

Awakening Together Job Descriptions

Formal adjunct to:

- Awakening Together's Leadership and Governance Policy and Procedure, and
- Awakening Together's Compensation Policy and Procedure

All employees of Awakening Together are evaluated based on the applicable job description as it is written in this document in accordance with the Leadership and Governance Policy and Procedure and the Compensation Policy and Procedure.

The Founding Minister:

This position is created for Regina Dawn Akers.

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values.
- Effectively and responsibly carries out the duties of the Founding Minister as outlined in this job description in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy. The Founding Minister is exempt from the Paid Time Off Policy.
- As an organizational advisor, acts as confidant, sounding board, and consultant to the President-Minister in matters dealing with the leadership and management of the assembly, its employees, its Trustees, its volunteers and its ministers.
- As a spiritual advisor, assists the President-Minister in nurturing the spiritual life of the church primarily by preparing and leading retreats at the Awakening Together Retreat House and by writing articles for the Awakening Together website. In addition, she may develop courses, write articles for external publications or author books that benefit the members and/or make Awakening Together's teachings available to the public.
- Acts as a spiritual mentor to the President-Minister and Retreat House Caretaker.
- As a Retreat House stakeholder, serves as a team member on the Retreat House Subcommittee and accepts responsibility for tasks that are directly related to the role of Founding Minister as put forth in this job description. May also accept responsibility for other tasks as it benefits the purpose and function of the Retreat House in relation to the role of Founding Minister.
- Maintains a presence in the Sanctuary by teaching a regular program, offering occasional special events and/or by leading the Weekly Gathering on occasion.
- May accept invitations for interviews or speaking engagements as a representative of Awakening Together when it seems appropriate and beneficial to the organization, but is not required to do so.

- Develops posts, webpages, announcements and other marketing materials that are required in order to effectively communicate about retreats, courses, books or special events that she has primary responsibility for.
- May be designated by the Board of Directors as an officer of the assembly and as a key executive on the assembly's bank accounts. She may also be authorized to co-approve large expenditures with the President-Minister within the authority set by the Board of Directors and may have responsibility for limited financial tasks. She effectively and responsibly exercises any and all financial authority related to financial responsibilities assigned to her.
- May assist the President-Minister by filling in for her when the President-Minister is on PTO. May also temporarily take on additional duties in order to assist when another employee is on PTO, as decided in consultation with the President-Minister and the aforementioned employee.
- Advises the Chairman-Minister, the Sanctuary Director, the Member Board of Trustees and Board of Directors, as requested.
- Is supervised by and responsible to the Chairman-Minister.

Job Description for the President-Minister

The President-Minister:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively leads the assembly in accordance with its Purpose and Core Values.
- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.
- Effectively and responsibly carries out the duties of the President-Minister as outlined in this job description in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Has overall responsibility for the vision, status and performance of Awakening Together in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws and Awakening Together's Policies and Procedures.
- Reports and makes recommendations to the Board of Directors on all matters pertaining to Awakening Together including but not limited to the assembly's programs, processes and projects, the business of the Member Board of Trustees, employee performance and matters pertaining to the membership.
- Is prepared for and attends meetings of the Board of Directors, participates effectively in discussions and calls Special Meetings of the Board of Directors as needed to address issues facing the assembly.

