

## *Lead (Overall Team) Job Description*

### **RADIUS Church Mission**

- GLORIFYING GOD by planting churches that make disciples and live generously.

### **Serve Team Purpose**

- **Connect** with each person.
- **Discover** where they are in their journey.
- **Guide** them toward taking their next step.

### **Role Summary**

- Leads and equips all Serve Team volunteers, ensuring the team operates smoothly while fulfilling the Serve Team purpose and advancing the church mission.

### **Responsibilities**

- Shepherds volunteers by:
  - Connecting with them.
  - Discovering where they are in their spiritual journey.
  - Guiding them by providing or facilitating intentional discipleship and care.
- Serve weekly as able.
- Arrive \_\_\_ **minutes** before service time.
- Coordinate with Campus Pastor for alignment and oversight.
- Provide vision, clarity and direction for all Serve Team roles.
- Recruit, train and mentor Team Leads.
- Ensure Team Leads maintain serve schedules and weekly rotations for their team.
- Encourage Team Leads and associated volunteers to recruit new volunteers.
- Follow and oversee church onboarding process for all new volunteers.
- Ensure smooth connection between Serve and other ministries.
- Lead or co-lead weekly huddles (see huddle definition).
- Review guest interactions, follow-ups and team health; adjust systems as needed.
- Address Serve Team issues, volunteer needs and process improvement ideas.
- Use the church's designated scheduling and serve team communication platform.
- Wear assigned lanyard with name tag while serving, as determined by campus.
- Ensure all team leads report needs, such as supplies.

### **What Success Looks Like**

- All Serve Team roles are filled, trained and supported.
- Team Leads maintain accurate schedules and proactive communication.
- Guest interactions and follow-ups are tracked in church's designated scheduling and serve team communication platform.
- Individuals are taking clear next steps in their journey.
- Volunteer needs and process improvement ideas are promptly addressed.
- Serve Team functions smoothly and aligns with the Campus Pastor's vision.