

Position Title: Parish Administrative Coordinator

Date Prepared: 11/29/2021

Full-Time

Supervisor: Congregational Council

Position Purpose: Assist the Pastor(s) with the functions of the church and maintain a working relationship with staff, church members, and the public through organization of operational functions, church publications, church communication, financial reporting and record keeping.

Qualifications

- Bachelor's degree in Accounting or Business Administration plus three to five years of applicable office management or leadership experience or equivalent.
- Knowledge and experience with Microsoft Office, and also prefer knowledge or experience with any type of accounting software. Experience with ACH banking a plus.
- Ability to problem solve and work effectively with others.
- Demonstrate exceptional communication skills, both written and verbal; including correct use of grammar, spelling, punctuation, knowledge of business correspondence formats and a clear distinct speaking voice.
- Self-directed and ability to multi-task and prioritize projects and activities.
- Must display a professional and courteous demeanor and have personal sensitivity and strong Christian commitment.

ESSENTIAL FUNCTIONS:

1. Accounts Receivable

- Prepare individual contribution statements of giving twice per year (mid-year and year-end) or more frequently at the Stewardship Committee's direction. The year-end statements are contribution tax reports.
- Provide Stewardship Committee with data on giving and pledges as needed for fund drives. ● Post weekly offering envelopes, including automatic bank deposits. Return weekend deposit moneybags from bank.
- Collect, record and deposit all miscellaneous collections and offerings such as Lenten offerings, memorial gifts, Columbarium requests, facility improvements, etc.
- Acknowledge receipt of all gifts not reported on individual statements.
- Maintain extra spreadsheets for committees as needed, such as Gifts & Memorials and Sunday School.
- Prepare offering envelopes corresponding to the contributor number in the ACS (Automated Church Systems) Realm computer system. Have them available for pick up by Christmas. ● Update member contribution records in the computer system. Post gifts received to individual statements.
- Track pledges via computer system and provide records as needed.
- Maintain Washington County Bank database for automatic deposits.

2. Church Database

- General upkeep of church member records including baptism, marriage, death, etc.
- Prepare yearly parochial reports for the ELCA and for the annual congregational meeting. ● Work with church archivist to ensure all report and minutes are up to date and stored properly in the church archive.
- Work closely with staff to create and maintain records of class registrations, visitations, connections, etc. as defined in the church database, ACS Realm.

- Assure member records are updated to reflect address/change of status and giving.
3. Calendar
 - Maintain the parish calendar
 - Schedule meetings for the Pastors and other church professional staff, church council, and other church members to ensure the most efficient use of their time. ● Schedule reservations for events such as weddings, funerals, parties, etc.
 - Visit with group leaders (e.g. Boy Scouts, WW, etc.) regarding building use
 - Maintain schedule regarding worship enhancement (e.g. flowers, tv ministry, lectors, etc.) ● Assure reservations follow procedures set by Director of Property via the Building Use Policy manual.
 4. Publications and Communication
 - Place, answer, screen and prioritize phone calls as requested. ● Ensure the creation and completion the following:
 - Yellow Pages o
 - eBlasts o
 - Bulletins (regular and large print) o
 - Inserts o
 - Newsletters o
 - Announcement and others
 - Disseminate all publications in their appropriate medium
 5. Volunteer Coordination
 - Monitor Communion Bread and contact a member of the congregation on the list to bake bread for the weekend Worship services.
 - Ensure lectors and worship assistants are scheduled and contacted
 - Encourage volunteers to participate in office operations
 6. Maintain a high level of confidentiality and demonstrate outstanding customer service skills in daily interaction with all staff, church members, and members of the community.
 7. Prepare reports, letters, presentations, manuscripts, directories, fliers, posters, brochures and other documents using appropriate software packages to communicate and support the ongoing operations and/or special projects.

Position Title: Director of Children's and Youth Ministries **Date Prepared:** 10/30/2023

Full-Time

Supervisor: Congregational Council

Position Purpose: To lead and/or coordinate educational programming for all children at First Lutheran Church. This includes LIFE night (ages birth-5th grade), Confirmation (6th-8th grade), and Middle School and High school youth groups. The Director of Children's and Youth Ministries shall seek to foster Christian community through building relationships with young people that strengthen their commitment to the church and growth in faith in Jesus Christ.

QUALIFICATIONS:

- Bachelor's degree in education (preferred)
- 2-4 years' experience in curriculum and/or program development
- Excellent communication skills, both written and verbal
- Ability to assist adult leaders and youth in their faith life both one-on-one and in groups
- Professional and courteous demeanor with personal sensitivity and strong Christian commitment
- Demonstrated ability to utilize social media and web-based technology
- Experience in fundraising (preferred)
- Familiarity with Lutheran tradition ● Familiarity with MS Office suite
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Responsibilities include:

I. Age Pre-K-5th Grade

Assist with baptism prep and recognize baptism anniversary each year.

Choose and implement LIFE Night curriculum and have additional materials required for weekly lessons available in a timely manner.

Recruit and train volunteer teachers and helpers for all education programs.