- Chairs the Member Board of Trustees, sets the agenda for the Member Board of Trustees, and oversees effective operation of the Member Board of Trustees in accordance with the Constitution, Bylaws and Leadership and Governance Policy and Procedure.
- Chairs the Leadership Subcommittee, which is made up of the President-Minister, Vice President-Minister and the Sanctuary Director. The purpose of the Leadership Subcommittee is to effectively carry out the day-to-day management of the assembly based upon the spirit and intent of decisions made by the Member Board of Trustees and Board of Directors.
- Effectively carries out all duties as assigned during meetings of the Board of Directors, Member Board of Trustees, the Leadership Subcommittee and any other subcommittees the President-Minister may chair or serve on.
- As ex officio member, is responsible to supervise and ensure the effective and timely action of all subcommittees of the Member Board of Trustees. Serves as chair of the Retreat House Subcommittee, except when another officer of the organization has been assigned as chair. Also serves on any other subcommittee as assigned by decision of the Board of Directors or the Member Board of Trustees.
- Supervises church employees to ensure the duties of the employee are effectively and responsibly carried out in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, Awakening Together's Policies and Procedures and the applicable job description. Effectively delegates responsibilities to employees in alignment with their job descriptions and the needs of Awakening Together.
- Responsible for overseeing the development, review, revision and approval of Awakening Together's policies and procedures to ensure Awakening Together operations are legal, effective and current with the needs of the church.
- Is responsible for effective budgeting, revenue and expenditure under the supervision of the Treasurer and in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit bylaws, Awakening Together's Financial Philosophy and Awakening Together's Leadership and Governance Policy. Ensures all budgeting, revenue and expenditures are directly related to the Foundation for the Holy Spirit's mission and Awakening Together's Purpose and Core Values.
- Is responsible for effective management of the Office of the President-Minister to include but not limited to ethical, legal and timely accounting, reconciling and reporting of the assembly's revenue and expenditures; accurate and timely payroll management; accurate and timely tax payments and reporting; accurate and timely payment of all fees and filing of all reports related to incorporation, tax-exempt/charitable status or church status; furnish accurate receipts/tax letters to all donors in a timely manner; accurate and timely fulfillment of purchases and orders; grant award management, complete and maintain records regarding programs such as MPP, retreats, etc; effective and timely response to all members, vendors and friends regarding matters pertaining to Awakening Together; effective implementation and ongoing adherence to policies and

procedures; and effective supervision of volunteers working in/with the Office of the President-Minister.

- Has overall responsibility for the organization's website, awakening-together.org. Ensures content is timely, useful and positively and effectively represents the Foundation for the Holy Spirit's mission and Awakening Together's purpose and core values.
- Responsible for the Minister Preparation Program (MPP) including development and maintenance of the curriculum, the delivery of classes, the suitability of participants, administration of the minister's oath and overall management of the program in accordance with federal and state laws and the Minister Ordination and Licensing Policy.
- May represent Awakening Together or may select and recommend another minister to represent Awakening Together as a speaker or spiritual teacher at events worldwide or online as requested by other parties and as serves the best interests of Awakening Together and/or its members.
- Has overall responsibility for Awakening Together's worship services including but not limited to assigning ministers to lead general assembly gatherings, reviewing and approving requests for supplemental gatherings, ensuring all weekly gatherings meet the requirements of Awakening Together's Worship Services Policy and Procedure and ensuring all weekly gatherings are in harmony with Foundation for the Holy Spirit's mission and Awakening Together's purpose and core values.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the Foundation for the Holy Spirit bylaws and Awakening Together's Policies and Procedures.
- Is supervised by and responsible to the Chairman of the Board and the Board of Directors.

Job Description for the Sanctuary Director

The Sanctuary Director:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively administers the Sanctuary in accordance with Awakening Together's Purpose and Core Values.
- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.

The Sanctuary Director may be hired as the Acting Sanctuary Director if he/she is not an Awakening Together Ordained Minister at the time of employment. However, in order to be hired as Acting Sanctuary Director, the candidate must commit to becoming an Awakening Together Ordained Minister and must begin participation in the Minister Preparation Program (MPP) as soon as possible after accepting the Sanctuary Director position if he/she is not already actively participating in the program. He/she must complete the MPP program within 30 months of date of hire.

