

Appendix 2

Job descriptions

Current Positions and Committees

Care Committee for Called Workers (CCCW)*

(The Elders oversee this committee.)

- ◆ Meets annually with each called worker and spouse to conduct an interview about personal needs and concerns.
- ◆ Meets with a called worker (and spouse) to conduct entrance and exit interviews.
- ◆ Meets, without the called workers present, to generally discuss the congregations role in caring for its workers
- ◆ Can oversee arrangements for the congregation to celebrate a called workers arrival farewell or anniversary in the ministry.
- ◆ May arrange for special events as needed for called workers and families.

Pastors

- ◆ The Pastors will develop a core curriculum, which can change spiritual lives. (Adult Spiritual Growth)
- ◆ The pastors will shepherd new members into core Bible classes.
- ◆ The Pastors and Elders will use a systematic strategy for contacting the **long term inactive**.
- ◆ The Pastors will greet worshippers before or after each service.
- ◆ The Pastors will continue Special Communion services.
- ◆ The Pastors will keep children's sermons as part of our weekly services
- ◆ The *pastors* will regularly include the "call" to reach out in sermons.
- ◆ The pastors will provide training and materials for the visitation committee at semi-annual meetings.
- ◆ The pastors will respond immediately to a crisis call.
- ◆ The pastors will strive to visit the local hospital 3 times a week, and more often on special request or circumstances.
- ◆ The pastors will strive to visit congregational members hospitalized out-of-town on a weekly basis. WELS chaplains will be notified and make regular visits to our members who are hospitalized out of town.
- ◆ The pastors or the secretary will make printed copies of the sermon available before each service.
- ◆ The pastors will arrange for adapted worship services at St. John's on a regular basis. (A special service particularly to meet the needs of our developmentally disabled worshippers.)
- ◆ The pastors will visit members, who are incarcerated at the County Jails in our area.
- ◆ The pastors will visit other WELS/ELS members, on request, at the county jails or the Minnesota Correctional Facility-Red Wing.
- ◆ The pastors will strive to meet with parents and godparents to review the blessings of baptism.

- ◆ The pastors will introduce the newly baptized member to the congregation to welcome them to the family of believers.
- ◆ The Pastors will make an early visit to explain the Cradle Roll and encourage baptism.
- ◆ The pastors will establish support groups for parents. (Cf. Group Life/ Fellowship 2d 6)
- ◆ The Pastors/ Church Council will develop new Bible study groups and formats.
- ◆ The pastors, teachers, Youth Ministry Coordinator, and parents will help our youth to develop an active involvement in the life of the community.
- ◆ The pastors are encouraged to be involved to some degree with all students in this age group.
- ◆ The pastors will include in their continuing education, methods and information that will help these young people grow in faith and Christian living.
- ◆ The pastors will meet semi-annually with the parents to review the congregation's expectations of Catechism class regarding memory work, attendance, etc.
- ◆ The Pastors, together with the Elders, will consider the formation of support groups, as needed. (Cf. Group Life/ Fellowship 2e)
- ◆ The Pastors will conduct an active Visitation Ministry together with the lay members.

Principal

- ◆ The Principal will organize annual visits by the seventh and eighth graders to the Lutheran Preparatory School and its classes, and to St. Croix Lutheran High School.
- ◆ The pastors, teachers, Youth Ministry Coordinator, and parents will help our youth to develop an active involvement in the life of the community.
- ◆ The faculty will attempt to conduct an annual visit to every member family with elementary school aged children.

Church Administrative Secretary*

- ◆ The church secretary will keep an accurate record of members who are not able to attend worship.
- ◆ The pastors or the secretary will make printed copies of the sermon available before each service.
- ◆ The church secretary will keep accurate address records of all members in this age group.
- ◆ The church secretary will keep accurate address records of all members in the armed forces.
- ◆ The church's administrative secretary will initiate and keep this database. (Cf. 3a Child Discipleship)
- ◆ The Church Administrative Secretary will keep an updated database on all children in the congregation.

School Secretary

Teachers

- ◆ The pastors, teachers, Youth Ministry Coordinator, and parents will help our youth to develop an active involvement in the life of the community.
- ◆ The faculty will attempt to conduct an annual visit to every member family with elementary school aged children.

