PASSION CREEK CHURCH

The PCC Org Structure

WHO OWNS WHAT & HOW WE LEAD TOGETHER

Structure isn't about hierarchy; it's about clarity. The org chart is only the start. This is the whole shape of our team: every seat, every team, and every rhythm, in one place, so everyone knows who owns what and how we lead together.

Contents

Nine frameworks. Each one answers a different question about how our team is built and how it grows.

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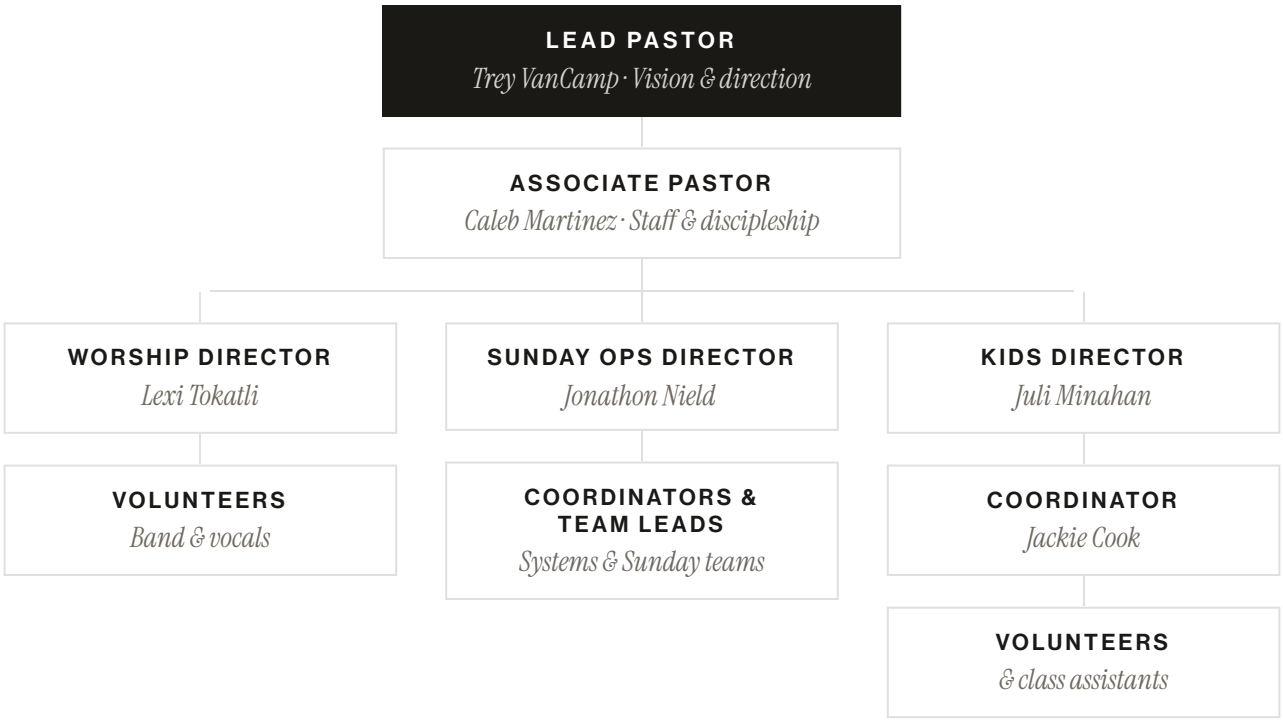
OUR PASSION

Make ~~attenders~~ disciples who reorient their lives to be formed by Jesus, together, for others.

01 · WHO LEADS

The Org Chart

Structure doesn't create ministry; it protects it. The Lead Pastor sets vision; the Associate Pastor carries the staff and the Sunday operation. Four areas sit alongside the operation — two answering to Trey, two to Caleb.



These four areas report directly to a pastor rather than through the Sunday team — each carrying a vital role in the life of the church beyond Sunday morning.

REPORTS TO TREY
LEAD PASTOR

- **STEWARDSHIP TEAM** — *Finances & oversight*
- **MINISTRY LEADS** — *Formation spaces*

REPORTS TO CALEB
ASSOCIATE PASTOR

- **GROUPS** — *Together, Basics, & Triads*
- **DEACONS** — *Care, conflict & culture*

The 6 Seats

Every seat has one owner, and every owner knows their seat. Six seats, each with clear ownership, responsibilities, and direct reports.