Organize Schedules/Calendars, Rotation schedules, Service projects, and Special Events to enhance the experience of students, parents, and volunteers.

Work with the Pastor(s) and the Director of Worship to include the children in worship services to enhance worship (i.e. Backpack Blessing, Palm Sunday, etc.) or for events in the students' spiritual lives (i.e. First Communion, Bible presentations).

Stay connected to parents and volunteers through the church publications, emails, social media, display boards, etc.

Oversee and collaborate with volunteers and staff on additional events including, but not limited to:

VBS

Christmas Program

Halloween blessing and party held on Oct. 31st

First Communion

Beginning and end of year celebrations

Bible presentations

Staff appreciation

2. Confirmation

Choose and implement confirmation curriculum and have additional materials required for weekly lessons available in a timely manner.

Recruit and train and support volunteer guides, teachers, and Faith Mentors for the confirmation program.

Organize schedules/calendars, rotation schedules, guest speakers, service projects, service plunges, and special events to enhance the experience of students, parents, and volunteers. Stay connected to parents and volunteers through the church publications, emails, social media, display boards etc.

Oversee and collaborate with volunteers and staff on additional events including, but not limited to:

- Confirmation Ceremony
- Confirmation Banquet
- Nebraska Synod Middle School Gathering
- Lock-in
- All fundraisers

3. Youth Groups

Mentor youth and faith development

Organize schedules/calendars, rotation schedules, guest speakers, service projects, service plunges, and special events to enhance the experience of students, parents, and volunteers. Stay connected to parents and volunteers through the church publications, emails, social media, display boards etc.

Oversee and collaborate with volunteers and staff on additional events including, but not limited to:

- Christmas Caroling
- ELCA Youth Gatherings
- LYON

Encourage participation in the life of the church for all youth

4. Fundraising

Many fundraising opportunities occur each year (i.e. Holiday Greenery, Butter Braids, Cookie Bazaar, Pie Auction, etc.). These fundraisers make it possible for our youth to participate in various events (Service Plunge lunch, ELCA Youth Gathering, outings, lock-ins) for little or no cost.

5. Chair the Children's and Youth Ministries Team

6. Attend committee, informational, and congregational meetings for all the above ministries.

7. Maintain a high level of confidentiality and demonstrate outstanding customer service skills in daily interaction with all staff, church members, and members of the community.

Position Title: Director of Worship/Music and Property Oversight	Date Prepared: 9/27/18
	Date Revised:
Full Time: 40 Hours	Prepared By: V Krysl
Reports To: Congregational Council	Approvals
	(JOBHOLDER)
	<i>(IMMEDIATE SUPERVISOR)</i>
	<i>PERSONNEL CHAIR</i>

Worship and Music Position Purpose:

The role of Director of Worship and Music in a Christian congregation is three-fold:

1. To assist the congregation in its praise of Almighty God by choosing and leading hymns, songs (sacred or appropriate secular), instrumentals, and liturgy.
2. To use musical talent in sharing anthems, thereby enhancing the worship of God.
3. To provide a medium for ministry and Christian fellowship for the band members themselves.

This position encompasses the oversight and coordination of the worship and music program of First Lutheran Church Blair, NE. The following areas are the responsibility of the Minister of Music:

Working with W/M committee and pastoral staff in selecting of music/hymns appropriate for the church year and the text for the specific worship. Coordination of practice schedule for all music related activities at First Lutheran Church.

Provide or coordinate direction of all choirs (ie: Adult Choir, Joyful Singers, Cherub Choir, Bell Choir)

Provide or coordinate of service/choir accompaniment (ie: organists)

Provide or coordinate direction of Praise Band.

The Director or Worship and Music will be responsible for music coordination of ALL services at First Lutheran Church, not limited to scheduled regular and

holiday services, but to include all incidental services (Weddings, funerals, etc.) and special music.

Keep open lines of communication with leaders, and inform, in a timely manner, of any change of worship duties (permanent or temporary).

For Special Worship Services (Christmas Eve, Easter, etc.) recruit, instruct, and encourage lay assistants, e.g. drama parts, luminaries' assistants, any additional setup/care/cleanup, ushers, acolytes, etc.

QUALIFICATIONS:

- BM, BA or equivalent education in music with musical direction experience.
- Experience in Lutheran worship preferred. Other denominational church worship/music experience is acceptable.
- Ability to read, transpose, orchestrate, and teach music.
- Ability to utilize and integrate various forms of music in worship services.
- Ability to nurture and motivate groups of various ages and skill sets.
- Proficient skills in organ, piano, or guitar.
- Knowledge and experience with Excel, Word Perfect, and Power Point software and applications, and prefer knowledge or experience with publication software.
- Ability to problem solve and work effectively with others
- Demonstrate exceptional communication skills, both written and verbal; including correct use of grammar, spelling, punctuation, and a clear distinct speaking voice.
- Self-directed and ability to multi-task and prioritize projects and activities.
- Must display a professional and courteous demeanor with staff, volunteers, and congregants and have personal sensitivity and strong Christian commitment.
- Must be able to meet deadlines set or agreed upon by pastors, congregational council, and other staff and volunteers.
- Must be able to quickly and calmly adapt to any unforeseen changes in worship order, personnel, themes, environment, malfunction, or requests made by pastors or congregation regarding music, stage configuration, orchestration, etc.

