus: People, leadership oversight, and ministry execution

Core Role

The Executive Lead serves as a senior extension of the Senior Pastor, overseeing the health, alignment, and effectiveness of all people-related ministry. They ensure that vision is communicated clearly, leaders are supported, and ministry is executed with excellence.

Key Responsibilities

- Oversee and support ministry leaders (Elders, Deacons, and Leads)
- Facilitate communication across all areas of the church
- Lead and organize meetings, events, and ministry initiatives
- Ensure alignment with the Pastor's vision in all operations
- Provide leadership coaching, accountability, and development
- Assist in conflict resolution and relational health
- Help coordinate and execute church-wide strategies
- Support the spiritual health of both leaders and congregation
- Assist in teaching, discipleship, and mentoring when needed

Summary: Oversees everything involving people and ensures things run smoothly and effectively.

SENIOR LEAD (Chief Stewards)

Primary Focus: Systems, stewardship, and operational excellence

Core Role

The Senior Lead serves alongside the Executive Lead as a direct assistant to the Senior Pastor, focusing on the stewardship of the church's systems, resources, and operational infrastructure. They handle complex, sensitive, and technical responsibilities that support the ministry at large.

Key Responsibilities

- Oversee operational systems, processes, and infrastructure
- Manage technical, logistical, and administrative functions
- Handle sensitive or complex assignments on behalf of the Pastor
- Ensure excellence in execution behind the scenes
- Coordinate resources, facilities, and ministry support systems
- Assist in planning and implementing strategic initiatives
- Provide problem-solving and organizational leadership

Summary: Oversees how things function—ensuring everything is structured, supported, and sustainable.

COMMUNITY LEAD (Flock Care Minister)

Primary Focus: Shepherding, care, and relational discipleship

Core Role

Community Leads assist the Pastor and Executive Lead by helping shepherd the church body through personal care, discipleship, and relational ministry. They ensure that people are seen, supported, and spiritually encouraged.

Key Responsibilities

- Provide visitation, encouragement, and prayer
- Assist in discipleship and spiritual growth of members
- Offer compassionate care during times of need
- Help connect people into the life of the church
- Support small groups, fellowship, and community building
- Identify and communicate care needs to leadership
- Reinforce pastoral direction through personal ministry

Summary: Helps care for the flock by bringing personal, relational, and spiritual support to the people.

DEPARTMENT LEADS (Deacon)

Primary Focus: Practical ministry leadership and operations

Core Role

Deacons oversee and manage church departments, ensuring ministries operate effectively and in alignment with the Pastor's vision.

Key Responsibilities

- Lead and manage ministry departments
- Organize volunteers and teams
- Coordinate outreach and engagement
- Provide practical care and encouragement
- Handle administrative and logistical needs
- Maintain smooth ministry operations

Summary: Ensures ministry happens—leading teams, managing departments, and turning vision into consistent, effective action.

WORKERS (Helps' Team)

Primary Focus: Service and support

Core Role

Workers serve faithfully in various areas of ministry, supporting the church's mission through practical service and teamwork.

Key Responsibilities

- Assist in ministry departments and events
- Serve under Deacon leadership
- Support church functions and operations
- Demonstrate faithfulness and a servant's heart

Summary: Serving where needed, supporting every area, and bringing strength to the work through a willing and faithful heart.

ADVISORY BOARD

Primary Focus: Perspective, counsel, and protection

Core Role

Provides insight, expertise, and protective oversight to support the Senior and Associate Pastors.

Key Functions

- Offer honest feedback
- Provide professional expertise (finance, counseling, outreach, etc.)
- Broaden leadership perspective
- Facilitate healthy dialogue
- Help leadership see the bigger picture

Areas of Protection

- **Spiritual:** Prayer covering and encouragement
- **Emotional:** Confidentiality and healthy boundaries
- **Financial:** Oversight and planning support
- **Legal:** Insurance and compliance awareness
- **Reputation:** Accountability and integrity structures

The Advisory Board offers counsel but does not hold governing authority.

PLANNING COMMITTEE

Primary Focus: Event planning and coordination

Core Role

Organizes and executes church events to ensure they run smoothly and align with the church's vision.

Key Responsibilities

- Coordinate logistics (venues, schedules, materials)
- Develop timelines and checklists
- Manage volunteers
- Oversee supplies and resources
- Work closely with pastoral leadership

Members are organized, collaborative, spiritually mature, and detail-oriented.

Committees:

Planning:

- General Planning Committee
- Events Planning Committee
- YGGC Planning Committee
- Outreach Planning Committee

Building:

- Tony Bayus (Architect)
- Derek Engineering (General Contractor)
- Jeff Conatser (Project Manager)
- Marv Blomquist (Civil Engineer)

BOARD OF TRUSTEES (Corporate Board)

Primary Focus: Legal and fiduciary oversight

Core Role

Provides governance and legal responsibility for the church's financial, corporate, and property matters.

