

	Employee Name:	Job Title:	Reports to:	Job Responsibility (Description of job)	1st Performance Objective	2nd Performance Objective	3rd Performance Objective	4th Performance Objective	5th Performance Objective	Employee is aware of and agrees with job descriptions
9/20/2023 9:24:06	Carson Kirby	Didasko Lead	Cameron and CC	Lead the team in ensuring we get feedback from the customers, meet with the departments of our team, keep the team updated on planned and actual budgets, communicate with the TAs and professors about what the team is doing, and ensure the team is meeting their goals.	Get 50% of the total sales to fill out a feedback form.	Have a meeting each week with the leads of the company to discuss team responsibilities.	Update the team on the planned vs. actual budgets.	Communicates with the Professors and TAs weekly on the state of the company.	Ensure the team is meeting team goals and objectives.	Yes
9/20/2023 9:52:20	Lydia Boyer	Proclaim the Name: Everlasting Lead	Cameron and CC	Lead the team in ensuring they are meeting their goals, looking over weekly marketing reports with the marketing team, meeting weekly with the team leads to discuss objectives, updating the professors and TAs with information, and ensuring the teams stay within their budgets.	Ensure that team members are meeting their goals.	Look over the weekly marketing report with the marketing team and approve.	Meet weekly with team leads outside of class to discuss what the plan is for each week.	Communicate with the Professors and TAs weekly with team updates.	Ensure the team stays within their budgets.	Yes
9/20/2023 20:14:49	Ben Hutton	Chief Operations Officer	Maria Martinez + Chayton Gehardt	Oversight of Operations including but not limited to shipping and handling, inventory management, product development, and customer relations. <ul style="list-style-type: none"> Communicate expectations and delegate tasks related to operations Facilitate all customer interaction (email/social media) Maintain relationships with suppliers, manufacturers, and consultants Effectively communicate all operational updates to CEOs 	Respond to all customer communications within 48 hours of initial interaction during the business week.	Attend all Crowmed Chief meetings.	Facilitate a weekly check-in with personal and your team's questions/concerns to the CEOs within 24 hours.	Facilitate a weekly check-in with personal and your team's questions/concerns to the CEOs within 24 hours.	Continually improve inventory & operational processes through research & development biweekly	Yes
9/20/2023 20:30:42	Matthew Burgess	Chief Financial Officer	Maria Martinez + Chayton Gehardt	Oversee, manage, and provide the resources for an effective accounting practice <ul style="list-style-type: none"> Use the accounting numbers to provide financial resources for other departments to work efficiently Communicate effectively with the other Executive Officers to keep our company within good financial standing and monitor overall financial decisions of the company 	Facilitate and review the creation of monthly financial reports following GAP	Avoid financial debt	Attend all Crowmed Chief meetings	Deliver all financial updates and your team's questions/concerns to the CEOs within 24 hours	Meet with your team and IBC CFO at least biweekly to discuss financial standing and review any transactions	Yes
9/21/2023 14:26:33	Katelin Horton	Marketing Operations Lead	Lydia Boyer	Leading the marketing team by overseeing and delegating tasks to marketing team, creating weekly marketing reports and communicating progress to team lead (Lydia), Communicating philanthropy with philanthropy lead and Proclaim the Name team, planning on-campus and off-campus marketing, coordinating with Alyssa to post twice a week.	Overseeing and delegating tasks within the marketing team and making sure everyone accomplishes their tasks every week.	Creating weekly marketing reports and communicating progress to team lead.	Communicating philanthropy with philanthropy lead and Proclaim the Name team.	Planning off-campus and on-campus marketing.	Coordinating with Alyssa to post social media twice a week.	Yes
9/21/2023 14:33:58	Janie Walenda	IBC Philanthropy Lead	Cameron and CC	Lead the IBC in philanthropic efforts by setting up at least 3 community service events, creating and updating a log to complete community service hours, creating philanthropy slides for the final presentation, adding 2022 and 2023 to the IBC website, and updating 2 photos on the IBC wall.	Set up at least 3 community service events for the IBC to attend.	Create and update a log of hours completed.	Create the philanthropy slides for the final IBC presentation.	Add 2022 and 2023 pages to the IBC website.	Update two of the photos on the IBC wall.	Yes
