

# Leadership Profile

## A Few More Thoughts

- Please note that every leader must have an Official Position Title (aka Position Title) from the state list. Online, this title appears in the blue stripe for filled positions or the pink stripe for unfilled positions. (NOTE: They are not in alphabetical order.) Sometimes this title may not be the best fit, but we need you to pick something. Perhaps we can solicit the state to modify the list of choices. For the sake of reports, your primary pastor is listed as “Pastor” while all other pastors need to at least be listed as “Pastor-Associate/Executive.” These other pastors may also be listed under more specific titles as well, like “Youth Minister/Director,” but the “Associate” label lets me find all pastors after the primary pastor. I may have also listed all assistants or paid financial personnel as “secretaries”. It just helps me find all of our support staff people. (To change an Official title involves removing them from their old position and adding them under a new position.)
- The Preferred Position Title is the title your church chooses to call this person. It may or may not differ from the official title. If you like, you can keep this title the same even when adding the same person under multiple Official Position Titles. For example, in a small church where the pastor serves in these three key roles: Pastor (Pastor), Church Secretary (Pastor), ACP Contact Person (Pastor). (To change the Preferred title, click to Update Contact Information and then look for Position Details.)
- For new people, be sure to search the database first to see if that person is already in the system. If not, please add as much personal information (like phone number, address, and email address) to make sure this person is not confused with someone else.
- Please make sure everyone has a unique email address whenever possible, not a churchwide address shared by everyone.

**2024 Church Leadership Roles on the ACP Leadership Profile**  
**(English on This Side; Español al Reverso)**

Please review your church’s Leadership Profile list that is currently in TeD (the online version) to see what positions your church has submitted in the past. You will find previously-filled positions highlighted in blue; previously-unfilled positions are highlighted in pink. The Paper Form included in this packet was printed on May 15, 2024, and does not reflect any online changes you may have made since then.

Place a check mark on the list below for all blue-highlighted positions. Then scroll through the list to check other positions similar to those your church has elected to lay and ministry leadership. The order below is the same as the Leadership Profile worksheet. Use the accompanying worksheet to make any changes.

We added two positions last year—**Church Trustee** and **Church Elder**. If your church utilizes an Elder-led model of leadership, include the name of the Elders who are the main points of contact for communication from TBMB or TBC Entities. If the lead Elder is the Pastor, place the name of other Elders who provide leadership along with or in the absence of a Pastor. The same holds true for the Church Trustee position.

Collect the information on the worksheet for each person whose name will be submitted, then transfer it to the digital format in the TeD database.

- |  |   |
|--|---|
| <input type="checkbox"/> Pastor                            | <input type="checkbox"/> Youth Minister/Director              |
| <input type="checkbox"/> Pastor – Associate/Executive      | <input type="checkbox"/> Assoc Ex Bd Representative           |
| <input type="checkbox"/> Pastor – Campus/Satellite Pastor  | <input type="checkbox"/> Pianist                              |
| <input type="checkbox"/> ACP Contact                       | <input type="checkbox"/> Worship Band Leader                  |
| <input type="checkbox"/> Church Secretary                  | <input type="checkbox"/> Discipleship Training/Classes Leader |
| <input type="checkbox"/> Church Clerk                      | <input type="checkbox"/> Missions Leader – Adult              |
| <input type="checkbox"/> Worship/Music Minister            | <input type="checkbox"/> Church Men’s Ministry Director       |
| <input type="checkbox"/> Sunday School Director/Groups Dir | <input type="checkbox"/> Women’s Ministry Director            |
| <input type="checkbox"/> Chairman of Deacons               | <input type="checkbox"/> Missions Leader – Preschool          |
| <input type="checkbox"/> Church Treasurer                  | <input type="checkbox"/> Missions Leader – Children           |
| <input type="checkbox"/> Finance Committee Chairman        | <input type="checkbox"/> Missions Leader – Students           |
| <input type="checkbox"/> Church Trustee                    | <input type="checkbox"/> Minister – Other                     |
| <input type="checkbox"/> Church Elder                      | <input type="checkbox"/> Church Bible Drill Coordinator       |
| <input type="checkbox"/> Missions Leader - WMU Director    | <input type="checkbox"/> Church Administrative Director       |
| <input type="checkbox"/> VBS Director                      | <input type="checkbox"/> Prayer Ministry Coordinator          |
| <input type="checkbox"/> Children’s Director/Minister      | <input type="checkbox"/> Church Library Team Leader           |
| <input type="checkbox"/> Preschool Director/Minister       | <input type="checkbox"/> Other Paid Church Staff              |
| <input type="checkbox"/> Discipleship Pastor/Education Min | <input type="checkbox"/> Church Weekday Early Edu Dir         |
| <input type="checkbox"/> Missions Minister/Director        | <input type="checkbox"/> Missions Leader Churchwide           |
| <input type="checkbox"/> Media/Audio Visual Director       | <input type="checkbox"/> Pastor’s Assistant                   |
| <input type="checkbox"/> Minister of Collegiate Students   |   |