

APOSTOLIC CHRISTIAN CHURCH

Remington, IN

Position Description for HarvestCall Representative

Position Purpose

- HarvestCall Representatives (Reps) fulfill a vital role. The Rep acts as a liaison between his/her local congregation and the HarvestCall organization ensuring a good flow of communication between them. HarvestCall cannot exist without the support of local congregations, and local congregations benefit from having the enriching opportunity to “proclaim Christ & serve others” through participation in outreach activities.

Term Length

- A 5 to 10-year term is recommended. However, it may not be practical to limit terms in smaller churches. In some cases, it may be desirable to give a person well suited for this position more than one term of office. It is also advisable to overlap terms by at least one year for continuity and training purposes.

How Office is Filled

- Recommendation by current HC rep with approval by local church elder, with local church support.

Number of Persons Serving in Position

- 1-2

Summary of Responsibilities

- **Communicate.** Create opportunities for informing your local congregation about HarvestCall ministries, solicit feedback from the local church and channel it to HarvestCall leadership, and act as the first point of contact for questions about HarvestCall.
- **Recruit.** Keep up to date on HarvestCall’s postings for short, intermediate and long---term missionaries, as well as specific needs for labor, goods or services, and encourage those in your congregation whose gifts might fit the needs, to prayerfully consider the opportunities. This information can be found in the HarvestCall emails that get sent out on a regular basis.
- **Coordinate.** Ensure the coordination of HarvestCall funds and activities. Transfer funds collected and gifts-in-kind donated for HarvestCall “national” ministries on to HarvestCall’s Financial Manager and act as the main point of contact and as a facilitator for local activities which support the ministries of HarvestCall.

Major Duties

- Pray for the people HarvestCall serves, as well as the organization’s leadership, missionaries, and volunteers.
- Keep abreast of HarvestCall ministry activities: regularly review the website, read the emails and print newsletters, and if you are on Facebook or Instagram, follow HarvestCall (and share posts with others).
- Set up regular special presentations with guest speaker(s). These can be combined with a singing and/or potluck meal, happen after a church service, or be a standalone event.
- Provide an annual update to your church at its business meeting.
- Encourage people in your congregation to attend the Proclaim & Serve missions conference.
- Post print materials received on your church bulletin board.

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- Encourage your congregation to join HarvestCall's Email list, connect on Facebook or Instagram, watch informative videos at harvestcall.org, and sign up for print
- newsletters. (The latter is especially important for new households)
- Help to identify and encourage those with gifts and callings that could be used to participate in the ministries of HarvestCall.
- Ensure that funds designated for HarvestCall are sent to the Financial Manager, whether the Rep or the church Treasurer gathers the funds.
- Understand the nature of restricted versus unrestricted donations. Keep accurate accounting of the congregation's designations. A transmittal form is required to be used when funds are forwarded to the Financial Manager. Funds should be
- forwarded to the Financial Manager as soon as possible after any scheduled
- collection and no less than twice per year by June 15 and December 15. A copy of the Rep Report and Transmittal form is available at www.harvestcall.org/resources.

Special Duties

- Keep the position description current. Updates are requested at the time of the annual review process in August or whenever changes are made in the position. The responsibility includes developing agreement with others in this position and any office holder who may be affected by the updates.

Communication with Others

- Elder
- HC Sewing Representative
- HC Distribution Coordinator
- Church body

Time Requirements

- This depends on the interest and commitment of the person in this position. Ideally, this would involve several hours a week with a passion for the work.

Position Qualifications

- Good communication skills (verbal & written) are essential.
- Fully support HarvestCall's purpose, vision, mission and guiding principles.
- Solid knowledge about HarvestCall's structure, its ministry programs, and ways brothers and sisters can participate.
- An observable passion for HarvestCall ministries and for serving others.
- Prior experience with HarvestCall ministries, such as participation on work teams.
- Working knowledge and ability to communicate using websites, email, and social media.
- Sufficient time to appropriately perform the duties and responsibilities of a Rep. Before accepting the position, the candidate should be given a copy of the written job description for review and support.
- In order to do this job effectively, it is important the opening be matched with a person who is interested in the role, fits the requirements, has a passion for serving others and a desire to see the lost reached with the gospel. It is often best to have a recommendation by the current rep and appointment by the local church elder, rather than an open election.
- Brother in good standing. Member of the Remington church for one year.

Minister Contact: Bro. Trent Bahler