



Shared Ministry Position Descriptions

Lutheran Church of the Resurrection
6365 Douglas Blvd.
Granite Bay, California

Table of Contents

Adult Faith Formation Team	Page 1
Audio Visual Support Technician	Page 2
Audit Committee	Page 3
Church Council Member	Pages 4-5
Congregational Care Ministry Team	Page 6
Care Committee	Page 7
Health Ministry Team	Page 8
Lay Communion Minister	Page 9
Evangelism	Pages 10-11
Hospitality Team	Page 12
Sunday Snack Coordinator	Page 13
Sunday Snack Supplier	Page 14
Finance Committee Chair	Page 15
Legacy (Endowment) Board	Page 16
Ministry Support/Stewardship	Page 17
Personnel Committee	Page 18
Shared Ministry Team	Page 19
Social Ministry Team	Page 20
Worship and Music Team	Page 21

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Adult Faith Formation

Mission Statement: Growing Christian disciples through faith formation opportunities

Job Description: To invite and involve all adults to grow more deeply in their Christian beliefs through diverse opportunities to experience and explore God's love and gift of faith.

Supervision: Lead Pastor

Responsibilities Assigned:

- Carry out Council's goals related to faith formation
- Hold monthly (or as needed) meetings to plan faith formation opportunities
- Submit minutes to Inter Committee Communication process
- Review monthly accounting of faith formation budget with Treasurer
- Advertise opportunities through Communications Team
- Purchase materials
- Enlist facilitators
- Reserve space for activities through Business/Facilities Manager
- Set up and tear down each event

Minimum Qualifications:

Adult member of Lutheran Church of the Resurrection
Basic leadership and organizational skills

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 11.2.15

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Audio Visual Support Technician

Job Description: The A/V Support Technician, under the direction and supervision of the A/V Systems Administrator, provides the congregation with technical audio and video oversight during worship services, weddings, funerals and other special events. The A/V Technician, when assigned by the A/V Systems Administrator, is responsible for operating, maintaining and repairing microphones, speakers, sound systems, recording devices, mixing boards and projectors

Supervision: This position reports to A/V Systems Administrator

Responsibilities Assigned:

- Sets up stage consistent with the needs of musicians, performers, and programs.
- Performs proper line checks.
- Performs proper sound check including: gain settings, monitor mixes and proper volume settings.
- Ensures Pastors and/or worship leaders have microphones with fresh batteries and test for functionality.
- Checks in advance with worship leader/Pastor for schedule or any schedule changes.
- Sets up video presentation equipment and ensure functionality.
- Adjusts sound levels as needed.
- Follows stage and schedule cues.
- Provides a distraction-free service as it relates to audio and/or video production.
- Records, compresses, digitizes, duplicates, and stores audio and video data.
- Edits audio and video data for archiving, podcasts, video streaming, and the church website.
- Reports any broken/faulty equipment to the A/V Systems Administrator.
- Clears stage with musicians.
- Shuts down all sound and video equipment and ensures proper storage.
- Attends all assigned meetings, rehearsals, and worship services.

Minimum Qualifications:

- Possesses the ability to meet and grow within the responsibilities of this role consistent with training and support from the A/V Systems Administrator.

Compensation:

- This is a non-compensated position.

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Audit Committee

Mission Statement or Purpose: Provide the oversight necessary to promote a strong control environment and to afford reasonable assurance that good stewardship is being used in handling and accounting for the funds and other assets of the congregation.

Job Description: Schedule an annual congregation audit (review) to obtain an independent evaluation of the financial records and the internal controls of the congregation for the purpose of providing an opinion on the reasonableness of the congregation's financial statements and recommending improvements to its internal controls.

When an annual audit is completed, a written report should be written by the Audit team for presentation to the Finance Committee and the Congregation Council

Supervision: The Congregation Council provides oversight of the Audit Committee.

Responsibilities Assigned:

- Protect the individuals the congregation elects to offices of financial responsibility from unwarranted charges of careless or unwarranted charges of careless or improper handling of funds
- Protect the congregation's reputation and build the trust and confidence of the financial supporters of the church in the way their money is being accounted for (trust and confidence lead to improved patterns of financial support;
- Set habits of fiscal responsibility to assure that when there is turnover in personnel there will be continuity in accountability and nothing will fall through the cracks.