- Effectively and responsibly carries out the duties of the Sanctuary Director as outlined in this job description in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit's mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Has overall responsibility for the activities, status and performance of the Sanctuary in accordance with 501(c)(3) and church laws, regulations and legal precedent, other applicable laws and regulations, the Foundation for the Holy Spirit's Constitution and Bylaws and Awakening Together's Policies and Procedures, especially the Sanctuary Policy and Procedure and the Speakers Policy and Procedure.
- Demonstrates a clear understanding of how the Sanctuary Etiquette upholds the spirit and intent of the assembly's Purpose and Core Values by providing the right atmosphere in the Sanctuary for the furtherance of the Purpose and Core Values.
- Is prepared for and attends meetings of the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Member Board of Trustees meetings.
- Effectively serves on the Leadership Subcommittee. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Leadership Subcommittee Meetings.
- Recruits, trains, schedules and supervises Sanctuary Administrators to ensure effective and responsible administration of the Sanctuary in accordance with Awakening Together's Purpose and Core Values, Awakening Together's Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures. Maintains a list of all Awakening Together Administrators including but not limited to each one's name, email address, telephone number and date of certification as an AT Admin.
- With the advice and consent of the Leadership Subcommittee, recruits, selects, and schedules Sanctuary speakers to ensure effective and responsible administration of the Sanctuary in accordance with Awakening Together's Purpose and Core Values, Awakening Together's Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures.
- Ensures all regularly scheduled speakers receive a copy of Awakening Together's Speakers Policy and Procedure prior to their first scheduled timeslot. Provides or arranges for technical training for speakers in a timely manner, as needed.
- With the assistance of other Sanctuary Administrators, monitors speakers to ensure they adhere to Awakening Together's Purpose and Core Values, the Sanctuary Policy and Procedures and Awakening Together's Speakers Policy and Procedures. Maintains an up-to-date list of email addresses for all current Sanctuary speakers.

- Maintains the Sanctuary Schedule on awakening-together.org with timely and accurate program information to include the program title, the speaker's name and additional relevant information that may be helpful to members.
- Communicates special Sanctuary events widely and in a timely manner by making announcements in the Sanctuary, using social media and with well-written special event announcements posted to the website. Special events include but are not limited to special guest speaker events, new regular speakers that may be of special interest to members and friends, schedule changes that may be of special interest to members and friends, and memorial services. Uses effective discernment in coordination with the Leadership Subcommittee in choosing which announcements to post on the website.
- Uses the Sanctuary to positively and broadly communicate regarding Awakening Together's Purpose, Core Values, Sanctuary Etiquette, Awakening Together programs (to include but not limited to Sanctuary programs, member meetings, retreats, classes, & the Minister Preparation Program) and other special announcements.
- Ensures the recording of Awakening Together's primary weekly gathering and other programs as assigned by the Leadership Subcommittee or Member Board of Trustees. Ensures the recordings are effectively uploaded to the server and accurately posted to the website in a timely manner.
- Manages Awakening Together's Sanctuary and internet radio broadcast to include scheduling pre-recorded radio programming and addressing maintenance issues as they arise.
- Coordinates with vendors and others as needed to resolve Sanctuary and radio broadcast related technical issues effectively and as quickly as possible.
- Manages Awakening Together's YouTube channel to include making recommendations regarding the YouTube channel to the Leadership Subcommittee. Edits, uploads, appropriately catalogs and deletes videos that were recorded in the Awakening Together Sanctuary per the decisions of the Leadership Subcommittee.
- Responds to members and guests regarding the Sanctuary, the internet broadcast, the YouTube channel and any other areas of responsibility effectively and in a timely manner.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the Office of the President-Minister, the Leadership Subcommittee and Awakening Together's Policies and Procedures.
- Is supervised by and responsible to the President-Minister or Vice-President minister.

Job Description for the Retreat House Caretaker

The Retreat House Caretaker:

- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.

The Retreat House Caretaker may be hired if he/she is not an Awakening Together Ordained Minister at the time of employment. However, in order to be hired, the candidate must commit to becoming an Awakening Together Ordained Minister and must begin participation in the Minister Preparation Program (MPP) as soon as possible after accepting the position if he/she is not already actively participating in the program.

