

SENIOR PASTOR

- 1) **RELATIONSHIP TO STRUCTURE AND MISSION:** In accord with the Letter of Call, the Senior Pastor shall focus on Word and Sacrament Ministry and function as the chief preacher and teacher of the Word. In accord with Ephesians 4, the Pastor shall also serve as equipper of the saints for the work of ministry, with primary responsibility for doing ministry remaining with the people of God. Along with the Congregation Council, the Senior Pastor shall provide general oversight for the work of the congregation. The Senior Pastor shall work with and report to the Congregation Council.
 - .. **SPECIFIC PASTORAL DUTIES:** In accord with Chapter 9.03 of the Congregation Constitution, the Senior Pastor shall preach the Word, administer the sacraments, and conduct public worship.
 - .. **SHARED CONSTITUTIONAL DUTIES:** Along with the staff, leaders, and members of the congregation; the Senior Pastor shall: provide pastoral care, and speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world; offer instruction, confirm, marry, visit the sick and distressed, and bury the deceased; supervise all schools and organizations of the congregation; install regularly elected members of the Congregation Council, and with the Council administer discipline. The Senior Pastor shall also seek out and encourage qualified persons to prepare for the ministry of the Gospel; strive to extend the Kingdom of God in the community, in the nation, and abroad; impart knowledge of this church and its wider ministry; and endeavor to increase the support given by the congregation to the work of the Evangelical Lutheran Church in America.
- 2) **THE SENIOR PASTOR'S ROLE AS CHIEF PREACHER AND TEACHER:** The Senior Pastor shall be responsible for the overall content and direction of the preaching and teaching ministry of the church. He shall work with others to assess the needs of the congregation and the direction God has called us to move. He shall seek to design preaching and teaching that keeps this congregation faithful to God's call.
- 3) **THE SENIOR PASTOR'S ROLE AS CASTER AND KEEPER OF VISION:** The Senior Pastor shall work with the Congregation Council to determine, clarify, and articulate the Values, Mission, and Vision of the Congregation and see that the ministry of the congregation is in keeping with the Values, Mission, and Vision as specified in Chapter 4.05 of the Congregation Constitution.
- 4) **THE SENIOR PASTOR'S ROLE AS EQUIPPER OF SAINTS:** The Senior Pastor shall work with the staff, leaders, and members of the congregation to equip the whole people of God for ministry. We believe that God has abundantly blessed the Congregation with people gifted for ministry. In keeping with the doctrine of the priesthood of all believers, the Senior Pastor is not responsible for the doing of ministry, but shall equip the members of the congregation to minister to each other and to others in the community and around the world.

In accord with the Great Commission in Matthew 28, the Senior Pastor shall work to ensure that the focus of the ministry of the members of St. Luke's shall remain in the world, outside the four walls of the congregation.

- 5) **STAFF SUPERVISION:** The Senior Pastor shall support and supervise the ministry staff as they oversee the day-to-day ministry of the congregation. He shall help the staff communicate clearly to minimize potential conflict and maximize fulfillment of the congregation's mission and vision.

The Senior Pastor shall also work with the staff, leaders, and members to develop the leadership base of the congregation by appointing ministry team leaders, reviewing the work of all paid and volunteer staff, and makes staffing decisions.

- 6) **THE SENIOR PASTOR'S ROLE AS GIFT TO THE CHURCH:** The Senior Pastor is a gift from God for the building up of the Church of Christ. He is a resource for the wider Kingdom of God. As such, this Congregation will make 10 % of the pastor's time available to the ELCA, synods, congregations, leaders, and pastors for meetings, teaching, and retreats so that St. Luke's might support the continuing reformation of the Evangelical Lutheran Church in America and the edification of the whole people of God.

