

**Decorator**

Reports to: Operations // Facility Director

**Monthly** Commitment (Estimated): 4 hours

Job Location: Remote

*To create fresh and fun environments at CLC to host people well.*

Job Duties:

* **Design and purchase supplies for quarterly décor updates consistent with our brand and feel. Run proposed ideas past the operations and facility directors before implementing** (*note weight limitations of hooks in ceiling and limited outlets).* 
  + lobby
  + auditorium
  + stage
* **Plan appropriate/creative décor for upcoming sermon series or holidays.** Will need to ask for an updated list of upcoming sermon series from service program director on a monthly basis to be sure that you have the necessary lead time.

*For example: For a series “White Flag” it would be easy to keep that theme consistent in the auditorium with white fabric and homemade flags coming down the stairs to the auditorium to the stage.*

* **Be mindful to stay within budget and submit any expense receipts to Finance Lead (Christy Doneff) in the following format:**
  + Put your first and last name on all receipts with the total amount to be reimbursed at the top
  + Include a piece of paper tallying all of the receipts that you are submitting along with the date of submission.
  + Put it an envelope with your name on it and give or mail it to Finance Coordinator - Christy Doneff

158 Rose Hip Lane

Evergreen, CO 80439

* + Receipts submitted on or before the 20th of the month will be processed for that month. If you need something reimbursed sooner, please call Christy to let her know. 303-906-0593

For further details refer to CLC Volunteer Handbook for policies and procedures.



**Communications Coordinator**

Reports to: Operations Director

**Monthly** Commitment (Estimated): 3-4 hours

Job Location: Remote

*To create engaging communications that foster shared ownership in both the mission and the wins of CLC.*

Job Duties:

* **Design and distribute a monthly communications (Mail Chimp) using sermon series graphics supplied from the graphic designer to communicate to CLC insiders, donors and friends. Work with Operations Director for content.**
* **Design and distribute a monthly Mail Chimp communication to update volunteers on news, dashboard statistics, and any other pertinent information. Work with Strategic Services Director – Tabitha Pulinattu – for content.**
* **Work with graphic designer or use www.canva.com to create any additional graphics for the communications.**
* **Send a test email to the Operations Director 2 days before scheduled delivery to check grammar, placement, etc. prior to sending communications to any CLC audiences.**
* **Keep MailChimp contact lists up to date**
* **Be mindful to stay within budget and submit any expense receipts to Finance Lead (Christy Doneff) in the following format:**
  + Put your first and last name on all receipts with the total amount to be reimbursed at the top
  + Include a piece of paper tallying all of the receipts that you are submitting along with the date of submission.
  + Put it an envelope with your name on it and give or mail it to Finance Coordinator - Christy Doneff

158 Rose Hip Lane

Evergreen, CO 80439

* + Receipts submitted on or before the 20th of the month will be processed for that month. If you need something reimbursed sooner, please call Christy to let her know. 303-906-0593

For further details refer to CLC Volunteer Handbook for policies and procedures.



**Donor Relations Coordinator - (2)**

Reports to: Finance Director

**Weekly** Commitment (Estimated): 30 minutes

Job Location: Remote

*To create a culture of prayer, gratitude and partnership with CLC donors. Help them to feel connected to our mission and our wins.*

Job Duties:

* **Pray for and write hand-written thank you notes to first time donors (at least first 3 times they donate to CLC) – include dashboard statistics and wins where appropriate.**
* **Finance Director would distribute a list after every service that would contain names/addresses of donors (never amounts) for the week and whether it was their first, second or third time donating.**
* **One person would write the first and third time donating notes and the other would write the second time donating note. This keeps variety for our donors and splits the load for our volunteers.**
* **Work with graphic designer to create Colorado Life Church thank you notes – order more as needed.**
* **Be mindful to stay within budget (stamps, printing, etc) and submit any expense receipts to Finance Lead (Christy Doneff) in the following format:**
  + Put your first and last name on all receipts with the total amount to be reimbursed at the top
  + Include a piece of paper tallying all of the receipts that you are submitting along with the date of submission.
  + Put it an envelope with your name on it and give or mail it to Finance Coordinator - Christy Doneff

158 Rose Hip Lane

Evergreen, CO 80439

* + Receipts submitted on or before the 20th of the month will be processed for that month. If you need something reimbursed sooner, please call Christy to let her know. 303-906-0593

For further details refer to CLC Volunteer Handbook for policies and procedures.



