

D. ADMINISTRATION

1. Plan, organize and administer the overall church program.
 - a. Long range planning.
 - b. Calendar of events.
 - c. Coordinating the activities of the various lay boards and committees.
2. Supervise and evaluate church staff.
3. Supervise the day to day activities of the church office.

E. DESIRED COMMUNITY ACTIVITIES

1. Participation in Shafter Ministerial Association.
2. Work with other evangelicals in the community to promote the cause of Christ through cooperative efforts.
3. Actively involved in the community of Shafter.