Church Council

- ◆ The *Church Council* will locate and encourage those individuals to whom the Lord has especially given a heart for outreach.
- ◆ The *Church Council* will provide regular training sessions to equip Lay-evangelists to proactively spread the message of new life through Christ.
- ◆ The *Church Council* will raise congregational awareness by frequently having guest speakers, and missionaries come to address our congregation in various formats, or by “adopting” a missionary for a period of time and following their life and work.
- ◆ The church council will give serious consideration to all accessibility issues in our church and school, i.e. adequate ramps, doorways, bathroom access to be provided for worshippers and students. (Cf. Appendix 1)
- ◆ The committee chairmen will occasionally involve youth in the work or the education, finance, property, and cemetery committees.
- ◆ The Church Council will provide a staffed nursery during worship. (Cf. Worship 5d)
- ◆ The Church Council will provide a convenient “mother’s room”.
- ◆ The Church Council will establish an ongoing task force of parents with children birth to 8 years, to make recommendations on how St. John’s can become a more family-friendly church.
- ◆ The Pastors/ Church Council are to develop new Bible study groups and formats.
- ◆ The Church Council will develop a Youth Ministry Board that oversees youth involvement in worship, Bible study, recreation, fellowship, and Christian service.
- ◆ The Church Council will establish a Fellowship Committee for the purpose of planning and developing Group Fellowship activities. (Cf. Appendix 2, and Child Discipleship 13c)
- ◆ The Church Council will arrange for more frequent updating of church directory (picture, names) than is currently done.

Council President

- ◆ The Council President will occasionally invite children of the congregation to attend council meetings.

Council Secretary

Council Treasurer

Elders

- ◆ The Elders will form a Stewardship Committee to give immediate attention to financial stewardship
- ◆ The Elders will establish a list of families and/or individuals willing serve as Host Families.
- ◆ The Elders will keep **accurate worship and communion attendance records** for identifying irregular worship attendance patterns.
- ◆ The Pastors and Elders will use a systematic strategy for contacting the **long term inactive**.
- ◆ The church elders will appoint this committee. (A committee to organize an annual appreciation event or worship service.)
- ◆ The Elders are to select a person to assist individuals in finding personal spiritual growth materials that meet their needs.
- ◆ The Pastors, together with the Elders, will consider the formation of support groups, as needed. (Cf. Group Life/ Fellowship 2e)

Finance Committee (Cf. Financial Stewardship)

- ◆ The Finance Committee will use the Worship Bulletin to report budgetary needs vs. income-to-date on a weekly basis, beginning immediately.
- ◆ The Finance Committee will survey the congregation to assess what financial information is desired for the above.
- ◆ The Finance Committee will make use of oral presentations/discussion sessions to the congregation as needed.

Planned Giving Committee*

- ◆ The Planned Giving Committee will invite the WELS Gift Planning Counselor to our congregation semi-annually.

Committee of Christian Education *

- ◆ The *Committee of Christian Education* will regularly include Outreach/Evangelism focused Bible Studies in our Bible study curriculum.
- ◆ The Committee of Christian Education will consider the possibility of integrating the core curriculum classes as on line Bible studies.
- ◆ The *Committee of Christian Education* will continue and enhance our promotion of the LES, CBS and VBS.
- ◆ The *Committee of Christian Education* will establish a pre-school when proper space is available.
- ◆ The *Committee of Christian Education* will continue exploration of ideas for an area LES or even expanding to grade 12.
- ◆ The Committee of Christian Education will establish a Lutheran School tuition assistance fund based on need.
- ◆ The Committee of Christian Education will provide a Bible study specifically for teenagers.
- ◆ The Committee of Christian Education will develop a plan to increase member participation in Bible study.