01

TREY VANCAMP · OWNS VISION & DIRECTION

Lead Pastor

Sees from 30,000 feet ahead: overall vision and direction, preaching and teaching oversight, leadership of the elders, and the culture of our church and staff.

REPORTS: ASSOCIATE PASTOR · STEWARDSHIP TEAM · MINISTRY LEADS · ASSISTANT

02

CALEB MARTINEZ · OWNS STAFF, DISCIPLESHIP & CARE

Associate Pastor

Sees from 30,000 feet above: leads the staff and the architecture of our ministries — the discipleship pathway (Groups, Basics, and Triads), the development of the ministries still ahead of us, and the care of our people through the Deacons.

REPORTS: DIRECTORS · DEACONS · GROUPS

03

OWNS A DEPARTMENT

Director

Leads a main ministry department — Kids, Worship, or Sunday Operations: sets its direction, recruits and develops its leaders, guards its health and growth, and manages its budget. For the Sunday Ops Director, the department is Sunday itself: team leads, volunteer systems, set up, and cross-department communication.

REPORTS: COORDINATORS · TEAM LEADS

The 6 Seats

Directors lead departments. Coordinators run systems. Team Leads carry teams; Ministry Leads shepherd spaces.

04

OWNS A SYSTEM

Coordinator

Runs the systems a ministry depends on: Sunday logistics, administrative processes, and volunteer training and support — recognizing and solving problems, not just reporting them.

REPORTS: VOLUNTEERS

05

OWNS A TEAM

Team Lead

Leads a volunteer team on Sundays: training, encouraging, and recruiting the people who serve, executing the team's work, and communicating needs to Coordinators. People-first, with little to no administration.

REPORTS: VOLUNTEERS

06

OWNS A FORMATION SPACE

Ministry Lead

Shepherds a relational environment — PCC YTH, Create Men, Cultivate Women, Re|Engage: sets what the space should look and feel like, teaches and disciples the people in it, and draws on volunteers as needed. Group Leaders function the same way in miniature: each one shepherds a Together group or Triad, and their only direct reports are participants. Same skill set as a Team Lead, but the work is formation, not execution.

REPORTS: PARTICIPANTS

03 · THE TWO CATEGORIES

Staff & Volunteers

Two categories, one team. The difference isn't value; it's expectation.

STAFF	VOLUNTEERS
Paid, with expected availability throughout the week	Not paid
Ongoing responsibilities beyond Sunday	Specific, Sunday-centric responsibilities
Formal accountability & supervision (FADs, annual reviews)	Limited expectation for mid-week availability
Significant decision-making authority	Responsible for a specific task — set up, tech, kids supplies, Re|Engage — not for growing a department
Regular and frequent leadership meetings	
Represent the church in an official capacity	
Responsible for growing a ministry department	

THE 4 LEVELS OF LEADERSHIP

Level 1	A Director leads a department.
Level 2	A Coordinator runs a system.
Level 3	A Team or Ministry Lead leads volunteers and spaces.
Level 4	A Volunteer serves.

04 · HOW ROLES DIFFER

The Who, How & What

Three roles that look similar on a Sunday but carry different weight. Team Leads only run a team. Coordinators also run systems. Ministry Leads run a space.

01

Team Lead

Responsible for who.

Primarily responsible for people: who's serving, who's trained, who's recruited, who's encouraged. Little to no administrative work.

02

Coordinator

Responsible for how.

Primarily responsible for a ministry system: how it functions, how problems get solved, and what the procedures are. Placement, sign-ups, and scheduling.

03

Ministry Lead

Responsible for what.

Primarily responsible for a formation space: what it should look and feel like, and what it should accomplish. Their only direct reports are participants.

THE LITMUS TEST

What happens if they disappear?

If a Team Lead disappeared, the area would still happen (hospitality, welcome). If a Coordinator disappeared, it mostly wouldn't (tech, safety, kids). If a Ministry Lead disappeared, the space would disappear with them (PCC YTH, Create Men, Cultivate Women, Re|Engage).

