

SECTION 4

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COUNCIL JOB DESCRIPTION

General Duties

- Attend Council Meeting Each Month (third Tuesday at 7 p.m.)
- Attend Special Council Meetings (if and when called)
- Act as Committee Liaison
 - May be assigned to act as liaison person to a committee.
 - This enables feedback both ways.
- Attend All Committee Meeting Each Month (second Tuesday at 7 p.m.)
 - If you are a liaison, spend time with your committee.
 - Be available for general questions.
- Accept Special Assignments (if and when necessary)
- Attend Special Congregational Meetings (if and when called).
- Attend Annual Congregational Meeting.

COUNCIL PRESIDENT JOB DESCRIPTION

General Duties

- Schedule and Preside at Meetings
 - Monthly council meeting (third Tuesday at 7 p.m.)
 - Special council meetings (if needed)
 - Monthly all committee night (second Tuesday at 7 p.m.)
 - Strategic planning committee meetings (as needed)
 - Special congregational meetings (if needed)
 - Annual congregational meeting (May)
- Prepare Agenda for Above Meetings
 - Address issues presented to Mount Calvary by the ELCA or the Saint Paul Area Synod.
 - Address issues presented to the Council by congregational members, committees, staff and organizations who rent space on our campus.
- Conduct Meetings Following Robert's Rule of Order
 - Reference book in church library.
- Prepare Schedules for Other Council Members
 - Assign liaison committee responsibilities
 - Personnel performance reviews (September/October)
 - Council devotions and treats
 - Distribute schedules at June Council meeting
- Ensure that all Performance Reviews are Conducted
 - Prepare report for council by November meeting recapping, in general, goals and concerns of staff.
- Work closely with Senior Pastor and Church Administrator to ensure that the staff carry out the wishes of the congregation, the Council, the Mission Statement, and the ELCA doctrines.
- Uphold the Constitution and By Laws of Mount Calvary Lutheran Church, the teachings and doctrines of the ELCA church-wide, and the Mount Calvary Mission Statement
- Strive to maintain clear, concise, current communication with the congregation.
- Ensure that the Council Secretary's Minutes of all meetings remain factual, without editorials.

Council President continued

- Initiate periodic review of the Mission Statement of Mount Calvary.
- Check with the Administrator to see staff personnel files. Make sure performance reviews and other personnel related information gets in the proper files.
- Prepare Annual Report
 - Outline congregation accomplishments for the past year.
- Maintain a healthy, motivated, level-headed, and Christian attitude at all times.

COUNCIL SECRETARY JOB DESCRIPTION

General Duties

- Attend Council Meeting Each Month (third Tuesday at 7 p.m.)
- Attend Special Council Meetings (if and when called)
- Attend Annual Congregational Meeting
- Attend Special Congregational Meetings (if and when called)
- Take notes at all of the above listed meetings.
- Prepare minutes (preferably in a week and no later than two weeks after a meeting) and give to church secretary for copying and distribution.
- Accept Special Assignments (if and when necessary)

COUNCIL TREASURER JOB DESCRIPTION

General Duties

- Chair the Finance Committee
 - Prepare agenda and conduct the monthly meeting.
 - Review Statement of Income & Expense with Controller and committee.
 - Discuss long-range financial planning whenever possible.
- Attend Meetings
 - Monthly council meeting (third Tuesday at 7 p.m.)
 - Special council meetings (if necessary)
 - Monthly all committee night (second Tuesday at 7 p.m.)
 - Monthly executive committee meeting
 - Strategic planning committee meetings (as needed)
 - Annual congregational meeting (May)
 - Special congregational meetings (if necessary)
- Work Closely with Controller and Church Administrator
 - Ensure accuracy.
 - Prioritize paying accounts payable.
 - Ensure timely completion of payroll and submission of payroll taxes.
 - Look for ways to cut expenses.
- Supervise Money Counters
 - Develop procedures and rotation schedules.
 - Ensure that security procedures are followed and revised when necessary.
- Report Current Financial Status of Mount Calvary at each Monthly Council Meeting
 - Point out unusual expense trends and cash flow status.
 - Review list of outstanding accounts payable.
- Work Closely with Finance Committee to Prepare Annual Budget for Next Fiscal Year (by December)
 - In October, request committee chairpersons and staff members to submit proposed committee budgets for the following year.
 - Correspond with Stewardship Committee chairperson as to the outcome and projections of the spring financial pledge drive.
 - Submit the proposed budget to the Council for their review and approval.
- Strive to maintain clear, concise, current communication with the congregation about its financial position.
- **Treasurer continued**

Prepare Annual Report

- Recap the year's financial transactions.
 - Include new fiscal year budget.
 - Include balance sheet report.
- Review financial reports and status of Mount Cavalry at the annual congregation meeting.
 - Secure Task Force to Audit Books
 - After annual meeting each year (January).
 - Ensure that auditing task force submits a written report to the Council by the April Council meeting.
 - Maintain a healthy, motivated, level-headed, and Christian attitude at all times.