9/21/2023 15:02:34	Michael Johnson	Finance Lead	Lydia Boyer	Leading financials by creating bank reconciliations and communicating with accounting office, keeping track of General Ledger, updating dashboard weekly before Tuesdays, compiling budget reports to team lead (Lydia) weekly before Tuesdays, and reporting financials to IBC Finance	Creating bank reconciliations and communicating with accounting office	Keeping track of General Ledger throughout semester and finalizing at the end	Updating dashboard weekly before Tuesdays	Compiling budget reports to team lead weekly before Tuesdays	Reporting financials to IBC Finance lead weekly	Yes
9/21/2023 15:02:49	Alyssa Griffith	Marketing Specialist	Katelin Horton	To create and develop social media posts and advertisements, new apparel designs, on campus advertisements and announcements, an overall brand aesthetic, and effectively communicate the message behind our products that are rooted in both Scripture as well as Proclaim the Name's mission to "encourage, equip, and remind" believers.	Posting twice a week to our Instagram and Facebook accounts	Creating, scheduling, and posting social media advertisements throughout the year to advertise new company upcoming products, designs, or events.	Creating and developing our target market through visually appealing social posts, physical announcements on campus, and helping create and maintain an overall brand aesthetic.	Expanding our target social posts, physical announcements on campus, and helping create and maintain an overall brand aesthetic.	Effectively communicate a consistent, spiritually founded message behind our products for both the Everlasting line as well as the line that will be developed later in the semester that are in line with Proclaim the Name's mission of "encourage, equip, remind."	Yes
9/21/2023 15:25:02	Caleb Gates	Accounting and Product Specialist	Matthew J. Burgess	Maintains financial records and assists in preparing monthly statements of financial standing. Assists in product inventory and shipping components of the company. Works with shipping as well as Accounting.	Avoid Company Debt and Fraud	create monthly statements within a week of month end.	Confirm inventory receipts with physical count within 7-10 days of receiving physical units.	Assist in shipping process within the 7-10 day business window.	Cross check inventory sold, received and completed monthly.	Yes
9/21/2023 15:33:56	Michael Dougherty	Accounting and Inventory Specialist	Matthew J. Burgess	Maintain financial records, specifically general ledger accounts and preparation of a trial balance monthly. Assists in inventory counts and shipping processes with Caleb Gates.	Avoid Company Debt and Fraud	Assists in creating monthly statements of financial standing within 7-10 days of month end.	Assists in inventory count within 7-10 days of receiving said inventory.	Update General Ledger weekly with debts and credits accordingly.	Attend bi-weekly accounting team meetings	Yes
9/21/2023 15:39:20	Thomas Walquist	Crowmed Chains Accounting and Audit Specialist	Matthew J. Burgess	Assists with creating monthly statements of financial standing. Scans and oversees receipt management. Coordinates GL standing and confirms expenses and revenues between PSB and Crowmed Chains	Avoid Debt	Assists in creating monthly statements of financial standing within 7-10 days of month end.	Assists in logging expenses within a week of their accrual.	Scans and logs receipts into receipt drive within a week of their expenditure.	Confirm GL account accuracy with Crowmed Chains Financials. Oversees Monthly audit and confirmation of financial standing	Yes
9/25/2023 9:24:40	Thomas Walquist	IBC Finance Lead	Cameron and CC	Provide updated financials for the IBC by preparing end-of-month financials, assisting team leads in consolidating financial statements, consolidating end-of-year financials for presentation, updating the loan committee with monthly financials, and keeping the IBC GL updated as transactions occur.	Provide meaningful leads in our financial statements by the first week of each month.	Assist the team in consolidating the financial statements at the end of the month.	Consolidate and present the end-of-year financials to the loan committee.	Update the loan committee with monthly financials.	Keep the IBC general ledger up to date as transactions occur.	Yes
9/26/2023 9:38:12	Mia Martinez	Crowmed Co-CEO	Cam and CC	Lead crowmed in ensuring inventory is up to date and labels are printed by Monday and Thursday, lead weekly meetings with team leads, analyze weekly reports by team leads, update professors and TAs with team activity, and ensure team leads are taking steps to reach their goals.	Ensure inventory product development is up to date and labels are printed by Monday and Thursday.	Lead weekly meetings with the team leads	Analyze weekly reports from each team to ensure work is being done in a timely manner.	Update the Professors and TAs on what is happening with the team weekly.	Ensure team leads are taking steps to reach their goals.	Yes
