

**Management:**

1. Finances – pay bills, collect money, make bank deposits, log, track budgets, keep records and reports.
2. Property – maintain 4 acres of repairs and upkeep
3. Hire day labor, purchase supplies, inventory equipment, etc
4. Relationships – communication and team building daily (phone, text, in person)
5. Computer skills – websites, documents, uploads, etc

**Pastor:**

1. Sunday services – preaching, worship, host team, nursery
2. Small groups – bible studies, men’s, women’s, Hispanic, etc

**Youthfield:**

1. Parties – oversee birthdays, after school programs, youth groups, etc
2. Train – recruit and train for paintball, zipline, etc.
3. Schedule – events, referees, supply purchases

**Rental properties:**

1. Work with maintenance person (S) to keep all 8 cabins and RV’s in living conditions.
2. Advertise, take applications, background checks, sign lease with new tenants.
3. Collect and record rent income and deposits.
4. Work with professional contractors when needed – locksmith, exterminator, plumber, etc