The Sunday Departments

Where the structure lands on a Sunday morning. Each department carries only the levels of leadership it actually needs.

KIDS

- **DIRECTOR · STAFF** — *Juli Minahan*
- **COORDINATOR** — *Jackie Cook*
- **VOLUNTEERS** — *& class assistants*

WORSHIP

- **DIRECTOR · STAFF** — *Lexi Tokatli*
- **VOLUNTEERS** — *band & vocals*

WELCOME

- **TEAM LEAD** — *Whitney Clayton*
- **VOLUNTEERS** — *greeting teams*

TECH

- **COORDINATOR** — *Tommy Minahan*
- **VOLUNTEERS** — *AV teams*

SAFETY

- **COORDINATOR** — *Jimmy Cook*
- **VOLUNTEERS** — *safety teams*

SET UP

- **COORDINATOR** — **OPEN SEAT**
- **VOLUNTEERS** — *rotating teams*

HOSPITALITY

- **TEAM LEAD** — *Annie Craig*
- **VOLUNTEERS** — *coffee & food*

SUNDAY OPS

- **DIRECTOR · STAFF** — *Jonathon Nield*
- **COORDINATOR · VOLUNTEERS** — *Jeremy Craig*
- **OVERSEES** — *all Sunday teams*

06 · HOW WE FORM

The Ministry Spaces

A department is a ministry structure: multiple levels, systems, and leaders. A ministry space is a relational environment where formation, discipleship, and connection happen with minimal systems. They aren't the same, and they don't require the same structure.

PCC YTH	MINISTRY LEADS: CHARLIE & MAKAYLA SHORMA
Cultivate Women	MINISTRY LEAD: JORDAN VANCAMP
Create Men	MINISTRY LEAD: OPEN SEAT
Re|Engage	MINISTRY LEADS: RYAN & ROBYN MATTINEN · SUPPORTED BY MENTOR COUPLES

Ministry Leads gather monthly with the Lead Pastor — invitational, focused on leadership skill, upcoming events and teaching series, and discipleship initiatives. In time, these spaces could grow to include Groups, Basics, and Triads.

THE GROWTH ROADMAP

GROWS BY COMPLEXITY	GROWS BY RELATIONSHIP
The space needs systems. Add a Coordinator, then a Director.	The space needs more people. Add Team Leads, then a Director.

We add levels of leadership as ministries grow; we don't promote leaders out of the work they're called to. When Ministry Leads find themselves leading leaders rather than participants, we install a Director.

07 · CARE & OVERSIGHT

The Teams

Three teams carry the weight no single leader should: the Elders guard our direction, the Stewardship Team watches over our resources, and the Deacons care for our people.

LED BY THE LEAD PASTOR

The Elders

Our elders are the pastors who provide spiritual oversight and direction for the church and its ministry teams. They lead by conviction rather than consensus, offering redirection rather than mere reassurance. Their primary responsibilities are to teach, form, and shepherd the congregation through doctrine, direction, and discipline.

THE THREE RESPONSIBILITIES

Teach	Through doctrine — grounding the congregation in sound teaching, and guarding and delivering the truth.
Form	Through direction — serving the congregation as its spiritual director, guiding the body through the practices and passages that form its common life, season by season.
Shepherd	Through discipline, both corrective and protective — guarding the flock from harm and restoring those who stray.

THE QUALIFICATIONS 1 TIMOTHY 3:1–7

Responsible	Stewards his own time, talent, and treasure, leading himself well before he leads others.
Respond-able	Responds rather than reacts to the storms of life and the sabotage of leadership; gentle, not quarrelsome, and never above criticism.
Respectable	Respected by his family, his church, and his community; not conceited, and well thought of by outsiders.

07 · CARE & OVERSIGHT

The Teams

Where the Elders guard our direction, the Stewardship Team watches over our resources — counsel, wisdom, and accountability for the elders.

REPORTS TO TREY · LEAD PASTOR

The Stewardship Team

Covenant members who provide counsel, wisdom, and accountability to the elders. The elders serve over them, yet submit to them in Christ-like humility across three domains — Finance, Personnel, and Development.