Required Corporate Responsibilities

- Approve corporate documents
- Maintain corporate officers
- Review financial statements
- Ensure legal compliance
- Maintain succession and dissolution provisions
- Oversee Form 1023 and tax status

Key Functions

- Legal and regulatory compliance
- Financial oversight and asset protection
- Property and risk management
- Long-term stability and sustainability

The Board carries formal legal authority but does not manage daily ministry operations.

GOVERNING VS. ADVISORY BOARD

Advisory Board

- Provides counsel only
- No legal authority
- Recommendations are not binding

Governing Board (Trustees)

- Holds legal authority
- Responsible for corporate governance
- Decisions carry formal authority

LEADERSHIP QUALIFICATIONS:

Appointed by the Pastor based on:

Acts 6:1–7 / Titus 1:5 / 1 Timothy 3:8–13 / 1 Timothy 3:1–7 / Titus 1:5–9:

- Above reproach
- Spiritually mature and self-controlled
- Faithful in family life
- Not quarrelsome, greedy, or given to excess
- Dignified and sincere
- Not double-tongued or given to excess
- Free from dishonest gain
- Service flows from integrity and consistency.
- Proven faithfulness
- Doctrinal alignment
- Alignment with church vision
- Gifting

Leadership Quick Reference

- Senior Pastor – Vision, doctrine, and final authority
- Executive Lead – Oversees people and execution
- Senior Lead – Oversees systems and structure
- Community Leads – Care for the people
- Deacons – Run departments
- Workers – Serve and support

Helps'

- See Helps' Ministry Guidelines Manual

Administration

- See Employee Policy Handbook
- See Personal Job Description Roles & Responsibilities File

NOTE: All Boards, Officers, Committees, and Helps' ministry positions are usually volunteer roles. Administration typically involves paid full- or part-time office staff. For further understanding, see the Ministerial Pay Policy Guideline for Staff/Volunteer.

Ministerial Pay Policy Guideline

Staff/Volunteer

Sacrificial Service & Good Works

All Christians are called to serve the Lord by presenting their bodies as a living sacrifice to Him (Rom. 12:1). One of the ways they do this is by sacrificing their time, talent, and treasure (finances) for the work of God. Helps ministers, including elders and deacons, are called to help the pastor and the church from which they themselves are helped.

It is through “good works” that Christians grow in their usefulness to the Lord and to their church. Therefore, it is important that the church provides such opportunities to its members (Titus 3:14). Although such works do not bring a paycheck, they do bring rewards from the Lord. He has promised to reward anyone who does a good deed for His name’s sake — especially a good deed to those of His own household (the church). In fact, to look for a paycheck from men for such works can cause you to forfeit your reward from the Father (Matthew 6:1–4).

Your Livelihood

First Corinthians 9:1–14 gives qualifications for who should receive an income from the church. In its context, the Apostle Paul points out five reasons the church should financially support him:

1. He is the one who established the church (v. 2).
2. He works full-time in the ministry (v. 6).
3. He does not just preach the gospel but lives from it — it is his livelihood (v. 14).
4. He is likened to a soldier who leaves everything to go to war (v. 7).
5. His service is comparable to an Old Testament priest, whose occupation is ministering in the holy things of the temple (v. 13).

It is in this context that he states, *“If we have sown spiritual things for you, is it a great thing if we reap your material things?”* (v. 11). It is also in this same context that the Bible says, *“You shall not muzzle an ox while it treads out the grain.”* These Scriptures are written concerning those whose ministry (ministering the Word of God) is their main source of income.

We see this also in Matthew 10:9–11: *“Provide neither gold nor silver nor copper in your money belts, nor bag for your journey, nor two tunics, nor sandals, nor staffs; for a worker is worthy of his food. Now whatever city or town you enter, inquire who in it is worthy, and stay there till you go out.”*

Here we see that the “worker” who is worthy of wages or salary from the preaching of the Gospel is someone who does not provide for himself through another means — his ministry is his livelihood. This is one reason why no offerings are taken or honorariums given for those who occasionally fill in to preach for the pastor. They are not ministering as part of their livelihood.

Conclusion

Doing an outreach or going on occasional missions trips, along with all the prayer and preparation that goes into those activities, is not salaried by the church. However, church events that require workers to leave their jobs to travel out of town for a time may be compensated at the pastor’s discretion.

It is vital to the spiritual health of a Christian to be engaged in “good works” and charitable deeds. Notice the following scriptural exhortations:

- **Ephesians 2:10** — “For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand that we should walk in them.”
- **Titus 2:13–14** — “Looking for the blessed hope and glorious appearing of our great God and Savior Jesus Christ, who gave Himself for us, that He might redeem us from every lawless deed and purify for Himself His own special people, zealous for good works.”
- **Hebrews 10:24–25** — “And let us consider one another in order to stir up love and good works, not forsaking the assembling of ourselves together, as is the manner of some, but exhorting one another, and so much the more as you see the Day approaching.”

Our Policy

If ministry is not your livelihood, either full- or part-time, there is no financial compensation for the ministry work performed — such work is considered volunteer service. Volunteering in God’s house is a Christian’s “reasonable service.”

