



LIVING STONES CARSON

DEACON OF OPERATIONS

HOURS AND SALARY:

Salaried Position, 25-30 hours weekly, at between \$15-20 dollars an hour.

OUR VISION AT LIVING STONES:

We exist to see a fundamental change in the spiritual climate of Northern Nevada. To that end, we desire to create a vibrant, disciple making church in Carson City that proclaims the gospel of Jesus Christ.

YOUR ROLE INSIDE LIVING STONES:

To serve as assistant to Gavin Jarvis, and to serve Living Stones by expanding its ability to take spiritual care of, disciple, train, and connect members through organization and online engagement.

RESPONSIBILITIES:

This is a versatile job that will be adapted for the person who is hired. With that said, some of the known functions of this staff member include:

- Dial in Sunday Gatherings and Special Events

- Purchase needed supplies for Sundays
- Prepare for Sunday Classes beforehand with snacks, packets, etc.
- Be present on Sunday mornings to help facilitate setup
- Coordinate the details for special events

- Communications and Engagement

- Keep our online media active and engaging
- Update our website
- Maintain a podcast and video podcast for the church
- Create Slides Packages on a Weekly Basis
- Plug in new group members and team members.
- At times, coordinate with the Brewery Arts Center for regular needs
- Get important information out to the church

- Help keep our church on financial track

- Deposit Giving
- Connect with Finch on a monthly basis
- Work with Central Staff on any bookkeeping needs
- Handle Benevolence Cases

- Assist Gavin Jarvis

- Organize various aspects of the church
- Help to plan the church calendar
- Prepare new ways of outreach and improve or replace old systems
- Running Various Errands and additional church related purchases.

COMPETENCIES:

- Must be, or become, a Covenant Member at Living Stones.
- The character of a deacon as seen in 1 Timothy 3:9-13.
- An aptitude for Social Media and creative and modern design
- The ability to create and organize systems and plans
- Can equip and empower - lead through others.
- Effectively manage communication and administration with volunteers
- Freely engages culture on mission and stays rooted in core beliefs of the church.
- Flexible/Adaptable - Handle curve balls with grace as you problem solve.
- Possesses a conviction and passion for the Word of God, and God as revealed in scripture.
- Willing to be vulnerable in pursuit of spiritual health with pastors and deacons
- Someone who is a natural self-starter on tasks and projects
- A desire to see the church grow numerically and to see things done excellently.

REPORTING:

- Report to Gavin Jarvis