COUNCIL VICE PRESIDENT JOB DESCRIPTION**General Duties**

- Attend Meetings
 - Monthly council meeting (third Tuesday at 7 p.m.)
 - Special council meetings (if needed)
 - Monthly all committee night (second Tuesday at 7 p.m.)
 - Monthly executive committee meeting
 - Strategic planning committee meetings (as needed)
 - Annual congregational meeting (May)
 - Special congregational meetings (if needed)
- Upon request from the President, chair any meeting the President is unable to attend.
- Assist the President whenever asked to do so.
- Chair Nominating Action Group
 - Submit a committee report for the Annual Report.
- Work with Church Administrator to purchase a gift, on behalf of the congregation, to the outgoing President prior to the annual meeting.
- Maintain a healthy, motivated, level-headed, and Christian attitude at all times.

ASSOCIATE PASTOR JOB DESCRIPTION

Class A

Leadership and Administrative Functions

- Work with designated committees to assist in developing and implementing the vision for Mount Calvary ministry
- Envision and inspire new approaches, activities and projects
- Be on call when Senior Pastor is unavailable
- Attend weekly staff meetings
- Contribute information to the “Messenger” (monthly)
- Supervise the Education Coordinator

Worship and Preaching

- Lead worship and preach as assigned
- Proclaim the law and gospel as it applies to the lives of worshippers
- Work with Senior Pastor and Cantor to plan worship experiences that will enrich the life of the congregation
- Perform weddings, funerals and baptisms as requested and work with individuals in preparation for these events

Education

- Communicate a comprehensive understanding of the bible and Christian theology
- Teach and lead adults and youth in faith issues
- Supervise, guide and support the Education Coordinator in directing Sunday School, Vacation Bible School, Confirmation, and Adult Education programs
- Recruit, guide and direct small group leaders in management of the confirmation program; teach confirmation classes
- Work with Education Coordinator to plan and coordinate adult education programs
- Lead/develop Bible studies or small group ministries

Youth and Family Ministry (General)

- Serve as resource person to staff, congregation members and committees
- Work with Senior Pastor, music and education staff to integrate activities
- Serve as primary staff person in all activities and events concerning youth
- Develop and/or follow and apply the long-range youth ministry plan in establishing new programs, coordinating new events and activities, and training adult and/or youth leaders
- Serve as mentor for adult volunteers and youth

Associate Pastor continued**Youth and Family Ministry Committee**

- Develop and maintain a comprehensive and long-range youth ministry plan in conjunction with other staff and committees
- Serve in an advisory capacity as participant of the committee
- Plan, coordinate, and/or run youth activities in conjunction with committee
- Attend events coordinated by the committee
- Oversee youth fundraising
- Responsible for overseeing youth budget and prioritizing purchases of materials

Training

- Recruit and train adult volunteers who work with youth as chaperones, guides, or mentors
- Train young people in leadership

Special Events Ministry

- Plan and organize events such as summer trips and camps for youth
- Coordinate special events/groups that involve young people, such as synod, regional or national gatherings

Relationships

- Cultivate personal relationship with God
- Establish and nurture healthy relationships with junior and senior high youth, their families and friends
- Attend home visits, school functions, etc., as appropriate to nurture relationships

Committee Responsibilities

- Staff advisor to Education Committee, Youth and Family Committee and others as assigned by Senior Pastor

Visitation

- Assist in visits to shut-ins/hospital calls
- Assist in neighborhood outreach

Associate Pastor continued

Counseling

- Assist persons in facing problems/decisions, with emphasis on youth and family

Qualifications

- ELCA ordained clergy (or candidate for ordination)
- Demonstrated abilities and skills in leadership, preaching, teaching, and counseling with relational emphasis on you and family ministry
- Works well with multiple staff situation

BOOKKEEPER**General**

To maintain the financial records of Mount Calvary Lutheran Church.