Minimum Qualifications for the Audit Committee:

- The Congregation Council shall elect three voting members to the Audit Committee.
- Audit Committee members shall not be members of the Congregation Council.
- Term of office shall be three years, with one member elected each year.
- Members shall be eligible for re-election.

Minimum Qualifications for the persons conducting annual audits:

- Ideally, persons "qualified" to perform an annual congregational audit will have some experience with accounting principles and records, gained through bookkeeping, office management or accounting courses. Audit training and written guidelines are provided.
- Qualified persons must be willing to follow through on different requests for information and to complete the procedures and reporting in the audit program.

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 08.31.16

Page 3

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Church Council Member

Mission Statement or Purpose: Provide general oversight of the life and activities of this congregation, and in particular its worship, learning and service. To provide leadership and vision to guide the church and its growing disciples.

Job Description and Responsibilities:

Lead this congregation in fulfilling its mission

- Conduct long range vision planning
- Set goals and priorities
- Evaluate its activities in light of its mission and goals
- Maintain supportive relationships with the pastor(s) and staff
- Arrange for pastoral service during the sickness or absence of the pastor(s)
- Recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- Complete special projects as assigned and in a timely manner.

Foster community

- Participate in worship and church events
- Promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, endeavor to foster mutual understanding
- Provide clear communication to the congregation

Be responsible for the financial and property matters of this congregation

- Maintain and protect the church property and the management of its business and fiscal affairs
- Prepare an annual spending plan in conjunction with the Finance Team for adoption by this congregation
- Supervise the expenditure of funds

Administrative Duties

- Work as a team with the pastors, program staff and other ministry team leads and members
- Participate in developing annual ministry program spending plans
- Keep accurate records of activities and participants
- Prepare reports for annual congregational meeting
- Other duties as agree upon

Minimum Qualifications:

- Current active member of the Lutheran Church of the Resurrection, Granite Bay, CA.
- Possesses a mature Christian faith.
- Connects others to the Gospel story

- Administrative skills
- Ability to work as part of a team

Page 4

- Ability to debate in an objective professional manner
- Willingness to serve for up to three consecutive years
- Strives to be a good example individually and corporately of the style of life and ministry expected of all baptized persons
- Knowledgeable of parliamentary procedures (Robert's Rules of Order)

Working Conditions:

- Travel to off campus activities and programs as needed
- Minimum of one meeting per month
- Attend monthly Council meetings
- Participate in Council/Leadership Retreat twice a year or when scheduled
- Attend Council forums, annual meetings, leadership training, and special functions (*e.g. new member brunches, dinners, confirmation events*)

Compensation: Fulfillment of serving Christ in the church and the world.

Benefits: The satisfaction of serving as a disciple leader in this faith community developing a deeper understanding of the church and the congregation and experiencing spiritual growth and mutual support, friendship.

Shared Ministry Position Description Template 05.11.16

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Congregational Care Ministry Team

Mission Statement: Be an unbroken circle of congregational compassionate care and support throughout the seasons of life.

Job Description: Members of the Congregational Care Ministry Team provide a vital extension of the pastoral care ministry of the church.

Care Ministry Training and Background Checks are required of participants in specified program areas.

Supervision: Members of Team report to Program Leads and the Lead Pastor.

Program Areas of Ministry include:

- **Altar Flowers** are distributed by members to those unable to attend worship.
- **Care Committee** assists grieving families plan (and serve during) a memorial service reception for their loved one.
- **Care Notes** provide care education and handwritten notes to homebound members.
- **Daylighters** offer support for seniors by providing a monthly lunch, the celebration of birthdays, mailing cards to regulars unable to attend, and maintain phone contact.
- **Lay Communion Ministers** extend the communion table by visiting and serving communion at home or in care facilities to those unable to attend worship.
- **Health Ministry** provides care through disease prevention classes, physical health education, emotional health, family health, and spiritual health programs.
- **Telephone Ministry** provides a vital extension of pastoral care by members through confidential telephone calls to persons homebound.
- **Piece Makers** quilting group make quilts and quillocks
- **Prayer Partners** hold the concerns of our congregational members, community and world in prayer.
- **Prayer Shawls** are knit and given to those living in healthcare facilities, those homebound due to serious illness, or grieving loss of loved ones
- **Priceless Purls** knit and crochet caps for newborns and cancer patients.
- **Meal Care** provides home-cooked meals to those following a hospitalization, suffering a significant loss or during other challenging times in their lives.
- **T-Shirt project** group sews t-shirt dresses for girls throughout the world.
- **Hospital Visitation** provides trained compassionate care visitors to those hospitalized or in care facilities.