9/26/2023 9:48:16	Chayton Gehardt	Crowmed Co-CEO	Cameron & Cc	Leads Crowmed alongside Mia, create and implement team values, attend all lead meetings, ensure financials are up to date and work directly with the CFO, handle all purchases made with the company card, and hold team leads accountable to reach their goals.	Create values for the team and incorporate into weekly meetings through bible verses and prayer.	Attend all meetings with team leads and lead alongside Mia.	Ensure financial are up to date and work directly with the finance lead to reconcile weekly.	Handle all credit card purchases and approve outside transactions.	Ensure team leads are taking steps to reach their goals.	Yes
9/26/2023 14:43:35	Gladys Cerrato	Marketing Lead	Carson Kirby	Responsible for developing the social media strategy to achieve the sales goal. Coordinate with the marketing team to ensure punctual posting and keep them accountable to their goals.	Meet the quantity goal of developing marketing materials on a weekly basis.	Responsible for managing the marketing team to ensure that the social media accounts are maintained.	Responsible for ensuring pop up shops run smoothly	Maintain the marketing plan. Posting according to its schedule.	Designate tasks and establish project deadlines for all team members.	Yes
9/26/2023 15:07:50	Hannah Norflee	Digital Marketing Coordinator	Gladys Cerrato	The Digital Marketing Coordinator will be responsible for developing and implementing the brand marketing campaign. Additionally, execute social media pages and website to reach out to the customers.	Posting weekly materials in our social media.	Maintaining social media consistency	Designing and creating social media in Carva.	Achieving social media interactions goal.	Assist all aspects of executing marketing events and pop-up shops.	Yes
9/26/2023 15:28:50	Johnathon Revel	Operations & Website Specialist	Katelin Horton	In charge of monitoring and updating the Proclaim the Name website in order to best keep it up to date and efficient for our customers. Monitoring the Proclaim the Name email to view if anyone has attempted to contact us needing customer service assistance, and responding accordingly. Initiating reimbursements and being in contact with the Accounts Payable Office as well as Professor Wonders regarding our purchases. Organizing and communicating with the necessary personnel in order to make on-campus events happen. Monitoring the analytics of our social medias and website, and reporting back to the team during our weekly meetings the various changes we could make in order to better advertise our products.	Continuously monitoring and updating the Proclaim the Name website as well as addressing any issues that arise.	Monitoring and responding to any and all customer reviews, comments, or problems in regard to purchasing our products through the website.	Initiating reimbursements through requisition forms and gaining Professor Wonders' approval, as well as communicating with the Accounts Payable Office.	Organizing any on-campus event we hold and communicating with the various groups needed in order to make these events happen (SGA, etc.).	Monitoring the analytics of our social medias and website, and reporting back to the team various changes we could make in order to better advertise our products.	Yes
9/28/2023 9:55:19	Janie Walenda	Public Relations Coordinator	Joel Farnsworth	The Public Relations Coordinator is responsible for supporting the organization's public relations efforts while also assisting in the coordination and management of operational activities. This role requires excellent communication, organization, and multitasking skills. The coordinator will work to assist with the smooth execution of various tasks and projects.	Establish online connections with potential customers	Assist with fulfilling online shipping orders	Enhance utilization of Cedarville University's resources to equip the advancement of Didasko.	Coordinate and organize public relation efforts, such as setting up meetings, calls, etc.	Oversee philanthropy of not only Didasko but for the IBC as a whole.	Yes
9/26/2023 14:10:51	Catehng Chang	Director of Shipping	Ben Hutton + Maria Martinez	Handles production of chains, and organizes shipping orders. Logs information for when orders have been sent, and when new orders are received.	Assemble between 25-30 chains weekly.	Attend shipping meetings every Friday.	Handle philanthropy with IBC as a whole and coordinate service hours.	Package and label chain orders through Square Site within 4 days of receiving order.	Pick up all Print chain orders through Square Site on Mondays, where applicable.	Yes
9/28/2023 14:19:39	Eric Reiff	Finance Lead	Carson Kirby	Serves as the Financial strategist for the team. Oversees reporting and metrics company wide. Acts as controller for our company. Helps manage the budget.	Close Month within a week of a new month	Create Reports to Track Company KPIs.	Build and manage the budget	Control the Checks and Balances within our team to monitor spending.	Update the team on this and reports at weekly meeting	Yes