He/she must complete the MPP program within 30 months of date of hire.

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Demonstrates a clear understanding of how the Retreat House Policy upholds the spirit and intent of the assembly's Purpose and Core Values by providing the right atmosphere for the furtherance of the Purpose and Core Values.
- As an Awakening Together minister, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit's mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Effectively manages the Awakening Together Retreat House and, in coordination with the Retreat House Subcommittee, creates an environment that accommodates guests who come for self-guided retreats, supported solitude, retreat programs, supportive fellowship and spiritual communion.
- Demonstrates an understanding of his/her role as Retreat House caretaker, including the understanding that the Retreat House is not intended as a place for social gathering, is not a personal residence. The caretaker's function is primarily focused on maintaining a sacred, welcoming and supportive Retreat House environment.
- Provides and appropriately enforces guidelines for guests, which are developed by the Retreat House Subcommittee and designed to support the general purpose of the Retreat House, the current scheduled focus or program, and the need to maintain a reasonable operational budget.
- Serves as a team member on the Retreat House Subcommittee. Participates effectively in discussions. Responsibly and willingly carries out all duties assigned during Retreat House Subcommittee Meetings.
- Coordinates with the members of the Retreat House Subcommittee, vendors, volunteers and others as needed to manage the Retreat House effectively including resolving maintenance issues as quickly as possible.
- As property manager, maintains the Retreat House premises in a clean, neat and orderly state.
- As property manager, is responsible to ensure routine maintenance is carried out effectively and as needed such as routine sprinkler and furnace maintenance and seasonal maintenance on the lawn mower and snow blower/plow, etc.

- Responsible to maintain the Retreat House vehicle in a clean, neat, and well-maintained state to include attending to routine vehicle maintenance on schedule such as oil changes, etc.
- Plans, prepares and provides simple and nourishing meals to guests in accordance with decisions made by the Retreat House Subcommittee regarding the frequency and nature of Retreat House meals.
- Effectively and responsibly exercises any spending authority delegated to him/her by the Retreat House Subcommittee as necessary to operate the Retreat House and administer its programs. The spending authority granted shall not exceed the needs of the caretaker's role in relationship to the Retreat House and the budget approved by the Board of Directors.
- Effectively and responsibly carries out the duties of the Retreat House Caretaker as outlined in this job description and as assigned by the Board of Directors in accordance with applicable federal, state and local laws and Awakening Together's Policies and Procedures, including but not limited to the Retreat House Policy and Procedure.
- Is supervised by and responsible to the President-Minister, the Vice President-Minister, or a Director who also serves as chair of the Retreat House Subcommittee, as designated.

Job Description for the Vice President-Minister

The Vice President-Minister:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Assists the President-Minister in leadership of the assembly in accordance with its Purpose and Core Values.
- Is a fully ordained Awakening Together Minister and meets the requirements of an Awakening Together ordained minister as laid out in Procedure IV of the Minister Ordination and Licensing Policy and Procedure.

The Vice President-Minister may be hired as the Vice President if he/she is not an Awakening Together Ordained Minister at the time of employment. However, in order to be hired as Vice President, the candidate must have demonstrated experience serving as a volunteer to the assembly, must commit to becoming an Awakening Together Ordained Minister and must begin participation in the Minister Preparation Program (MPP) as soon as possible after accepting the Vice President position if he/she is not already actively participating in the program. He/she must complete the MPP program within 30 months of date of hire.
- Effectively and responsibly carries out the duties of the Vice President-Minister as outlined in this job description in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a leader and representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit mission, Awakening Together's Purpose and Core Values and by

living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.

