

Staff Liaison Role Position Description

Objective:

The purpose of the staff liaison role is to provide clarity for both staff members and for lay ministry leaders regarding staff involvement in all of the various ministries of Living Word. This liaison role will provide a clear point of contact for all lay ministry leaders within the staff for assistance and involvement as defined by the ministry area.

Goals:

Improve communication with the church.
Improve focus and efficiency for both staff and lay ministry leaders.
Reduce redundancy and confusion on communication issues where possible.
Improve support for lay ministry leaders.
Provide a “sustainable pace” for staff members.

Liaison role description:

- Each ministry area will have a clearly designated staff liaison to provide a primary point of contact for communication and support needs.
- The staff liaison role will communicate with each committee and ministry area leader as assigned on a regular basis with a minimum contact of quarterly meetings. Ideally, this will be done one on one. However, telephone meetings can be held depending upon the specific ministry.
- The staff liaison will be responsible for ensuring that the lay ministry leader is receiving the support required in his or her ministry area. This includes, but is not limited to the following:
 - Training
 - Promotion of events, programs and classes as needed
 - Communication to and from the Living Word church staff
 - Assistance with planning the annual calendar of events
 - Participating in committee or ministry meetings as defined by the ministry area
 - Support and encouragement as needed by the lay ministry leader
 - Assistance with conflict resolution and member needs as needed within the ministry area
- The staff liaison role eliminates the need for lay ministry leaders to have multiple points of contact within the staff. The staff liaison is responsible for communicating needs, issues, and events as they arise throughout the staff as required.
- The staff liaison will ensure that each committee chair or ministry leader has a current position description providing further clarity and focus for volunteers.

- The staff liaison will communicate all church policy changes to their respective committee chairs or lay ministry leaders.
- The staff liaison and lay leader will work collaboratively in developing annual ministry goals which support the overall annual church goals, vision and mission.
- Provide direction, support and clarity as needed to Lay Leaders for follow up with volunteers. The staff liaison will not necessarily be the one performing all volunteer contact, but will ensure that all who are faithful to signing up to serve receive contact.