



TEAM FCA |



Steps For Prospective Staff Greater Richmond

1. Visit and review all the sections on <http://teamfca.org/who-we-are>
2. Then Start Your Journey at www.teamfca.org/start-your-journey and search for the position that you are exploring. You will have to create an account there when you apply. *Note, by applying you are neither committed to that particular job or being interviewed for hire. As part of this process FCA completes and pays for a mandatory background check on all applicants.*
3. All applicants must also complete this questionnaire on the bottom of: <http://fcarva.org/join-our-team>
4. Applicant receives instructions from the Area Director on how to take the required Strength Finder survey, and the required Gift of Grace Spiritual Fingerprint survey.
5. Applicant to meet with the FCARVA Team Development committee that includes the following members:
 - Area Director (for hiring area)
 - Board Members from the local area
 - Area Sports Coach or Campus Huddle Coach
 - FCA Director from another area within the Commonwealth
6. If Applicant is confirmed to explore joining TeamFCA, the Hiring Manager enrolls him/her in Tryout Training.
7. Hiring Manager creates NEW ORG (aligns the geographic area and budget for the applicant's position).
8. Hiring Manager creates Proposed Budget with Salary for the Applicant's position (FCA has a national salary band that is used as a guide and flexibility exists based on the Applicant's work experiences and skill set).
9. Budget to be Reviewed/Approved by FCA State Director.
10. Applicant attends the required Boot Camp Fundraising (paid by FCA) and starts fundraising based on the approved budget and becomes a Prospective Staff with FCA email. The Prospective Staff can build a Dream Team of volunteers to help raise awareness and funds from the area they will serve in. *Note: A Prospective Staff is not employed by FCA and it is required that all field ministry positions have 65% of their monthly costs in recurring monthly funds and 35%, or a three-month ending fund balance, also raised before they can be hired. This ensures a fluid transition onto staff with ministry funds in hand.*
11. Upon completing required fundraising above, the Prospective Staff will complete the following HR Documents:
 - I-9
 - Digital Agreement
 - Direct Deposit
 - W-4
12. A Letter of Intent is sent to the Prospective Staff from the National Support Center confirming his/her hire.

There are various roles for FCA Staff.

FCARVA.org 804-320-FCA1



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Field Ambassador

The Field Ambassador role serves a narrowly defined local area by engaging, equipping, and empowering coaches, athletes and volunteers to fulfill FCA's mission on a very limited, part-time basis. Personal support raising is not expected as part of requirements for this position but a desire to help is appreciated.

Area Representative

This position is in the field of play and ministers to and through every coach by engaging, equipping and empowering them to then influence athletes. By implementing the 4 C's (Coaches, Campus, Community, Camps) in a way that reflects FCA's values (Integrity, Serving, Teamwork, Excellence) a Rep has tremendous impact throughout a targeted geographic community. The ministry footprint is usually 3-5 high schools per Area Representative. Personal support raising for a Home Team to cover monthly expenses is a required expectation. Training and assistance are provided.

College Campus Director (or Representative)

This position is for someone that sees a vision to build a ministry on a collegiate campus. Ministry involves one-on-one ministry to and through Coaches, alongside Athletes, and to Teams. Personal support raising for a Home Team to cover monthly expenses is a required expectation. Training and assistance are provided.

Area Representative Sport Specific

These positions may take the form of 'cleats on the ground' as there are needs for sports specific positions serving our community club and recreation sports. From baseball, lacrosse and soccer, there are thousands of athletes not on the campus teams who need to hear the Gospel. There is also a need for a golf based ministry position to reach and serve area club pros and college coaches and help with golf fundraising events. Personal support raising for a Home Team to cover monthly expenses is a required expectation. Training and assistance are provided.

Communications Assistant

This part-time position helps the Ministry Advancement Coordinator with monthly communication and publicity tasks. Examples of projects include but are not limited to: Constant Contacts, Direct Mailings, Donor Cultivation and Stewardship mailings, Brochures and mailings for special events. A skill in writing and design with Pagemaker, Adobe Illustrator and other graphic programs required. This position is not required to raise personal support but the CA's role in effects helps raise awareness and support.

Special Events Assistant

This part-time position helps the Area Director, the Leadership Board and the Ministry Advancement Coordinator with seasonal special events. Tasks include but are not limited to: helping to recruit and work with a team of volunteers to create and promote the events, serve as a liaison with the site for the event, FCA staff and other vendors. Examples of FCA events include: Major Donor Luncheon, Victory Dinner, Golf Tournament, Leadership Lock-ins and Coaches Appreciation Events. This position is not required to raise personal support but the CA's role in effects helps raise awareness and support.