

Harvest Christian Church is an Elder-Led church. The Elders are overseers of the church, setting forth both the vision and direction. The Executive Team is responsible and accountable to the Elder Board in both organizational structure and for the implementation of the activities listed below. While the Executive Team has authority and oversight within specific areas as described, all listed authority falls under the greater oversight of the Elders.

Mike Halstead: Founding Pastor

Responsibilities and Areas of Leadership

- The oversight of Care and Benevolence Ministries
 - Ministers to the congregation through pastoral visitations, prayer, and the provision of comfort; develops leadership in others to also carry on this ministry
 - Coordinates and oversees the disbursement of benevolence monies through congregational and community requests
 - Management of Outreach Coordinator Staff and Food Pantry development
- Studies, plans, and preaches approximately 32 weeks a year
- Implementation of Evangelism, Outreach, and First Impressions Ministries
 - First Impressions: greeters, parking, Info Desk, Ushers – those important roles that make the first impression on visitors
 - Outreach: Connection cards, follow-up calls, visits, Pie-Calls, etc.
 - Defining the Harvest Class: Getting to know the church and membership class, and chance for the church to meet the individual, connection points
 - Creative ideas for outreach and evangelism, events, etc. in conjunction with the executive team
- Develops and Implements World Evangelism (Missions) and Outreach
 - Liaison and member of the Missions Committee
 - Continued connection and communication with missionaries
 - Promoting church-wide awareness of church involvement in missions
 - Implementation of mission trips, contribution campaigns, and other support activities
- Coordinates facility maintenance, upkeep, and major repairs as needed

Josh Argubright: Executive Pastor

Responsibilities and Areas of Leadership

- Oversight of Family Ministry Leaders and Staff
 - Family Ministries include: Children's, Preteen, Youth, College, Men's, Women's, and Small Groups
 - Coordinates and guides ministry leaders (staff and/or volunteers) in vision, expectations, goals, and ministry implementation
 - Liaison between the Eldership, Executive Team and the Volunteer Ministry Leaders as needed (this does not disallow ministry leaders from going to another individual if needed)
- Studies, plans, and preaches approximately 12 weeks a year
- Oversight of Staff Development
 - Leads regular staff meetings and other leadership meetings as needed

- Meets regularly with staff to discuss ministry needs, goals, and expectations
- Implements staff training opportunities as needed
- Conducts regular staff reviews with Human Resources
- Student Ministries Pastor
 - Lead and develop others to minister to youth
 - Develop comprehensive program for 6th-12th grades to teach, disciple, and promote the gospel of Christ
 - Implement regular youth services, studies, and activities
- Liaison to Worship Team (for current time)
 - Implement new organizational structure and communication
 - Aid worship team in focusing on Executive Team and Elder vision for Sunday Services

Jacquelyn Valdez: Executive Director of Operations

Responsibilities and Specific Areas of Influence

- Directs and Implements all financial functions:
 - stewardship campaigns, cash flow, contributions, insurance, banking and financing, payroll, leases, budget development and administration.
 - Regular reporting and communication with the Executive Board
- Manages church's technology infrastructure (IT) and staff
- Serve as Human Resources Manager
 - Manages benefits, policy review, employee handbook development, and conducting performance evaluations (with Executive Pastor)
- Promotes the church's unique identity or "brand" through internal and external communications
 - Website development, social media content, Blogs, print communications, etc.
 - Stage design, live-stream and simulcast, facility design
- Manages facility use, both ministry use and private rentals
 - Contract development and pricing, implementation, calendar management
 - Maintenance, Facility setup, Inventory management, Purchasing
- Manages Administrative Office and Staff
 - Supervises Administrative Assistant and Bookkeeper, manages their duties and workload
 - Manages administrative decisions, work, and communications
- Works in conjunction with ministries to promote, implement, and support events and studies
 - Support ministry leaders as needed, including strategic planning for administrative needs

Executive Team Joint Functions

Responsibilities and Specific Areas of Leadership

- Regular and immediate communication with the Eldership regarding decisions and meeting discussions

- Vision and church direction in conjunction with the Elders:
 - Engage in regular strategic planning for the vision and for specific objectives of the church
 - Creative planning: outreach, ministry, Sunday service, etc.
 - Ministry development: developing new ministries and reviewing current ministries for restructure, growth, goals, and creative development
- Sunday Gatherings:
 - Weekly review of previous Sunday
 - Discussions and decisions regarding Sunday service structure
 - Shared oversight and vision for Sunday services with the Elders
 - Weekly communication of Sunday expectations to volunteers and ministry leaders
- Planning and implementation of all-church or ministry specific (men's, women's) events
- Budget review in coordination with church and ministry planning
- Review and decisions of facility improvements
- Staffing decisions, adding or removal of staff positions and ministry restructure recommendations for the Eldership
- Volunteer support, development, and appreciation
- Coordinates with Eldership to develop sermon series calendar and sermon topics
 - Sermon Series planning: including topics, communication, branding, etc.