Administration

- Part-time, hourly position
- Reports to Administrator and Treasurer

Responsibilities

- Overall
 - Assist in preparation of financial reports and projects as needed
 - Perform payroll and accounts payable duties and responsibilities at the church office
 - Maintain files and documentation in an orderly manner
 - Assist in resolving questions or issues regarding financial records
- Payroll
 - Review submitted timecards for appropriate employee signature, prior to processing
 - Prepare payroll on the 15th and end of the month
 - Pay all payroll withholdings in a timely manner
 - Prepare and submit payroll withholding statements as required by state and federal regulations
 - Prepare W-2 forms
- Accounts Payable
 - Review all invoices/bills for appropriate approval and general ledger coding prior to payment
 - Pay all approved invoices in a timely manner, preferably on a weekly schedule
- Cash Management
 - Reconcile counter sheets to the bank deposit receipts monthly
 - Reconcile bank statements to financial statements monthly
- Contributions
 - Reconcile counter sheets to the financial statements monthly

Bookkeeper continued

- Financial Reporting
 - Record all financial transactions in the appropriate reporting period
 - Close financial books in the first week of the following month
 - Prepare and print monthly financial statements by the Sunday before the Finance Committee meeting
 - Provide copies of the monthly financial statements for each Finance Committee member on the 2nd Tuesday of every month
 - Attend the monthly Finance Committee meetings

- Annual Report
 - Assist in the preparation of the annual report
 - Assist auditors in the audit of the annual report

Recommended Qualifications

- Accounting education and/or job background
- Good computer skills
- Ability to problem solve and negotiate
- Strong organizational skills
- Excellent communication skills (verbal and written)

BUILDING SUPERVISOR – COMMUNITY NIGHT**Administration**

- Paid position
- Hours are each Monday from 5:30 – 9:30 p.m.

Responsibilities

- Prepare building for community meetings
 - Unlock east and south entry doors
 - Walk through building to determine condition of rooms
 - Turn lights on in rooms to be used that evening
 - Regulate temperature of rooms for a comfortable environment
- Welcome visitors
 - Ask which group they are meeting with and provide directions on meeting locations
- Periodic walk-throughs
 - Throughout the evening, check on how the groups are doing by walking through the building
 - Make sure groups are using only their defined spaces during their time period
 - Check bathrooms for safety; i.e., sinks not running, no water on floor, etc.
 - Quiet any groups down that may be disturbing other groups
 - Answer any questions that may be asked of you during your walk-through
- Close building
 - Make sure everyone has left the building
 - Lock east and south entry doors
 - Walk through building to determine condition of rooms
 - Close all windows
 - Regulate temperature for unoccupied use
 - Turn off all lights
 - Check all outside doors
- Notify supervisor of any items that were damaged or need to be repaired/replaced.
- Notify supervisor of any violations of agreements between Mount Calvary and the community groups.

Requirements

- Member of Mount Calvary Lutheran Church
- Pass background check

CANTOR (ASSOCIATE IN MINISTRY) JOB DESCRIPTION

Class B

Worship

- Responsible for implementation of the worship experience plan as developed by the worship committee, with support from the church staff, and guidance from the pastor(s) in regards to hymns, choir, communion music, Psalms, introits, liturgy and instrumental music
- Review and approve all musical presentation in normal worship services
- Submit materials relating to worship and music for placement in bulletins and newsletters

Worship Committee

- Serve on the worship committee as primary staff person to support that committee

Administration

- Attend regular meeting of church staff
- Purchase music as deemed necessary, within budgetary guidelines
- Maintain music library
- Arrange for maintenance of all instruments (organ, piano, handbells, Orff); supervise request for practice on the organ; act as the liaison with the organ committees who want to look at our organ

Supervision

- Supervise other music directors
- Arrange for and prepare suitable substitutes, in case of absence

Resource Person

- Serve as general consultant and resource person for all worship and music activities
- Teach people about worship and worship roles

Cantor continued**Organist**

- Lead the congregation in worship, through hymns and liturgy
- Select hymns for Sunday services and provide accompaniment, to include interludes, introductions, and alternate harmonizations where appropriate
- Work with instrumentalists and soloist for special music
- Work with the Pastor(s) to introduce the music of standard and alternative liturgies to the congregation
- Select and provide appropriate music to be played for preludes
- Select and provide appropriate music to be played during offering and Holy Communion
- Perform the above mentioned duties at festivals and special services, such as Christmas Eve, Christmas Day, Thanksgiving, Ash Wednesday, Lenten Services, Maundy Thursday, Good Friday and Easter

Direct Choirs

- Perform the duties of choir director for the following choirs: Adult and Alleluia
- Coordinate the activities and performance of all choirs and ensembles including Preschool Choir, Joy Choir, Alleluia Choir, Youth Choir, Calvary Carillons, and Youth Bell choirs.