ASSOCIATE PASTOR

RELATIONSHIP TO STRUCTURE AND MISSION: This position is created to support, enrich and expand the ministries of St. Luke Church. The Associate Pastor will seek to understand, support, and implement the values, mission, and vision of St. Luke Church. The Associate Pastor will report to the Senior Pastor and provide a written report monthly for the Congregation Council meeting and to the Congregation in the Annual Report for the Congregation. Tasks for the Associate Pastor will be assigned by the Senior Pastor and may include the following:

1) MAJOR DUTIES AND RESPONSIBILITIES:

- a) **FACILITIES MANAGEMENT:** Carry primary responsibility to oversee existing church facilities and assets working with the other staff members. Oversee the cleaning, maintenance, and repair of existing facilities and facilitate the planning and development of all new facilities. Provide for effective facility usage; including scheduling, building access, and security for all building users.
- b) **FINANCIAL MANAGEMENT:** Develop and implement the financial accounting practices and personnel; including congregational income, payroll, and accounts payable. Maintain tools to review cash flows, financing needs, and reporting requirements. Evaluate decisions and policies from a financial and legal perspective. Serve as the purchasing agent to place major equipment orders as needed with various suppliers, negotiate service agreements, supply contracts, and other business arrangements and documents as needed. Provide feedback to Congregation Council and Core Team Leaders on financial positions in each area, key trends, decision points, and coordinate budget preparation. Maintain relationships with banking institutions, insurance providers, equipment vendors, and similar organizations, ensuring availability of financial resources for all church operations. Assist in the design and execution of programs to improve congregational stewardship and meet capital funding needs. Provide for review of the contents inventory annually and make insurance coverage changes as needed.
- c) **COORDINATION AND IMPLEMENTATION:** assist Congregation Council members working in Leadership Development and Policy Development to coordinate various ministry activities and support the implementation of various programs as needed.
- d) **HUMAN RESOURCES:** Oversee the payment of salaries and benefits for the paid staff and administer the provisions in the Employee Handbook and other personnel policies. Assist in the preparation and review of annual ministry plans, ensure proper staffing, and make recommendations regarding personnel related matters. Perform evaluations for personnel directly reporting to the Associate Pastor and contracted services.
- e) **STAFF SUPERVISION:** Supervise all Support Staff including: Church Office Manager, Custodian, and contracted services. Review and implement policies and procedures to ensure clear, efficient, and effective office operation. Work with the Senior Pastor to coach and support all Program Staff. Assess the overall effectiveness of the congregation's ministry and make recommendations to the Council and staff regarding improvements. Ensure compliance with applicable laws and regulations.

- f) **COMMUNICATIONS & INFORMATION SERVICES:** Oversee communications with the members and friends of the congregation, work to improve internal communication vehicles, serve as the primary contact with outside organizations, review computer system needs making recommendations for improvements, oversee accurate member record keeping, and assist in the preparation of the annual reports of the congregation.
 - g) **OTHER DUTIES:** Perform any other reasonable task as requested by the Congregation Council or Senior Pastor.
2. **YOUTH MINISTRIES:** The Associate Pastor will develop and plan ongoing youth ministries so that the youth and teens of St. Luke Church are fully involved in the ministries and the work of this congregation. It is expected that the Associate Pastor will relate to the youth and teens of this congregation as their pastor and leader. Additionally the Associate Pastor will seek out and equip members of this congregation to work as additional youth leaders in the areas of program and activities.
 3. **WORSHIP LEADER AND PREACHER:** In accord with Chapter 9.03 of the Congregation Constitution, the Associate Pastor shall preach the Word, administer the sacraments, and conduct public worship. The Associate Pastor will seek guidance from the Senior Pastor in regards to the worship life of the congregation and the Associate Pastor's role as worship leader and preacher.
 4. **THE ASSOCIATE PASTOR'S ROLE AS GIFT TO THE CHURCH:** The Associate Pastor is a gift from God for the building up of the Church of Christ. He is a resource for the wider Kingdom of God. As such, this Congregation will make 10 % of the pastor's time available to the ELCA, synods, congregations, leaders, and pastors for meetings, teaching, and retreats so that St. Luke's might support the continuing reformation of the Evangelical Lutheran Church in America and the edification of the whole people of God.