Minimum Qualifications: Good communication, reflective listening skills, and compassion toward others.

Page 6

LUTHERAN CHURCH OF THE RESURRECTION Position Description

Job Title: Care Committee

Mission Statement or Purpose: Provide a service to those families whose lives have been shattered by the loss of a loved one.

Job Description: Assist grieving families in planning a reception following a memorial service.

Supervision: Events and Business Manager and the Lead Pastor

Responsibilities Assigned:

- Provide care and practical assistance and an inviting presence to grieving families in Christ's name on behalf of Lutheran Church of Resurrection
- Provide the following (if requested) for a memorial service
 1. Coffee, tea, lemonade
 2. Paper products (napkins, plates, cups, knives, forks, spoons)
 3. Table linens.
 4. Simple flower arrangements in bud vases or rose bowls for each table.
 5. Serving dishes/trays for catered meals
 6. Cookies/bars
- Serve at the reception
- Keep trays of food and beverage containers full during the reception
- Assign teams to set up and breakdown reception site
- Encourage family to provide items for a memorial table, adding flowers and rearranging photos and keepsakes to create a meaningful display of their loved ones' life.

Minimum Qualifications: Good communication, reflective listening skills, and compassion toward others.

Time Required: Leaders rotate Committee members in on an as needed basis

Compensation: This is a non-compensated position.

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Health Ministry Team

Mission Statement: A ministry to promote wholeness of body, mind, and spirit for Lutheran Church of the Resurrection members and the community.

Job Description:

- Assess health education support program needs at Lutheran Church of the Resurrection
- In partnership with knowledgeable Lutheran Church of the Resurrection members and Community programs, provide seminars/programs to meet identified needs of the congregation
- Support pastors and staff in working with and supporting senior members

Supervision: Members of Team report to Congregational Care Ministry Team Leads and the Pastors.

Current members and area of responsibilities:

Nancy Wynn-Grundy, Chair
Kay Valler, Yoga Program and Labyrinth
Joanne Auerbach, member

Minimum Qualifications:

Experience in Health Services and/or Community Services
Interest/experience with the Senior population at Lutheran Church of the Resurrection

Compensation: This is a non-compensated position.

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Lay Communion Minister (LCM)

Mission Statement: Provide for communion for those unable to attend corporate worship.

Job Description: As an extension of Sunday worship, assist the Lead Pastor and Family Life Pastor to take the elements of Holy Communion to the members and constituents of the Lutheran Church of the Resurrection who are unable to attend services.

Supervision: Members of the Team are under the organizational umbrella of the Congregational Care Ministry Team and report to the Lead Pastor.

Responsibilities as Assigned include:

- Work with the Pastors to maintain a monthly schedule for taking communion to shut-ins.
- Visit members and constituents in their homes, local hospitals and care facilities as coordinated with the Lead Pastor

Minimum Qualifications:

1. Models commitment to the mission and ministry of Lutheran Church of the Resurrection.
2. Fosters a personal devotion to receiving Holy Communion regularly.
3. Understands God has promised to come to all through the means of grace; the Word and the Sacraments of Christ's institution.
4. Demonstrates an ability to relate well with people, being sensitive to the needs of the hospitalized, sick and elderly of the congregation.
5. Manifests faith and charity on behalf of the whole community towards those who cannot be present at worship.
6. Attends training sessions.

Length of Service: One year following completion of training; renewable by invitation of the Lead Pastor.

Compensation: This is a non-compensated position.