Other

- Perform other duties as agreed upon by the staff and/or church council

Points of Special Note

- This position reports to the senior pastor and is a salaried full-time position.
- The Cantor will need to work closely with other staff, the worship committee and member of Mount Calvary in order to deliver an exciting, spiritual, participatory and multi-sensory experience.

Cantor continued

Points of Special Note continued

- The Cantor will work toward goals of :
 - increasing worship attendance
 - making participation in the worship service more user-friendly and easier to follow for new members and visitors
 - exploring alternative ways to deliver and reinforce sermons
 - identifying and respecting different needs and preference
 - finding relevance between worship and everyday life
 - delivering consistent themes in educational programs, as well as the worship experience
 - providing a friendly and supportive worship atmosphere

Recommended Qualifications

- Bachelor's degree in music
- Knowledge of Lutheran theology, liturgical practice and music in worship

CHURCH ADMINISTRATOR JOB DESCRIPTION

Class F

Financial Oversight

- Assist with budget formation
- Provide support for and work closely with the treasurer and controller
- Provide support to the finance committee
- Oversee disbursement procedures
- Oversee purchasing
- Assist with the annual audit

Property and Facilities

- Coordinate overall maintenance with the property committee
- Manage insurance coverage
- Oversee any renovation or building programs
- Coordinate rental and maintenance of the parsonage and the Alano House
- Manage all contracts and/or leases
- Manage relationships with all tenants
- Oversee the use of the church by outside groups
- Manage the disbursement of church keys and maintain records
- Oversee the security of the property
- Provide support to the property committee (but not responsible for soliciting volunteers)

Church Administrator continued

Personnel

- Supervise the custodial staff
- Supervise the church secretary and other office staff
- Supervise cook and building supervisors
- Coordinate, manage, and interpret staff insurance and benefits
- Oversee that Mount Calvary is in compliance with applicable laws and policies
- Advertise non-call positions and perform initial interviews
- Manage personnel policies and procedures

Office Management

- Purchase and provide for maintenance of equipment
- Provide technology support for appropriate equipment
- Train staff and/or volunteers in use of the equipment

Provide Staff Support to the Church Council

- Attend the council meeting, the third Tuesday of each month

Committee Responsibilities

- Be the staff liaison to finance, property and shared ministry committees; trust fund and MCLCW
- Provide major support for the stewardship financial fund program
- Attend the All Committee Night, the second Tuesday of each month

Church Administrator continued

Recommended Qualifications

- Supervisory experience
- Previous budget management experience
- Property or building management experience helpful
- Has demonstrated understanding of congregations from a financial and organizational viewpoint
- Works well with people and is a consensus builder
- Education: a degree in a business-related area, preferred

CUSTODIAN

Administration

- Paid position
- Reports to the Administrator
- Property Chairperson may also request assistance
- Hours vary throughout the week and weekends. Estimated hours 30-35/week.

Responsibilities

- Welcome and Guidance
 - Be hospitable to all members and visitors.
 - Provide guidance to members and visitors on locations of rooms within the building.
 - Work jointly with members of the congregation regarding room setup and cleaning practices.
- General Custodial Cleaning Tasks
 - Floor cleaning and maintenance
 - Carpet vacuuming
 - Window cleaning and dusting
 - Furniture dusting
 - Table and chair washing
 - Bathroom cleaning and disinfecting
 - Vacuum cleaner maintenance
 - Floor polisher maintenance
 - Interior light replacement (except Sanctuary)
- Trash/Recyclables
 - Remove trash from throughout the building and ensure recyclables are put out weekly.
- Supplies
 - Under the direction of the supervisor, purchase standard supplies for cleaning and general church operation.
- General Setup
 - Ensure rooms are setup according to general usage (i.e., Sunday school rooms, Adult Forum, Wednesday Night Suppers and Community Meals, fellowship areas, meeting rooms, etc.).