- ◆ The Committee of Christian Education will continue to update and promote the current 17-week parenting class and offer it on an annual or semi-annual basis.
- ◆ The Committee of Christian Education will develop a curriculum of brief parenting classes (1 or 2 sessions) based on specific ages, including a “First time Parents” class.
- ◆ The Committee of Christian Education will review the possibility of starting a child day care.
- ◆ The Committee of Christian Education will annually evaluate staffing needs.
- ◆ The Committee of Christian Education will promote our school among members.
- ◆ The Committee of Christian Education will select a curriculum, which avoids repetition of Lutheran Elementary School lessons.
- ◆ The Committee of Christian Education will carry out an aggressive effort annually to invite the children of members, and others to register and participate in Children’s Bible Study.
- ◆ The Committee of Christian Education will plan two to four activities a year, designed for children, particularly to help students from the Lutheran Elementary School and public school get to know and enjoy each other.
- ◆ The Committee of Christian Education will continually improve and support programs already in place, like Lutheran Pioneers and Junior Choir.
- ◆ The Committee of Christian Education will make sure that Catechism instruction includes all students grades 5-8 in Lutheran Elementary School and Children’s Bible Study.

Worship Committee

- ◆ We recommend changing the duties of the existing Worship Committee to include planning services. (Special music, choir participation, small group participation, instrumental additions, and other member involvement)
- ◆ The Worship Committee will continue the use of the variety of orders of service and seasonal services
- ◆ The Worship Committee will expand the use of children’s small groups for singing.
- ◆ The Worship Committee will encourage occasional involvement of children/youth in readings, presentations, and service functions.
- ◆ The Worship Committee will provide long term coordination of worship components and to enable sharp focus and supportive elements. This committee could also become involved in sermon development, worship format creation, and post service critiquing.
- ◆ The Worship Committee will make signed services available when needed.
- ◆ The Worship Committee will provide large print bulletins and hymnals available at every service, Bible Class, and meetings.
- ◆ The Worship Committee will prepare the Braille hymnal for each service.
- ◆ The Worship Committee will educate the congregation and make use of the synod’s Mission for the Visually Impaired, and the materials that are available through this ministry.

- ◆ The Worship Committee will occasionally use selected youth to participate as readers and special speakers.
- ◆ The Worship Committee will invite teens that are musically inclined to perform before, during, or after services as the situation dictates.
- ◆ The Worship and Fellowship Committees will plan a New Member Fellowship Sunday at least twice a year, with lunch, and introduction program in fellowship area between services.

Outreach Team

- ◆ The *Outreach Team* will consider making use of our Synod's "Congregational Evangelist Program" to train one of our own lay members to spearhead congregational outreach activity.
- ◆ The *Outreach Team* will regularly report outreach/evangelism efforts to the congregation.
- ◆ The *Outreach Team* will conduct a thorough review of the demographics provided by the Parish Assistance Team, and provide for ongoing study of these issues for the future.
- ◆ The *Outreach Team* will obtain regular, accurate, and recent listings of new residents.
- ◆ The *Outreach Team* will conduct religious surveys of those who have lived in our region for some time.
- ◆ The Outreach Team will develop a database for prospects.
- ◆ The *Outreach Team* will conduct personal visits as follow up to worship. (Cf. Worship7).
- ◆ The *Outreach Team* will plan and implement a targeted monthly prospect letter
- ◆ The *Outreach Team* will develop positive, uplifting and encouraging advertisements for the local newspapers, radio stations, and other media vehicles.
- ◆ The *Outreach Team* will develop a state-of-the-art video of St. John's property, worship, and activities at work.
- ◆ The *Outreach Team* will raise congregational awareness of Home and World Mission service opportunities, i.e., Travel/Canvass/Witness Program, Kingdom Workers mission projects, etc.
- ◆ The *Outreach Team* will work together with area WELS congregations to establish an ongoing ministry of worship or Bible classes at the Goodhue County Jail and the MN Correctional Facility – Red Wing. (Cf. Special Ministries 11d)
- ◆ The Outreach Team will present a strong promotion of our school especially to new families. (Using means such as Community Hostess, Yellow Pages, newspaper, radio, word of mouth, Chamber of Commerce link, and canvassing)
- ◆ The Outreach Committee will arrange for the education of and will encourage congregational members to participate in the WELS Kingdom Workers Prison Ministry program (Bible Study correcting, and pen pals). (Cf. Outreach 9d)
- ◆ The Outreach Team will use more teens as greeters.
- ◆ The Outreach Team will involve youth in regularly scheduled canvassing events in the community and abroad.

- ◆ The Outreach Team will annually plan for Vacation Bible School far in advance so that it may be well promoted in our congregation and in our community.