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Evangelism

Mission Statement or Purpose: Provide a warm and welcoming environment at Lutheran Church of the Resurrection for members and guests on Sunday mornings and beyond, to include communication, signage, awareness and education on being a welcoming congregation, and provide opportunities for social interaction, any of which may include coordinating with other various groups within the body of our congregation, and ultimately focusing on Lutheran Church of the Resurrection's mission of growing disciples by sharing God's love. (adopted July 13, 2015)

Job Description:

- Become an ambassador of Christ, Sunday through Saturday
- Share the good news of Jesus Christ during one-to-one conversations in daily life
- Invite family, friends, and acquaintances to learn more about God's love
- Invite people to join our congregation for worship, study, fellowship, and service
- Witness to Jesus by living a compassionate, gracious and loving life
- Welcome guests who come to church activities
- Encourage each other to grow in faith
- Invite, encourage, and train our whole congregation to be part of the Evangelism Team

Responsibilities Assigned:

Prospective Disciples

- Create opportunities for meeting new members and guests at Sunday and other mid-week services, actively work to introduce these individuals to other members
- Develop and distribute ministry guide (i.e. information for guests in both print and website format)
- Contact visitors by phone; provide information and personal contacts
- Work with office staff to maintain current list of prospective members
- Schedule regular outreach visitation and open house events
- Invite non-members in neighborhood to outreach events (VBS, Day Camp, Sunday School, etc.)
- Issue personal invitations to visitors and new members to congregational events like retreats and fellowship events.

New Disciples

- Coordinate contact with prospective members
- Work with office staff to maintain visitor statistical reports for monthly presentation to council

- Attend new member class and become acquainted with prospective members
- Coordinate installation and reception
- Put together new member packets: name tags, offering envelopes and ministry descriptions

Page 10

- Work with office staff to arrange for new member photos
- Introduce children, teens and families to Sunday school classes and teen programs

Advertising

- Create annual budget for advertising
- Consider seasonal advertisements in local papers
- Submit current announcements for church publications (newsletter articles, bulletins and fliers)
- Maintain kiosk in Faith Center foyer
- Keep bulletin boards updated and attractive
- Work with Communication Director to update Lutheran Church of the Resurrection's website with upcoming events and other relevant information
- Update the outdoor church signage with seasonal messages and other appropriate information

Minimum Qualifications:

- Active member of Lutheran Church of the Resurrection
- Commitment to announcing the Good News of Jesus through word and deed

Compensation: This is a non-compensated position.

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Hospitality Ministry Team

Mission Statement: Welcome people to Lutheran Church of the Resurrection with a desire to make them feel a connection and build a relationship with the church.

Job Description: Members of the Hospitality Ministry Team will assist Lutheran Church of the Resurrection in coordinating and overseeing specific events as listed under responsibilities below.

Supervision: This position reports to the Evangelism Team and to the Lead Pastor.

This position is Responsible to: Work closely as a team, coordinating with the Evangelism Team and communicating with pastors and staff.

Responsibilities as Assigned include:

- Recommend methods by which the congregation can implement best practices for extending hospitality.
- Coordinate hospitality for, but not limited to, the following:
 - Sunday morning Hospitality Hour following worship services
 - Cantatas
 - Feed the Voters
 - Midweek Lenten Soup Suppers
 - Special visitor events
 - Receptions for New Members; Welcome/Farewell events for staff

Minimum Qualifications:

1. Commitment to the mission of Lutheran Church of the Resurrection and to a lively theology of shared ministry.
2. Willingness to be hospitable and to value all individuals of all ages.
3. Ability to work as a team member.
4. Ability and willingness to give support to other members of the team and other congregation members who share their gifts in service.

Compensation: This is a non-compensated position

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Sunday Snack Coordinator

Mission Statement: Welcome people to Lutheran Church of the Resurrection with a desire to make them feel a connection and build a relationship with the church community.

Job Description:

- Maintain a roster of families/individuals who wish to serve as “Snack Suppliers”
- Create an online serving schedule of one Sunday a quarter and assign individuals to the service hour of their choice, 8:00 or 9:30, and share the schedule with the church Administrative Assistant
- Communicate with the Snack Servers as necessary to ensure they know what is expected.
- Periodically check in with the staff person plating the snacks on Sunday morning, to see that snacks are being provided.
- Coordinate the recruitment of extra snacks for special Sundays, (Easter, Cantata Sunday, and others as identified by the Music and Worship Team).
- Promote and invite new people to serve in the ministry roster as opportunities arise

Supervision: This position reports to the Sunday Morning Hospitality Team Coordinator.