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9/28/2023 14:24:42	Michael Reeber	Inventory Control Manager	Ben Hutton	To oversee quality control, insuring that chains are made properly. Additionally, organizing and counting all inventory for Crowned Chains.	Perform inventory count biweekly.	Handle all returns and inventory updates for defective products.	Reorganizing Crowned merchandise biweekly ensuring all products are stored in proper locations.	Keep return/exchange spreadsheet updated weekly to ensure it reflects Square Site.	Attend weekly shipping meeting to oversee quality control with all Crowned products.	Yes
9/28/2023 14:35:39	Abigail Francis	Lead of Growth and Sales	Carson Kirby	The face of our company to the Public. Building and Maintaining relationship with connections. Responsible for making large scale organisational sales on behalf of Didasko. Managing the public eye in personal sales and the appearance on our website.	Maintain large Relationships with Large Ministries (Big Life, etc.)	Responsible for large scale and person to person sales within Didasko.	Monitoring the websites performance.	Come up with creative marketing events to happen on a monthly or weekly basis.	Speaking events on behalf of Didasko.	Yes
9/30/2023 19:37:58	Jonny Martone	CCO: Chief Communication Officer	Ashley Hanel	This position is responsible for overseeing Upwrite's communications to ensure alignment, and it will also involve assisting with communication in marketing.	Exploring Campus Opportunities: Reaching out to different campus departments to find potential sales opportunities.	Customer Communication Oversight: Keeping communication between Upwrite and our customers running smoothly.	Collaborating with Videographers: Working closely with videographers to create videos that speak to our target audience.	Crafting Instagram Reels: Helping to create engaging Instagram reels to share Upwrite's message and products effectively.	Engaging with Social Followers: Actively interacting with our social media followers to build a strong online community and connect with our audience.	Yes
9/30/2023 19:39:06	Kyle Stewart	CM: Chief Marketing Officer	Ashley Hanel	This role is responsible for organizing and planning all aspects of Upwrite's marketing strategy.	Maintaining Active Social Media Presence: Regularly posting on social media platforms to engage and retain followers.	Tailoring Reels for Target Audiences: Creating targeted reels to appeal to specific audiences, such as nursing, engineering, art enthusiasts, and more.	Collaborating with Video Production Teams: Ensuring effective communication and high-quality content.	Designing Canva Graphics for Social Media: Developing eye-catching Canva designs for posting on our social media accounts.	Engaging with Audience Interactions: Actively participating in interactions and engaging with our social media audience to foster a sense of community and connection.	Yes
9/30/2023 19:40:17	Luke Bowers	CFO: Chief Financial Officer	Ashley Hanel	Responsible for managing and keeping track of Upwrite's financials.	Financial Oversight: Managing financial statements and A/P. A/R consistently and accurately.	Invoice and Receipt Management: Efficiently overseeing the processing of invoices and receipts.	Credit Card Administration: Taking charge of the IBC credit card and associated transactions for the Upwrite team.	Payment and Order Tracking: Vigilantly monitoring payments and orders to ensure timely service for our valued customers.	E-commerce Supervision: Providing strategic oversight for our website and online purchasing operations.	Yes
10/6/2023 9:36:57	Ashley Hanel	UP-Write Lead	Cam and CC	Communicate with the manufacturer to get products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Communicate with the manufacturer to get products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Communicate with the manufacturer to get products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Communicate with the manufacturer to get products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Communicate with the manufacturer to get products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Communicate with the manufacturer to get products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Yes
10/10/2023 14:51:47	Joel Farnsworth	Operations Lead	Carson Kirby	Joel manages our operations of Didasko. He is responsible for the shipping of our product, our product design and innovation, and our general operations.	Managed order fulfillment	Responsible for getting products and shipping options, help Luke with the website and fulfilling those orders, lead weekly meetings with the teams, keep track of inventory on a biweekly basis, and make sure the team members are on track to meet their goals.	Track and Manage Inventory	Responsible for product development, manufacturing inquiries through responding to customer emails, Instagram DMs, and reaching out for product development.	Responsible for product development, manufacturing inquiries through responding to customer emails, Instagram DMs, and reaching out for product development.	Yes