Ladies Guild

- ◆ The Ladies Guild may send annual care packages.
- ◆ The Ladies Guild will continue posting pictures of new members (with names).

Altar Guild

- ◆ The Altar Guild will continue the use of the baptism banner to make the baptism service special.

Sunday School Teachers

Parent Teacher Organization

- ◆ The Parent Teacher Organization along with the Teacher's Aide will frequently update a congregational bulletin board with pictures of children in the Cradle Roll.

Choir Director

Visitation Committee

- ◆ The visitation committee will be depended on to deliver audio, video, and digital recordings of worship services and Bible Classes to those who request such services.
- ◆ The visitation committee members will recruit new visitors annually.

Ushers

- ◆ The Ushers will offer each worshipper a bulletin that clearly outlines the order of service.
- ◆ The Head Usher will use more teens as ushers.

Greeters

- ◆ Trained greeters will warmly welcome all to our worship services

Proposed positions and committees

Host Families (Cf. Reclaiming the Lost and Group Life/Fellowship 3a)

- ◆ A host family will welcome and channel them into areas of their interest, watch over health, hospitalizations, births, transportation needs, financial concerns, etc and will be the first contact should a worship pattern change be noticed.
- ◆ The host family will monitor church mailboxes and deliver the content.
- ◆ The Host Families will provide welcome packets to show what fellowship opportunities are available. (Cf. Reclaiming the Lost 1b)
- ◆ The Host Families will visit new church members. (Cf. Reclaiming the Lost 1b)

Elder Assistants (Cf. Reclaiming the Lost)

Youth Ministry Coordinator (Cf. Youth Ministry 1a,c)

- ◆ The Youth Ministry Coordinator will provide the opportunities to attend youth orientated retreats and seminars – the content of which will connect with high school youth.
- ◆ The Youth Ministry Coordinator will plan for our youth to regularly attend the WELS International Youth Rallies, and other regional rallies when possible or practical.
- ◆ The Youth Ministry Coordinator will investigate the youth programs of other Red Wing churches to gather information and collect ideas.
- ◆ The pastors, teachers, Youth Ministry Coordinator, and parents will help our youth to develop an active involvement in the life of the community.

Youth Ministry Board (Cf. Youth Ministry 1a)

Stewardship Committee (Cf. Financial Stewardship)

- ◆ The Stewardship Committee will study stewardship material and begin visitations to every member immediately.
- ◆ The Stewardship Committee will develop a regular, ongoing program of information, personal encouragement and individual visitation regarding deferred giving, scholarships, wills, trust funds, etc.

Member Ministry Coordinator (Adult Spiritual Growth)

- ◆ The Member Ministry Coordinator will assist individuals in finding personal spiritual growth materials that meet their needs. (Adult Spiritual Growth 1c)
- ◆ The Member Ministry Coordinator will involve members in special ministries of the congregation. (Special Needs Ministry 3)
- ◆ The Member Ministry Coordinator will develop a job description for the congregation members.

Media Committee

- ◆ The Media Committee will continually upgrading our communicative technology to be able to nurture members and reach out to others.
- ◆ The Media Committee will regularly check and improve the church's sound system.
- ◆ The Media Committee will make a personal sound system available to individuals who request them
- ◆ The Media Committee will create a St. John's Web site to improve communication and awareness.

Fellowship Committee

- ◆ The Fellowship Committee will plan opportunities for intergenerational activities so that all congregation members become familiar with one another. (Cf. Group Life/ Fellowship 1a,b)

- ◆ The Fellowship Committee will conduct a periodic review of participation.
- ◆ The Fellowship Committee will consider initiating groups. (Cf. Group Life/ Fellowship 2d)
- ◆ The Worship and Fellowship Committees will plan a New Member Fellowship Sunday at least twice a year, with lunch, and introduction program in fellowship area between services.
- ◆ The Fellowship Committee will encourage that time be allowed for friendly conversation at all church events.

The starred committees or positions already have a Job Description written.

Comments:

- ◆ The Elders and the Committee of Christian Education will annually evaluate the called workers and employees.
- ◆ The review and restructuring of the church government will be initiated during Phase Four of Parish Assistance.