- Serves as Vice Chair of the Member Board of Trustees and, whenever the President-Minister is not able or as assigned by the President-Minister, sets the agenda for the Member Board of Trustees, leads Member Board of Trustees Meetings and oversees effective operation of the Member Board of Trustees in accordance with the Constitution, Bylaws and Leadership and Governance Policy and Procedure.
- Is prepared for and attends meetings of the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Member Board of Trustees Meetings.
- Effectively serves on the Leadership Subcommittee and any other subcommittee as assigned by the President-Minister, Board of Directors or the Member Board of Trustees. Participates effectively in discussions. Effectively and responsibly carries out all duties assigned during Leadership Subcommittee Meetings.
- Acts as confidant, sounding board, and advisor to the President-Minister in matters dealing with the leadership and management of the assembly, its employees, its Trustees, its volunteers and its ministers.
- Acts as co-worker to the President-Minister regarding all duties assigned to the President-Minister and the Office of the President-Minister. Assists the President-Minister by effectively implementing and managing processes and special projects as assigned.
- As a co-approver of some expenditures, is responsible for effective spending under the supervision of the Board of Directors and in accordance with 501(c)3 and church laws, regulations and legal precedent, the Foundation for the Holy Spirit bylaws, Awakening Together's Financial Philosophy, the current approved budget and Awakening Together's Leadership and Governance Policy.
- Responsible, along with the President-Minister and other ordained ministers, to lead Awakening Together's general assembly gatherings as assigned.
- Is generally prepared to replace the President-Minister if the President-Minister is unable to perform his/her duties due to illness, injury, death, resignation, suspension or termination.
- Effectively and responsibly carries out all duties as assigned by the Board of Directors, the President-Minister, the Foundation for the Holy Spirit bylaws and Awakening Together's Policies and Procedures.
- Is supervised by the President-Minister.

Currently Not In Use:
Job Description for an Assistant Sanctuary Director

An Assistant Sanctuary Director:

- Demonstrates a clear understanding of and genuinely embraces Awakening Together's Purpose and Core Values. Effectively assists the Sanctuary Director in administering the Sanctuary in accordance with its Purpose and Core Values.
- Is an Awakening Together member and has completed True Discernment including passing the exam.
 - An Assistant Sanctuary Director may be hired without meeting the requirements above if the applicant is willing to become a member of Awakening Together immediately and commits to taking True Discernment the next time it is offered.
- Effectively and responsibly carries out the duties of the Assistant Sanctuary Director as outlined in this job description in accordance with 501(c)(3) and church laws, regulations and legal precedent, the Foundation for the Holy Spirit's Constitution and Bylaws, and Awakening Together's Policies and Procedures.
- As a representative of Awakening Together, maintains a positive and exemplary image to members and the public by representing the Foundation for the Holy Spirit's mission, Awakening Together's Purpose and Core Values and by living and working in accordance with Procedure I, Code of Ethics, of the Leadership and Governance Policy.
- Demonstrates a clear understanding of how the Sanctuary Etiquette upholds the spirit and intent of the assembly's Purpose and Core Values by providing the right atmosphere in the Sanctuary for the furtherance of the Purpose and Core Values.
- Coordinates with the Sanctuary Director, vendors, and others as needed to resolve Sanctuary-related technical issues effectively and as quickly as possible.
- Assists the Sanctuary Director in the maintenance of an accurate Sanctuary Schedule on awakening-together.org.
- Uses the Sanctuary to positively and broadly communicate to members and guests regarding Awakening Together's Purpose, Core Values, Sanctuary Etiquette, Awakening Together programs (to include but not limited to Sanctuary programs, member meetings, retreats, open classes, & the Minister Preparation Program) and other special announcements.
- Ensures the recording of Sanctuary programs as assigned by the Sanctuary Director. Ensures the recordings are effectively uploaded to the server and accurately posted to the website in a timely manner.
- Assists in the administration of Awakening Together's Sanctuary Broadcast to include addressing maintenance issues as they arise.
- Effectively and responsibly carries out all duties as assigned by the Sanctuary Director, the President Minister and Awakening Together's Policies and Procedures.
- Is supervised by and responsible to the Sanctuary Director.