**Finance Coordinator**

Reports to: Finance Director

**Weekly** Commitment (Estimated): 2 hours

Job Location: Remote

*To create systems that are easy to use and easy to report on and ensure the accuracy of all financial data for the benefit of our church and our donors.*

Job Duties:

* **Document Sunday donations – keep track of date, amount, addresses of donors and whether they were “inside” or “outside” donors.**
* **Distribute donor list (first 3 times donating, at a minimum) to Donor Relations Coordinators – never share amounts donated.**
* **Process receipts for reimbursement – amount, category, purchaser and write/mail checks for reimbursement.**
* **Provide a monthly report on expenditures to Finance Director– highlighting when a department is at 80% or higher of budget.**
* **Be mindful to stay within budget (stamps, printing, etc) and submit any expense receipts to Finance Lead (Christy Doneff) in the following format:**
  + Put your first and last name on all receipts with the total amount to be reimbursed at the top
  + Include a piece of paper tallying all of the receipts that you are submitting along with the date of submission.
  + Put it an envelope with your name on it and give or mail it to Finance Coordinator - Christy Doneff

158 Rose Hip Lane

Evergreen, CO 80439

* + Receipts submitted on or before the 20th of the month will be processed for that month. If you need something reimbursed sooner, please call Christy to let her know. 303-906-0593

For further details refer to CLC Volunteer Handbook for policies and procedures.



**Connect Team (1-2 people)**

Reports to: Connect Director

**Monthly** Commitment (Estimated): 6 hours (2+/Sunday and follow up)

Job Location: Sunday morning auditorium

***Work the crowd and make sure that no one falls through the cracks***

Job Duties:

* Come early on Sunday morning to pray with the Connect Team
* “sweep the walls” – be mindful of all attendees at CLC and proactively introduce yourself to attendees who look to be on the periphery or alone
* Learn names and stories of CLC attendees and note any opportunities where CLC can encourage, serve or reach out to the people of our church
* Meet up with connect team post-service to share information and opportunities to connect with attendees and devise a connection strategy for new people or people we haven’t seen in a while.
* Place calls/emails/Facebook connections to new people to let them know that they are welcome and we loved having them join us.

For further details refer to CLC Volunteer Handbook for policies and procedures.



**Director of Strategic Services**

Reports to: Lead Pastor

**Monthly** Commitment (Estimated): 5 hours (10 hours for months with volunteer training)

Job Location: Remote

***Helping people serve strategically***

Job Duties:

* Work with Connect Director to get new people for potential volunteer enrollment
* Work with Guest Services & Kids Life Directors in volunteer coordination – understand where gaps and needs still exist
* Oversee the scheduling and content of volunteer training, as needed. Training should promote vision, encourage safety and empower volunteers to think like owners.
* Prepare a monthly volunteer tips/reminders to be included in the monthly volunteer newsletter – send to communications coordinator by 20th of each month. The content should reflect – where we see opportunities for unity, synergy, and reminders across our volunteer base to further CLC’s mission/vision in Evergreen.
* **Be mindful to stay within budget and submit any expense receipts to Finance Lead (Christy Doneff) in the following format:**
  + Put your first and last name on all receipts with the total amount to be reimbursed at the top
  + Include a piece of paper tallying all of the receipts that you are submitting along with the date of submission.
  + Put it an envelope with your name on it and give or mail it to Finance Coordinator - Christy Doneff

158 Rose Hip Lane

Evergreen, CO 80439

* + Receipts submitted on or before the 20th of the month will be processed for that month. If you need something reimbursed sooner, please call Christy to let her know. 303-906-0593

For further details refer to CLC Volunteer Handbook for policies and procedures.