MINISTRIES COORDINATOR

POSITION SUMMARY: The Ministries Coordinator administrates (designs, develops, directs and evaluates) a total congregational volunteer program and provides leadership to assist the congregation in building a solid foundation of ministries based on the talents and abilities of its members.

PRINCIPAL ACCOUNTABILITIES:

- 1) Develop a coordinated approach toward congregational ministries.
 - a. Seek out and equip people to do the ministries of the congregation.
 - b. Coordinate and Supervise volunteers for program activities.
(Current program activities include: communion assistants, worship assistants, meal providers, outreach activities, small group ministries, senior center activities, scouts, Bloomsburg University liaison)
- 2) Work in partnership with the Pastor, Christian Education Director, Musician and Music Director to accomplish the following goals:
 - a. Create an annual congregation vision for ministry strategy.
 - b. Assess the needs of the congregation and the community.
 - c. Provide a connection to new members to use their gifts and abilities.
 - d. Develop new program opportunities.
- 3) Provide Communication to the congregation to keep them informed of ongoing ministries and ministry opportunities within the congregation and the community.

DIRECTOR OF CHRISTIAN EDUCATION

POSITION SUMMARY: The Director of Christian Education administrates (designs, develops, directs and evaluates) a total congregational education program and provides leadership to assist the congregation in building a solid foundation for Christian living, spirituality, ministry and outreach. The Director supervises the volunteer staff of teachers and assistants.

PRINCIPAL ACCOUNTABILITIES:

- 1) Designs Christian education program which support lifelong learning and conform to the teachings of the Lutheran Church, congregational needs, and the surrounding community.
 - a. Conducts needs assessments in the congregation.
 - b. Develops goals, objectives and strategies for the total religious education program.
 - c. Articulates a vision/direction for the congregation's Christian education program.
- 2) Develops a coordinated approach toward total parish religious education.
 - a. Designs educational programs which meet the needs of the congregation.
 - b. Recruits, trains, supervises and evaluates teachers and assistants.
 - c. Maintains relationship with Pastor, other staff members, Church Council and Education Committee.
- 3) Directs the implementation and on-going management of the congregation's total Christian Education program.
 - a. Identifies and enables leadership within the congregation to take responsibility for program components.
 - b. Adjusts program components (space, time, materials, human and physical resources) as needed.
 - c. Obtains resources which complement the religious education efforts in the congregation.
 - d. Communicates with participants, parents and the congregation at large to keep them informed of Christian education efforts.
- 4) Evaluates the Christian education program of the congregation in relation to the goals, objectives and strategies.
 - a. Conducts program evaluations at all levels.
 - b. Collates evaluation information and gives feedback to appropriate groups or persons.
 - c. Adjusts Christian education program in relation to congregational feedback, and Church staff and Church council goals.
 - d. Meets with pastoral staff to elicit further information regarding evaluation and future planning.

MUSIC DIRECTOR

PRINCIPAL ACCOUNTABILITIES:

- 1) Developing worship music which supports the teachings of the Lutheran Church, congregational needs and the surrounding community.
 - a. Maintains relationship with the Pastor concerning specific worship themes, style of music and worship emphases.
 - b. Maintains relationship with the Music Director concerning special music, worship emphases and needs
 - c. Administrates musical accompaniment for the worship services of the congregation including Sunday morning worship, Special evening worship (i.e. Christmas Eve, Ash Wednesday, Holy Week), weddings, and funerals.
- 2) Develops a coordinated approach toward total congregational worship music.
 - a. Identifies and enables leadership within the congregation to take responsibility for worship music components.
 - b. Encourages, recruits and equips members of the congregation to use their musical talents and abilities.
 - c. Coordinates with the Pastor and the Music Director the implementation of musical instruments provided by members of the congregation.
 - d. Obtains resources which complement the worship music efforts of the congregation.
- 3) Directs the on-going management of the congregation's Worship Music program.
 - a. Communicates with participants and the congregation at large to keep them informed of Worship Music efforts.
 - b. Evaluates the Worship Music program of the congregation in relation to the goals, objectives and strategies.
 - c. Meets with Pastor and Music Director to elicit further information regarding evaluation and future planning.