Minimum Qualifications:

- A passion for creating a welcoming atmosphere for visitors and members.

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Sunday Snack Supplier

Mission Statement: Welcome people to Lutheran Church of the Resurrection with a desire to make them feel a connection and build a relationship with the church community.

Job Description:

- Snack suppliers choose either the 8:00 or the 9:30 service to provide snacks for, and are assigned by the team Coordinator to one Sunday per quarter.
- A reminder will be emailed prior to the assigned Sunday.
- On or before the assigned Sunday, the supplier brings in 6 dozen “bites” such as cookies, quartered doughnuts, sliced snack bread, brownies, doughnut holes, crispy rice treats, etc. Healthy snacks are encouraged and crumbly snacks and heavily frosted items are discouraged.
- Snacks are labeled with the date and the service hour and if delivered to the Faith Center Kitchen. If they are brought in advance, they are to be left in the Faith Center kitchen freezer.

Supervision: This position reports to the Sunday Morning Hospitality Team Coordinator.

Minimum Qualifications:

- An interest in participating in creating a welcoming atmosphere for visitors and members.
- A willingness to trade dates or find a substitute if unable to supply snacks on an assigned day.

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 11.2.15

Page 14

LUTHERAN CHURCH OF THE RESURRECTION Position Description

Job Title: Finance Committee Chair

Mission Statement or Purpose:

Job Description: Oversight of all financial affairs of the congregation as specified in the By-laws of the Congregation.

Supervision: This position reports to the Lead Pastor and Church Council

Responsibilities Assigned: The Finance Committee shall prepare a draft budget for the succeeding year, including the congregation's full indicated share in support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod, and shall submit such draft budget to the Church Council for its action and later presentation to a Congregational Meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer. It shall, subject to the approval of the Church Council, be responsible for the congregation's investments, and shall also provide for annual audits of the accounts of the treasurer(s) and the financial secretary as well as of the accounts of organizations within the congregation and to ensure church property is adequately insured.

Minimum Qualifications: Financial management experience. Knowledge of accounting standards and practices. Audit review practices and standards. All aspects of Financial Secretary and Treasurer duties.

Meets monthly on the 2nd Tuesday of the month

Members: 6-10 with knowledge of or experience with financial affairs

Chair time spent: 20+ hours per month + 120-180 hours budget preparation and refinement

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 05.11.16

Page 15

LUTHERAN CHURCH OF THE RESURRECTION Position Description

Job Title: Legacy (Endowment) Board

Mission Statement or Purpose: The purpose of the legacy fund is to provide members of Lutheran Church of the Resurrection with the means to enable charitable giving, both present and future, consistent with its mission beyond programs supported through regular offerings. The Legacy Fund uses only the income from the Fund to distribute grants. The principal in the fund remains untouched, ensuring the legacy.

Job Description: The duties of the Board of Trustees are to:

- Educate the congregation about the Legacy Fund
- Adopt and implement strategies that promote giving to the Fund
- Determine and implement procedures and policies for soliciting, processing and disbursing grant requests in accordance with the requirements and guidelines for the Fund.
- Report to the congregation, at least annually, the balance of the Fund, the financial activity in the Fund, and the amounts and beneficiaries of grants from the Fund.
- Accept gifts of cash, publicly traded securities, mutual funds, real estate, closely held stock, retirement assets, U.S. Savings Bonds, Life Insurance and Annuities.

Supervision: The Congregation Council appoints a Legacy Endowment Board of Trustees consisting of five to six persons.