10/17/2023 12:16:04	Jacob	COO Chief Operating Officer	Ashley	In charge of overseeing the day-to-day operations of Upwrite.	Customer Experience: Responding to all incoming communication within 48 hours.	Inventory Supply: Relaying any and all questions regarding customer relations to Maria and Chayton within 24 hours as to hold fast to the allotted 48 hours needed to respond promptly back to the customer.	Product Receiving: Update the spreadsheets to reflect customer inquiries within 48 hours.	Marketing: Collaborating with Videographers: Working closely with videographers to create videos that speak to our target audience.	Informing: Posting Slides: Informing of Chapel Announcements	Yes
10/17/2023 12:17:06	Jonny	CCO Chief Communication Officer	Ashley	This position is responsible for overseeing Upwrite's communications to ensure alignment, and it will also involve assisting with communication in marketing.	Exploring Campus Opportunities: Reaching out to different campus departments to find potential sales opportunities.	Customer Communication Oversight: Keeping communication between Upwrite and our customers running smoothly.	Collaborating with Videographers: Working closely with videographers to create videos that speak to our target audience.	Crafting Instagram Reels: Helping to create engaging Instagram reels to share Upwrite's message and products effectively.	Engaging with Social Followers: Actively interacting with our social media followers to build a strong online community and connect with our audience.	Yes
10/17/2023 12:18:20	Kyle	CMO Chief Marketing Officer	Ashley	This role is responsible for organizing and planning all aspects of Upwrite's marketing strategy.	Maintaining Active Social Media Presence: Regularly posting on social media platforms to engage and retain followers.	Tailoring Reels for Target Audiences: Creating targeted reels to appeal to specific audiences, such as nursing, engineering, art enthusiasts, and more.	Collaborating with Video Production Teams: Ensuring effective communication and high-quality content.	Designing Canva Graphics for Social Media: Developing eye-catching Canva designs for posting on our social media accounts.	Engaging with Audience Interactions: Actively participating in interactions and engaging with our social media audience to foster a sense of community and connection.	Yes
10/17/2023 12:19:25	Luke	CFO Chief Financial Officer	Ashley	Responsible for managing and keeping track of Upwrite's financials.	Financial Oversight: Managing financial statements and A/P. A/R consistently and accurately.	Invoice and Receipt Management: Efficiently overseeing the processing of invoices and receipts.	Credit Card Administration: Taking charge of the IBC credit card and associated transactions for the Upwrite team.	Payment and Order Tracking: Vigilantly monitoring payments and orders to ensure timely service for our valued customers.	E-commerce Supervision: Providing strategic oversight for our website and online purchasing operations.	Yes
11/2/2023 14:30:03	Benjamin Hutton	Customer Relations Specialist	Maria & Chayton	Manage all customer service communication and manufacturing inquiries through responding to customer emails, Instagram DMs, and reaching out for product development.	Consistently respond to all incoming communication within 48 hours	Relay any and all questions regarding customer relations to Maria and Chayton within 24 hours as to hold fast to the allotted 48 hours needed to respond promptly back to the customer	Update the spreadsheets to reflect customer inquiries within 48 hours	Take point on reaching out to manufacturers and companies within 48 hours of Maria and Chayton's request for information and communication with outside suppliers	Does not have a 5th Objective	Yes
12/9/2023 12:43:19	Jonathan But	Web and Research Development	Chayton Geamart	Oversee all Crowned website changes, developments, and edits; work closely with Chayton to research and develop new company ideas, product descriptions, legal concerns, and market researching matters.	Collaborate with Chayton to research and develop new company ideas, product descriptions, legal concerns, and market researching matters.	Develop any and all company website changes, developments, and edits; work closely with Chayton to research and develop new company ideas, product descriptions, legal concerns, and market researching matters.	Create all company website changes, developments, and edits; work closely with Chayton to research and develop new company ideas, product descriptions, legal concerns, and market researching matters.	Work closely with Chayton to research and develop new company ideas, product descriptions, legal concerns, and market researching matters.	Provide market, pricing	Yes