THE THREE POSTURES

Counsel	Guidance and advice to the elders, drawing on their experience and financial expertise to support the vision of Passion Creek.
Wisdom	A long-term view on decisions, honoring God with the gifts we've been given to the third and fourth generation.
Accountability	Transparency, integrity, and faithful stewardship as the guiding principles of our financial practices.

WHERE THE ELDERS SUBMIT

Finance	Drafting and monitoring the annual budget so our resources multiply the vision of making disciples.
Personnel	Fair, equitable staff compensation — proactively identifying raises and adjustments, with input on hiring and benefits.
Development	Input and support on facility development, maintenance, and upgrades that serve the mission.

07 · CARE & OVERSIGHT

The Teams

Where the Stewardship Team watches over our resources, the Deacons care for our people — the church's care, culture, and peace.

REPORTS TO CALEB · ASSOCIATE PASTOR

The Deacons

The Deacons manage care for the people of the church, maintain the culture of Passion Creek, and mediate conflict among its members.

THE THREE RESPONSIBILITIES

Manage Care	Coordinate to meet the physical, emotional, and relational needs of our people — overseeing meal trains and logistics, responding to requests for physical and relational help, and staying in regular contact with the pastors to assess where the greatest needs are.
Maintain Culture	Protect unity among members by proactively addressing gossip, slander, and anything else that breeds dissension and division.
Mediate Conflict	Serve as the first point of contact when relational conflict arises among members, stepping in to make peace.

THE QUALIFICATIONS 1 TIMOTHY 3:8–13

Character	Worthy of respect and sincere — not given to drink or dishonest gain, holding the mystery of the faith with a clear conscience.
Household	Faithful in marriage and managing their own family well — love that proves itself first at home.
Tested	Proven first and found blameless; those who serve well gain good standing and great boldness in the faith.

The Meeting Rhythms

Every gathering knows its cadence, its leader, and its job. Sunday logistics live in the Sunday Ops meeting, so Director meetings stay focused on health, development, and strategy.

WEEKLY

Elder Meeting	Trey VanCamp & Caleb Martinez	DECISION-MAKING
Director Meeting	Led by Caleb Martinez · Trey VanCamp, Lexi Tokatli, Juli Minahan & Jonathon Nield	TRAINING & ALIGNMENT

MONTHLY

Director Check-In	Led by Caleb Martinez · one-on-one with each Director	SOUL CARE
Deacons	Led by Caleb Martinez · the Deacons	TRAINING & ALIGNMENT
Stewardship Team	Led by Trey VanCamp · the Stewardship Team	DECISION-MAKING
Sunday Ops Team	Led by the Sunday Ops Director · Directors, Team Leads & Coordinators	ALIGNMENT
Ministry Leads	Led by Trey VanCamp · invitational for Ministry Leads	DEVELOPMENT

SEASONALLY

All Leaders	Led by Trey VanCamp & Caleb Martinez · Elders, Directors, Deacons, Coordinators, Team & Ministry Leads	FLEXIBLE
Group Leaders	Led by Caleb Martinez · invitational for Together & Triad leaders	DEVELOPMENT
6-Point Inspection	Every summer · Elders & Directors	HEALTH
The Rest	FAD Reviews · Retreat · Refresh · Gala	RELATIONSHIP

The Sunday Alignment Meeting

Monthly, invitational, sixty minutes. Led by the Sunday Ops Director, with pastors attending as needed. Every meeting opens with action items from the last one.

1 ## Wins

Brief updates on volunteers, highlights, and the moments worth celebrating.

2 ## Upcoming Sundays

Baptisms, communion, dedications, stories, and special events on the horizon.

3 ## Issues Needing Addressing

Volunteer shortages, set up and tear down, tech needs, upcoming trainings, and cross-department alignment: what does Worship need from AV? Kids from Safety? Hospitality from Welcome?

4 ## Resources Needed

Equipment to purchase, volunteers to recruit, training to schedule, and budget requests to carry forward.

The Open Seats

The structure names two seats we're actively working to fill.

01

VOLUNTEER

Set Up Coordinator

Schedules, onboards, and trains Set Up volunteers; builds rotating teams and fills vacant positions.

02

VOLUNTEER

Groups Coordinator

Manages sign-ups, follows up with inquiries, maintains the database, and tracks openings and group sizes.

THE POINT

We organize so *formation* can happen.