

STAFF POSITION DESCRIPTIONS

December, 2018

Rev. Daniel Douglas

Interim Minister

714.730.3444 ext. 104

daniel@unitytustin.org

Amy Jahn



Music & Arts Ministry Director

714.730.3444 ext. 307

music@unitytustin.org

Music and Arts Ministry Director

Directly responsible for selection and coordination of all music on campus. All Sunday services all special services and all events. Hires and books musicians and makes all music selections. Coordinates existing professional musician team. Liaison to all other greater ministry matters. Cultivates teams and opportunities and provides support and training for selfless servers to share their music skills as an act of devotion.

Creates and coordinates additional events for cultivation or expression of arts such as artists fair, stone soup, conscious movement etc.

Choir Director Chooses music runs weekly rehearsal and conducts once per month performance. Also creates parts tracks and support materials as necessary. Provides prayer, and community support within the choir ministry.



Nevin Valentine

Director of Youth & Family Ministry

714.730.3444 ext. 110

nevin@unitytustin.org

Summary of the main duties and responsibilities of the YFM Director:

To provide a ministerial presence for the spiritual education of youth and families within the framework of the teachings of Unity in Tustin and to support youth and families in the joyful exploration and expression of the divine in their lives. Hold individual teacher and parent meetings as needed or requested, including phone calls and email communications. Support the spiritual development of the entire family by communications on ways to implement and expand upon the Sunday school lessons at home. South West Unity Region Education Retreats.



Meredith VanSteenwyk

Bookstore Manager

714.730.3444 ext. 100

bookstore@unitytustin.org

Key Duties & Responsibilities:

- Manages daily operations in bookstore, including closing registers.
- Assists customers with sales, and provides information about Unity of Tustin and the various spiritual teachings.
- Orders Unity of Tustin Mission and Vision appropriate merchandise. This includes ordering, and selling books and/or tickets for classes, events, featured Sunday service talks, and special requests.
- Maintains accurate business records; including sales receipts, checks, purchases, returns, etc.
- Works closely with Bookkeeping to ensure all records are correct and bills are accurately paid in a timely manner.
- Prepares sales reports monthly for board of directors meetings.
- Ensures adequate staffing coverage in bookstore during open hours.
- Attracts, develops, trains, and supports selfless servers.
- Attends Staff meetings as scheduled.



Mary Jeanne Hawes

Administrative Consultant

714.730.3444 ext. 107

maryjeanne@unitytustin.org

Nicky Wagg

Administrative Assistant

714.730.3444 ext.

nicky@unitytustin.org

Karen Knee

Administrative Assistant

714.730.3444 ext.

karen@unitytustin.org