

In this new season of an ALL digital church we have had to update job descriptions for many of our staff.

Part of our staff culture is that we are all on TEAM A (Substance) which is more important than their department or specific responsibility they were hired to do (Team B). We hire people, not positions. They have to be able to be humble, flexible and serve on team A and not just team B or team C. (see our description below) So making this adjustment has been easier as we are simply asking our staff to put most of their attention on team A. :)

TEAM A / Substance Church

- No matter what we all help people: Know God, Find Freedom, Discover Your Purpose and Make a Difference.
- Universal Job Description: building your volunteer family tree and the family tree of others (which is helping funnel people into 4-7 friends (small groups) and a ministry team (volunteer ownership) We work on span of care for volunteers and their families.

We clarify the teams at Substance:

- **Team A: Substance Church Mission & Vision**
 - What we all do
 - Universal job description for staff
 - Weekend Services, Small Groups, Growth Track, Teams
- **Team B: the particular department you were hired to serve in**
(worship, media, kids, admin, facilities, pastoral, hospitality, youth etc.)
But no one gets their ego or identity in team B / their title / their role / org chart / its just where they are serving
- **Team C: your personal desires, passions & callings**
(writing a blog, podcast, preaching, writing music, missions)
- **Team D: the desires, dreams & passions of your spouse**

So in this season of crisis and many of our day to day jobs have shifted, we are still on the same mission, on the same team A and just have to adjust & update job descriptions for a few of our staff.

ALL staff are being asked to serve in a pastoral capacity

- a. Micro Campus Roles
- b. Calling / Texting 100 church members
- c. Moving people in the Substance funnel
 - Helping people engage with Sunday services, Sunday night prayer, Wednesday briefings, Micro Campuses, Substance Kids, Substance Youth + additional small groups (as people have extra time on their hands)
 - Staying on top of Pastor Peter's blog / our website and all of the resources we offer
 - <https://www.peterhaas.org/how-to-establish-a-quarantine-routine-how-to-not-kill-your-kids/>

- <https://www.peterhaas.org/resources-for-pastors-how-to-do-church-in-light-of-covid-19/>
- <https://substancechurch.com> (check out all the links / resources we offer people)
- IF you need to review the Substance Growth Track videos and if you need to review our Substance Leader's videos, the links are here for a refresher course for you:) [Substance Leaders 2019](#) Hit the Green "ENROLL" (it acts as a "Sign In" button) and follow the prompts, then you're good to go!
- Growth Track: <https://app.servehq.church/substancechurch/course/8738>
- If you've never had time or bandwidth to go through Alpha or Freedom, this could be an incredible opportunity for you to jump into these groups and get additional tools & resources on your belt. These can be considered hours.

A. Micro campus roles

- 8 of our pastors are overseeing the 32 Micro Campuses (4 each)
- The rest of you were assigned to be in a micro campus or to lead a micro campus; So when you get the email today, you will see where you've been placed.
- Here is the PDF of Micro Campus Strategy & a video explaining it.

B. Pastoral Care Call

- We took our entire church data base and divided every name up amidst our entire staff and asked them to personally call each person. The goal is to help connect with people / pray with people / show care / and as you connect with people think through: fellowship, ownership & invite culture.
- We emailed out sample scripts, scriptures and a spreadsheet that has every person in our data base's name & info and a place for our staff to track, take notes, prayer requests / answered prayers / anything that is helpful from a pastoral follow up / care perspective

Team B Clarity:

Then we are going through each staff member in our organization and assessing what they can do in this season.

Examples:

Our interior designer (who worked on design in 3 of our campuses)

- She will work on the pastoral strategy (micro campus role & pastoral care calls)
- She will also help in the business finance department

Our hospitality director:

- She will work on the pastoral strategy (micro campus role & pastoral care calls)
- She will also help in the business finance department

Our admins:

- We are having them all work on the pastoral strategy

- We are finding projects that have been on the back burner that they can do to help out with (cleaning up our pastoral network lists; cleaning up emails;)

Worship

- On top of filming content for our weekend services & prayer moments, we are asking our worship staff to ALSO do the pastoral strategy with pastoral care phone calls & micro campus roles.
- In addition, we are outlining things they can work on during the week with our musicians, singers, volunteers to stay connected and growing in their music & worship leading skills (we don't want everyone rusty in 3 months)
- We will also take this time to work on a few future projects that we want to build out for fall 2020 (youth worship small group; internship worship track)