Custodian continued

- Special Event Setup
 - Check with supervisor on special event setups for weddings, funerals, picnics, musicals, etc. for table and chair setup, and any other needed items.

- Safety and Security
 - Make sure all areas are safe and doors that are to be locked are secured.
 - Close all windows at the end of the day.
 - Turn off all lights at the end of the day.
 - Notify supervisor of any items that need repair or need to be replaced.
 - Maintain custodial room (i.e., clean floors, supplies labeled and put away, path clear).
 - Assist in keeping storage area of the church in order, including garages.

EDUCATION COORDINATOR JOB DESCRIPTION

Class F

Sunday School

- Guide and direct the Sunday School program including Summer Sunday School.
- Organize teacher bins with materials needed based on curriculum.
- Develop class lists.
- Coordinate with Administrator on Sunday School room setups.
- Establish Christmas program practice times.
- Select classroom of the week.
- Send birthday cards, baptism cards and Bible bookmarks.
- Coordinate Rally Sunday.
- Coordinate teacher appreciation event.

Vacation Bible School

- Guide and direct the vacation Bible School program.

Adult Education

- Plan and coordinate adult education activities.

Curriculum

- Review, purchase and implement the curriculum in all education areas in conjunction with the pastors.

Library

- Recruit, train and guide volunteer librarian(s).
- Promote the library and its resources to the Sunday School children and congregational members.

Volunteer Recruitment, Coordination and Training

- Recruit and supervise the volunteers who are responsible for specific areas of vacation Bible School.
- Recruit Sunday School teachers so all positions are filled.
- Coordinate music leaders for Sunday School(a).
- Coordinate teacher in-service training.

Education Coordinator continued**Resource Person**

- Provide knowledge and/or resources (curriculum, audio visual aids, library resources, etc.) necessary for quality educational programming to staff, those involved in educational leadership, and the congregation.

Written Communications

- Provide Messenger articles to promote education opportunities.
- Mail letters to appropriate age groups for education programs/opportunities.
- Publish notes to teachers on a regular basis.
- Publish newsletter to parents when appropriate.
- Develop Christmas program handouts for day of program.

Additional Program Coordination

- Coordinate Children's Church and order curriculum.
- Coordinate singing opportunities with Cantor.
- Look for opportunities for small group development.
- Attend all staff meetings and education committee meetings.
- Communion training for parents and children.
- Playtime with Jane.

Budget

- Be responsible for managing the education budget.
- Purchase educational curriculum and materials/crafts needed; inventory purchases as received for accuracy.

Recommended Qualifications

- Education degree or equivalent.
- ELCA Christian education experience preferred.
- Has demonstrated the following skills: leadership, organizational skills, delegation, people management, program management, and strategic planning.

FELLOWSHIP SUPPER COOK

Administration

- Paid position
- Hours vary depending on meal preparation from September through May each year.

Responsibilities

- Prepare weekly menus
 - Review menus with supervisor
 - Provide menus to office for publication in the monthly newsletter
 - Prepare menus that are cost effective
- Purchase groceries and needed items
 - Provide all receipts to supervisor
- Prepare meals
 - Follow safety guidelines in lifting heavy items and dealing with cutlery and stoves/ovens
- Work with volunteer groups
 - Help direct, when necessary, the volunteers during setup, serving and cleanup
- Notify supervisor of any items that were damaged or need to be repaired/replaced.
- Notify supervisor of any questions regarding the volunteer teams.

MINISTRY COORDINATOR

General

To facilitate and manage the coordination of church member volunteers for the needs of Mount Calvary. Find new and exciting ways for people to exercise and use their God-given talents and gifts.

Administration

- Part-time, hourly position
- Reports to Senior Pastor

Responsibilities

- Work with Outreach Committee to develop “real” and “true” needs of Mount Calvary as they pertain to volunteer opportunities.
- Work with Outreach Committee to formulate time and talent form.
- Develop “gifts/special interests” tool that can become part of the time and talent process.
- Maintain time and talent database.
- Send postcards to members acknowledging their time and talent forms.
- Disseminate information to various committees, small groups, and event groups.
- Coordination of volunteers for worship services.
- Administer and maintain background check database.
- Attend new member orientation and help them assess where they can contribute their time and talents to Mount Calvary’s mission/goals.
- Develop and maintain photo album of new members.
- Develop additional small groups (fellowship groups).
- Attend staff meetings.

