



# ADMIN TEAM

## **KEY RESPONSIBILITIES**

The Administrative Team supports the mission of The Village by assisting with essential behind-the-scenes tasks that keep ministry running smoothly. This team is called on for larger projects such as preparing mailings, assembling packets, cutting and stuffing materials, organizing resources, and helping with various church-wide initiatives. Their work ensures that events, communication pieces, and ministry items are prepared with excellence and completed on time. Administrative Team members serve with flexibility, attention to detail, and a heart for supporting ministries so that more people can experience Life Change, Life Growth and Life Purpose through the love of Jesus.



# COOKIE TEAM

## **KEY RESPONSIBILITIES**

The Cookie Team plays a unique and meaningful role in caring for our community. Team members bake 6 dozen cookies, rotating turns, once a month, which are then delivered by the Community Pastor to new visitors we want to bless and encourage. These homemade cookies create a warm, personal touch that helps people feel seen, valued, and welcomed. Members of the Cookie Team serve with hospitality, consistency, and a heart to make people smile—one batch at a time.