Responsibilities Assigned:

- The Board of Trustees is responsible for managing investments regarding the Legacy Fund. Their investment policy is designed to provide the highest return possible within acceptable levels of risk as determined by the Trustees.
- Grants from the Legacy Fund are authorized by the Trustees. Funds contributed to the Fund are invested and the income earned by these investments will be used to sustain and strengthen various ministries of the church in the future. The principal remains invested in perpetuity.
- Distributions shall be “visionary” rather than maintaining or supplementing the general budget of the church. Distributions shall be made with particular emphasis on extending the life and mission of the church, including but not limited to:
 1. Extraordinary programs/ministry initiatives within the congregation
 2. Outreach into the local community or Synod
 3. Church-wide ministries, world hunger and global mission programs

Minimum Qualifications: All members of the Board of Trustees are active, contributing members of the congregation.

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 05.11.16

Page 16

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Ministry Support/Stewardship

Mission Statement: This team works year around to deepen the awareness of the relationship between spiritual growth and “giving” to the Gospel ministry and mission of the congregation by encouraging disciples to experience the joy of generosity.

Vision Statement: All that we are and have belongs to God, and we seek to be good stewards/managers, of the gifts of time, talent, and treasure God has entrusted to us. Stewardship embraces God’s call to serve together in a spirit of mutuality as partners, experiencing the joy of giving and living generous lives.

Job Description: Encourages disciples to grow in their relationship with Jesus through the use of time, talents and finance. Ask all members to prayerfully consider how God is calling each of us to be involved in Lutheran Church of the Resurrection’s ministries, discovering how one’s spiritual gifts will enhance our mission, and share a generous portion of all God has given us with joy and delight,

Supervision: Members of Ministry Support report to the Lead Pastor.

Responsibilities as Assigned include:

- Carry out Council’s goals as related to Ministry Support
- Provide financial planning workshops (personal, congregational, community)
- Collaborate with other ministries at Lutheran Church of the Resurrection to integrate ministry goals and resources.
- Work closely with the Director of Shared Ministry to encourage disciples to grow in their faith through the use of their time, abilities, and spiritual gifts
- Continue to show, through stories and/or narrative budget, how Lutheran Church of the Resurrection’s giving affects people’s lives.
- Work collaboratively with the Legacy Team to educate the congregation about planned, deferred and creative giving options, providing inspiration and invitation for giving gifts of assets as well as income.
- Collaborate with Worship and Music and the Finance Committee to conduct an Annual Financial Response.
- Send a letter of thanks and an invitation to offer support at least annually
- Evaluate the Ministry Support Team’s efforts annually.

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 11.2.15

Page 17

LUTHERAN CHURCH OF THE RESURRECTION
Position Description

Job Title: Personnel Committee

Job Description:

The Personnel Committee assists the Congregation Council in providing for the selection, support, and supervision of lay paid staff.

The Personnel Committee is charged with the development and administration of personnel policies and procedures and for recommending changes in existing personnel policies and procedures or recommending new ones.

Supervision: The Congregation Council is responsible for approving all recommendations of the Personnel Committee regarding employment actions or policies and procedures.

Responsibilities:

The Personnel Committee assists the Congregation Council in providing for the selection, support, and supervision of lay paid staff. The Lead Pastor, or his/her designee, shall be responsible for the supervision and performance development of lay paid staff, in consultation with the Personnel Committee and the Congregation Council.

The Personnel Committee documents existing policies and procedures, benefits, and position descriptions, and provides for the maintenance of these in an orderly and current status.

The Personnel Committee is responsible for recommending changes in existing personnel policies or recommending new policies based on input from the Pastor (s) and Staff, Church Council or appropriate committees.

The Chairperson of the Personnel Committee shall serve as the Personnel Officer of the Church. The Personnel Chairperson shall have responsibility for monitoring, coordinating and implementing all provisions of the Church's Personnel Policies and Procedures.

Desirable Qualifications:

Experience in Human Resources

Knowledge of labor laws and regulations

Background in Personnel Management or Supervision

Compensation: This is a non-compensated position

Meetings: The Personnel Committee Meets on the 4th Tuesday of every month

Page 18

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Shared Ministry Team

Mission Statement: Empowering the baptized by cultivating the call to ministry of *all* people within the community of faith.

Job Description: Members of the Shared Ministry Team will assist Lutheran Church of the Resurrection in planning and implementing an effective shared ministry system.

Supervision: This position reports to the Lead Pastor

This position is Responsible to: Lead Pastor, Team Chair, Director of Shared Ministry, and collegially to other members of the Team.