Requirements

- Excellent communication skills (verbal and written)
- Good phone management skills
- Ability to problem solve and negotiate
- Strong organizational skills
- Good computer skills
- Ability to motivate people

NURSERY ATTENDANT JOB DESCRIPTION
Class I

Administration

- Paid position
- Hours each Sunday are from 7:45 a.m. to 11:45 a.m.
- Must be present in nursery during each Sunday service

Responsibilities

- Maintain safe and friendly environment for children
- Welcome parents and have them sign all children in
- Provide nursery helper(s) direction when needed
- Ensure toys are kept clean and in good condition
- Ensure nursery is picked up at end of last service
- Notify supervisor of any items in nursery that need to be repaired/replaced
- Notify supervisor of any obstructions that interfere with job responsibilities
- Notify supervisor of any child accidents

Requirements

- Pass background check
- Certified in CPR (a plus)
- Education in childhood development (a plus)
- References

PARISH SECRETARY JOB DESCRIPTION

Class C

Receptionist/Host(ess)

- Meet/greet all visitors and/or service sales personnel that come to the church; provide refreshments
- Direct visitors to appropriate meeting rooms; ensure rooms are set up as needed
- Receive, route and screen telephone calls, take messages and give information
- Sort, open and distribute mail daily
- Maintain orderly appearance; remove old material and post new/current items
- Check conditions of narthex (i.e., leftover bulletins and miscellaneous paper, etc.) on Monday morning and mornings following any additional services.
- Order supplies for office, staff, kitchen, worship and altar guild
- Order altar flowers as needed and track associated payments
- Water office plants
- Wash coffee pots and cups
- Perform other related duties as assigned

Document Preparation and Production

- Type and run copies for:
 - confirmation and adult classes
 - committee and council minutes, as requested
 - all congregational mailings
 - membership directory
 - annual report
 - Sunday school notices, as needed
 - all forms used with church operations
 - based on staff, council and committee needs
- Type, duplicate and mail:
 - all letters of transfer for departing members
 - all letters requesting transfers for incoming members
 - thank you letters for memorials and gifts (1)
- Organize materials, type and duplicate:
 - All bulletins (assemble)
 - Messenger

Information and List Management

- Post attendance records received from Outreach Committee to church management system software. (1)

Parish Secretary continued

Information and List Management continued

- A volunteer posts most weekly envelopes. If the volunteer is unavailable, post them to keep them current. Quarterly and year end reports, and quarterly and year end contribution statements are produced, checked for mailing quality, collated, folded and mailed (if necessary).
- Request transfers
- Mail letters to members prior to New Member Sunday, regarding class and orientation
- Prepare packets and assign contribution envelopes
- Enter families into church management system
- Follow up on transfer requests
- Keep current all membership records and lists;
 - Office directory (church management and word processing software)
 - Mailing labels
 - Offering envelope list
 - Educational lists by age group
 - Choir group lists
- Be responsible for official church records by recording each baptism, wedding, death and confirmation
- Miscellaneous typing/record keeping; i.e., Baptismal certificates
- Prepare congregational report with all statistics for the past year and mail to ELCA headquarters; make new files for the coming years' records as needed.
- Call post office for quarterly printout for bulk mail permits account
- Send lessons to readers scheduled for each worship service

Supervision

- Supervise volunteers for all mailings, bulletin stuffing and use of office equipment

Master Calendar Scheduling

- Master Calendar: Maintain the master calendar for the church located in the secretary's office. All requests for church should be directed to the office for scheduling and approval.

Wedding Coordinator Organization

- Pastor informs secretary of a wedding date
- Secretary contacts wedding coordinators to determine who can coordinate on date set
- Secretary provides basic contact information to the coordinator

Parish Secretary continued

Points of Special Note

- This position reports to the administrator and is a full-time position
- This position is an assistant to the lead pastor
- (1) Back-up for these tasks as part-time office assistant completes them.

SENIOR PASTOR JOB DESCRIPTION
Class A

Lead Staff Person

- Articulate the vision for Mount Calvary and lead the congregation and staff toward that vision.
- Work with the church council and other appropriate committees to develop and implement the vision.
- Envision and implement new approaches, activities and projects.
- Map out objectives, plan overall organizational strategy, and design programs.

Worship and Preaching

- Primary responsibility for leading worship and preaching.
- Proclaim the law and gospel as it applies to the lives of worshippers.
- Work with the Cantor to plan worship experiences that will enrich the life of the congregation.