ESSENTIAL FUNCTIONS:

1. Plan music in accordance with the themes and/or scriptures of the services.
2. Recruit, train, and supply materials to music, worship, hospitality, intercessory, cantor, and other volunteers. Occasional teaching and leading may be necessary. This includes the children's choir, classroom singing, VBS, children's bell choir, and other small group or ensemble pieces.
3. Schedule adequate preparation time (i.e. rehearsals) and have all materials, music, and notes distributed to all volunteers in a timely manner to ensure quality performances.
4. Secure a competent substitute or assistant director for times of absence.
5. Encourage participation of talents from congregation.
6. Hire exceptional professional musicians, when needed or requested to enhance the worship experience
7. Inform the church office of music selections.
8. Continue to grow as a church musician and keep abreast of developments in the fields of church music and worship.
9. Supervise maintenance of church owned equipment directly used or related to use for this ministry.
10. Maintain the Worship and Music budget in collaboration with the financial secretary.
11. Stay abreast of copyright laws regarding printing, projecting, arranging, recording, and performing music for the entire music department.
12. Attend congregational meetings.

PARAMETERS/WORK DIRECTION PROVIDED:

Independent planning, organizing and completing of daily work within guidelines established by the Pastor to ensure efficient workflow within the Church. Self-directed and able to carry out job responsibilities with little or limited direction.

Property Oversight Position Purpose:

To oversee maintenance for, improve and monitor all property, buildings and equipment of First Lutheran Church (FLC).

1. Supervision of all facility, environmental, security personnel and others as assigned, to provide complex administrative support; and coordination of the exchange of information.
2. Create and apply routine and preventative maintenance schedules.
3. Coordinate volunteer help as available, necessary, and appropriate to complete duties of the position.

This position encompasses the oversight and coordination of the grounds and maintenance program of First Lutheran Church Blair, NE. The following areas are the responsibility of Property Oversight:

Working with property committee and pastoral staff to identify projects needing attention and identifying projects that may enhance the overall appearance, efficiency, and longevity of the property of First Lutheran Church.

- **ESSENTIAL FUNCTIONS:**

- 1) Recruit, train, and supply materials to facility, environmental, security, and other volunteers. Occasional teaching and leading may be necessary. This includes service days (VBS, Confirmation, etc.)
- 2) Secure a competent substitute or assistant for times of absence.
- 3) Encourage participation of talents from congregation.
- 4) Hire exceptional licensed professionals, when needed or requested.
- 5) Inform the church office of any work that may require closure or vacancy of any part of the building or grounds.
- 6) Stay abreast of developments of building codes and accessibility law.
- 7) Supervise maintenance of church owned equipment directly used or related to use for this ministry.
- 8) Maintain the Property budget in collaboration with the financial secretary and Property Committee.
- 9) Attend congregational meetings.

3. Specific Requirements for Satisfactory Performance

Special Projects

Church Website

- Maintain Accurate information
- Keep the site user friendly and accessible for all
- Keep the website current in terms of design, pictures, and technological advances

1) Confidentiality and Member/Non-Member Service

- a) Maintain a professional attitude and strict confidentiality referencing verbal and written communication within the department. Share information only with those who have a need to know.
- b) Demonstrate positive interpersonal skills with both internal and external members/non-members in the execution of daily responsibilities.
- c) Demonstrate adherence to the established behavioral expectations for staff members of First Lutheran Church (see First Lutheran Personnel Handbook).

4.

2) Reports and Documents

- a) Prepare draft of requested documents, complete the final draft and disseminate.
- b) Develop documents using appropriate software.

3) Development and Personal Growth

- a) Project a professional image at all times.
- b) Develop and demonstrate a personal plan of continuous improvement, training, and development.
- c) Participate in ongoing education to maintain and expand competencies for role.
- d) Share knowledge and expertise with peers.

4) Other duties

- a) Incumbent is expected to comply with the policies of First Lutheran Church and follow safety procedures where appropriate.
- b) Complete other assigned tasks as directed.

5) All other duties as required

EQUIPMENT, TOOLS, MATERIALS USED:

- Operational experience with computers and normal business machines and telephone systems is a must. Helpful if the individual has experience with presentation, projection, sound, lighting, and publication hardware and software

DIMENSIONS:

- Work varies depending on church needs.
- Be able to handle various workloads and prioritize.
- Be able to deal with parishioners or individuals during traumatic/difficult situations.

CONTACTS:

- 1) Internal
 - a) Pastor(s)
 - b) Church Staff
 - c) Church Council
 - d) Congregation members
 - e) Committees
 - f) Visitors

- 2) External
 - a) Vendors
 - b) Musicians
 - c) Prospective members
 - d) Synod office
 - e) Community contacts (member or nonmembers)
 - f) Publishing companies and song copyright holders