Responsibilities as Assigned include:

- * Help Lutheran Church of the Resurrection develop a shared ministry system that is reflective of the congregation and its' theology.
- * Work with church leaders and staff to encourage and facilitate leadership development efforts to enable the involvement of more members in a multiplier fashion to accomplish the mission of the congregation.
- * Encourage an awareness of shared ministry and affirm the shared ministry that is already taking place in the family, in the congregation, the workplace, and in the community.
- * Assist in designing and developing a system that enables members to help each other identify, develop, and use their God-given gifts in ministries that are appropriate for them and that also meet the identified needs of the church and community.
- * Recommend methods by which the congregation can provide for the implementation and maintenance of this system.
- * Work collaboratively with and give support to the Director of Shared Ministry

Minimum Qualifications:

1. Commitment to the mission of Lutheran Church of the Resurrection and to a lively theology of shared ministry.
2. Ability to work as a team member.

3. Ability and willingness to give support to other members of the team and other congregation members who share their gifts in service.

Compensation: This is a non-compensated position

Shared Ministry Position Description Template 11.2.15

Page 19

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Social Ministry

Mission Statement: Strengthen discipleship by individually and corporately offering our resources of time, talents, and financial support to those in need beyond our campus and by addressing social concerns.

Job Description: Invite and involve every member of the congregation to serve people beyond our campus.

Responsibilities as Assigned:

- Meet goals set by Council related to Social Ministry and Community Outreach
- Determine strategy and take action following vision for outreach and service along with pastors.
- Coordinate and run monthly meetings.
- Coordinate outreach ministries with leaders:
 - Gathering Inn – Karen Murbach
 - World Relief – Cynthia Wellington
 - Feed the Hungry – Michelle Larsh
 - Gods Work. Our Hands – Michelle Larsh
- Publicize outreach ministries and opportunities to serve
- Budget
 - Authorizes checks & reimbursements
- Coordinate churchwide giving and gifting opportunities
 - Helping Hands calendar
- Submit minutes and highlights to the Inter Committee Communication (ICC) process

Minimum Qualifications:

- Adult member of Resurrection
- Basic leadership and organizational skills

Compensation: This is a non-compensated position

Position Description Template 5.5.16

Page 20

LUTHERAN CHURCH OF THE RESURRECTION

Position Description

Job Title: Worship and Music

Mission Statement: To help worshipers celebrate the joy of having God in their lives and to experience the love of Jesus Christ in a way that is both welcoming and life changing, to facilitate times of deep and meaningful worship and spiritual growth for those in attendance at all of our worship services, to seek excellence in music, and to provide opportunities for people to serve because in serving, they grow in their faith.

Job Description: In partnership with the Pastors and staff, plan and coordinate all worship and music activities of the congregation.

Supervision: Members and Chair report to the Lead Pastor.

Responsibilities as Assigned include:

- Provide trained and motivated personnel for all of the functions required to conduct meaningful worship services, including ushers, greeters, communion servers, lectors, acolytes, altar guild, and assisting ministers.
- Assist the Pastors in obtaining supply pastors in their absences.
- Assist the Personnel Committee and Director of Worship and Music in selection of staff positions e.g. Organist, Choir Director, Bell Choir Director, Contemporary Worship Leaders, and others as needed.
- Coordinate the procurement and maintenance of musical instruments and equipment and insure musicians are available when needed.
- Insure choir robes and acolyte/assisting minister albs are clean and in good repair.
- Procure all necessary worship supplies, e.g. wine, bread, hymnals, performance music, etc., and insure licensing requirements are met.
- Coordinate with Audio/Visual personnel to insure personnel and equipment are available to support worship services and other activities.
- Coordinate the details of worship services with the Liturgical Calendar.
- Coordinate with Staff on use of facilities for meetings, rehearsals, and training sessions.
- Prepare annual budget requests and regularly monitor the expenditure of funds.

Minimum Qualifications:

1. Knowledge of the tenets of the Evangelical Lutheran Church in America.
2. Understanding of the Liturgical Calendar
3. Possess a strong faith in God and be called to share God's Word through worship and music

Compensation: This is a non-compensated position.

Shared Ministry Position Description Template 11.2.15