Teaching

- Communicate a comprehensive understanding of the Bible and Christian theology.
- Teach and lead adults in faith issues.
- Teach Confirmation classes.

Weddings, Baptisms, Funerals

- Perform these as requested.
- Work with individuals in preparation for the event.

Counseling

- Assist persons facing problems or decisions.

Senior Pastor continued

Committee Responsibilities

- Church council and task forces of the council.
- Review committee designation annually.

Staff Supervision

- Supervise the following staff positions: Cantor, Education Director, Church Administrator, Youth Director and Visitation Pastor.

Qualification Recommendations

- ELCA ordained clergy
- Demonstrated abilities and skills in leadership, preaching, teaching, counseling
- Works well in a staff situation
- Knowledge and understanding of suburban parishes

YOUTH AND FAMILY ADMINISTRATIVE ASSISTANT**General**

To assist the associate pastor with youth and family events.

Administration

- Part-time, hourly position
- Reports to Associate Pastor

Responsibilities

- Create and distribute publicity for Youth and Family events. This includes postcards, fliers, sign-up sheets, registration forms, table tents, brochures, reminders and other mailings for:
 - Youth events (at least 2/month)
 - Youth fundraisers (4 fundraisers/year)
 - Trips and trip meetings (3 trips/year)
 - Lock ins and retreats (at least 3/year)
 - 4th and 5th grade events (4/year)
 - Family events (2/year)
 - Annual brochures (3/year)
- Coordinate organizational details for youth trips and retreats:
 - Itineraries
 - Reservations
 - Transportation
 - Meals
 - Cost determination
 - Special needs
 - To bring lists
 - Supplies needed
 - Covenants
 - Permission forms
 - Registrations
 - Deposits and payments
 - Emergency contact information
 - Information sheets for parents

- Other General Administrative Assistance
 - Confirmation mailings
 - Communication education mailings
 - Coordinate stays for visiting youth groups
 - Organization of permission forms
 - Other assistance as needed

COMMUNITY MEALS COORDINATOR

Who? (Committee, group, etc.)

Global/Social Committee

What is Needed?

Community Meals Coordinator

How Many People are Needed?

One Person

When Needed?
Days/times (if known)
How often?
How long?

Community Meals have been served at Mount Calvary since 1989. This project was started at Mount Calvary by Linda and Bruce Wagner. A FREE hot nutritious meal is served every Thursday from 5:30 p.m. to 6:00 p.m. in the Fellowship Hall. This meal is advertised for seniors, single parent families and anyone who is in need. On average we serve between 35 to 55 people. Linda Wagner is the cook for Mount Calvary only and is there on the nights Mount Calvary serves to supervise and answer questions about the kitchen. The other churches involved in this project furnish their own food and kitchen help.

The churches that help with this community project are:

- Week 1: All Saints Lutheran and Advent Methodist (alternating months)
- Week 2: **Mount Calvary**
- Week 3: **Mount Calvary** and Shepherd of the Valley Men’s Group (alternating months)
- Week 4: Shepherd of the Valley Lutheran Church
- Week 5: Saints Martha and Mary Episcopal Church

A team from Mount Calvary is needed for the **second Thursday** of each month and the **third Thursday** every other month.

Community Meals Coordinator continued

Requirements: (skill, talents, abilities)

- Call 5 or 6 helpers when Mount Calvary serves. Start calling on Monday.
- If your helpers want to furnish dessert you have to let the cook know ahead of time for menu planning.
- Take towels home **weekly** for washing.
- Lock the church the nights Linda Wagner is not there.
- Mark your calendar so responsibilities are not forgotten.

Questions? Contact Person

Larry Martin (Global/Social chairperson)
Vonnie Zeller (Former coordinator)

LAWN CARE COORDINATOR**Who Needs Help? (Committee, group, etc.)**

Property Committee

What is Needed?

Law Care Coordinator

How Many People are Needed?

One Person

When Needed?

Days/times (if known)

How often?

How long?

A coordinator is needed beginning mid April to establish mowing teams and get equipment ready. Equipment must be maintained until the end of the growing season – end of September or beginning of October.

Requirements: (Skills, talents, abilities)

- Set up mowing teams, assign weeks and send information to individuals mowing.
- Take care of lawn equipment: lawn mowers, blade sharpening, trimmers, etc.
- Make sure lawn is mower friendly.

Questions? Contact Person

- NaDyne Glidden, Church Administrator
- Andy Fuller (previous coordinator)