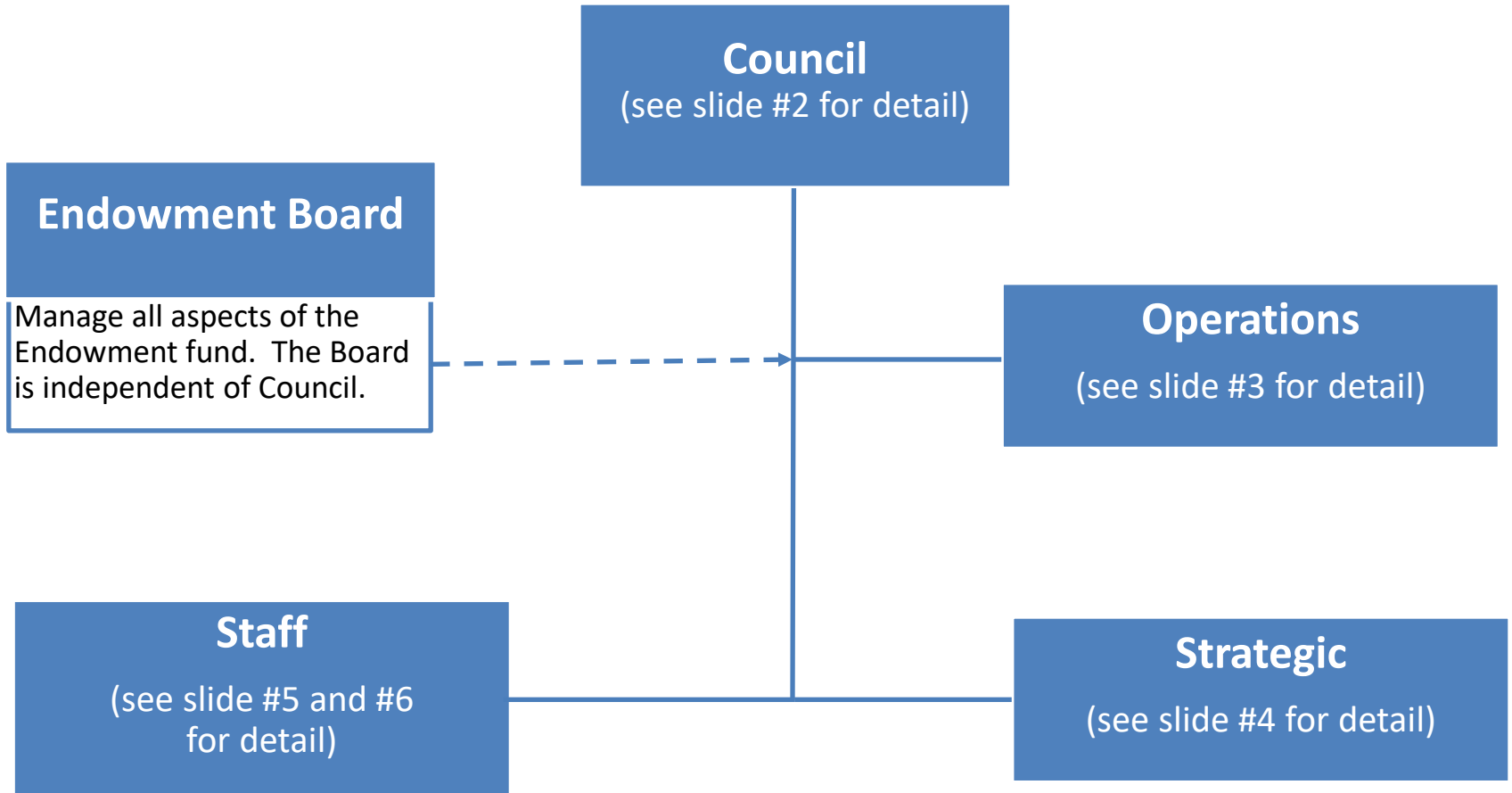


Lutheran Church of the Resurrection

Organization Chart



Lutheran Church of the Resurrection

Organization Chart – COUNCIL

Executive Council

Lead and execute Culture Strategic Priority

Executive Council is a sub committee of Council

With full Council, set church mission and strategic priorities

Align objectives for staff and committees

Recruit nominees for open Council positions

Overall responsible for staff compensation, working with staff support and finance committees

Executive Council consists of 4 officer positions:

- 1) President:
 - * Lead Council
 - * Ensure constitution and bi-laws are current and followed
 - * Champion strategic priorities of church
- 2) Vice President:
 - * Assist President in duties as needed and assumes President role if vacated prior to term end
 - * Establish, lead and execute stewardship and capital campaigns
- 3) Treasurer: (often the Finance Chair)
 - * Oversight of Payroll, Taxes, Monthly financial and reporting, Bank reconciliations, etc.
- 4) Secretary
 - * Meeting minutes and order of meeting

Additional Council Members

Additional Council consists of:

- 1) Chair from each Strategic Committees and Worship Committee chair
- 2) Pastor(s) are non-voting member of Council.
- 3) There may also be (but not required) 2 additional “at-large” members on Council. They are generally influencers from the congregation.

Responsible for communication of committee relevant information to full Council.

With Executive Council:

- * Set church mission and strategic priorities
- * Champion strategies of church
- * Set objectives for strategic committees ensuring alignment with the church mission

Lutheran Church of the Resurrection

Organization Chart – OPERATIONS

Finance

Oversight of financial statement accuracy
Advise on financial issues (income, expenditures, and appropriate use of all funds)
Provide direction to the financial staff
Oversight of counting and recording of income
Prepare budgets
Finance chair manages pledge estimates
Working with Staff Support Committee and Executive Council, provide compensation recommendations
Manage memorials
Ensure completion of annual audit
Update membership roll
Establish financial policies and best practices

Church and Financial Admin
(see slide 6) directly reports to
Finance Chair for finance and
bookkeeping responsibilities

1

Staff Support

(Currently Executive Council is acting in this role)
Provide HR support of all staff including pastor(s)
Appropriately address staff issues and concerns
Job descriptions
Establish Interview process and assist with interviews
Identify professional gaps and provide staff development opportunities
Provide recommendations to Executive Council on open positions
Establish and assist with performance reviews
Recommend staff recognition
Establish other HR policies

Worship

Work closely with pastor(s) to plan services
Purchase and prepare all service supplies (communion elements, candles, ashes, palms, etc.)
Manage church décor (RACY) in sanctuary
Schedule and train volunteers:
* Readers
* Worship assistants
* Nursery
* Baptism assistants
* Ushers
* Greeters
* Altar Group

MET and Call
(as needed)

Lutheran Church of the Resurrection

Organization Chart – STRATEGIC COMMITTEES

Youth Experience

Building and Grounds

Community Engagement

Fellowship

Reconciling Team: while this is a separate team they also are integrated and directly impact across multiple teams. This team is responsible for teaching, programs, and helping our church community to be inclusive of all people regardless of race, gender, gender identities/expressions, sexual orientations, disabilities, etc.

Lead and executes Youth Strategic Priority

Support youth programs (k-18 year old):

- * First Communion
- * Confirmation
- * Sunday School
- * Youth night
- * Mission trips
- * ELCA youth gatherings
- * Confirmation mentoring program
- * Youth fundraising
- * Acolytes

Leads and executes Building Use Strategic Priority

Lead custodian(s) are member(s) of this committee

Oversee maintenance, repairs, purchases, and disposals of assets/property

Security (including internet)

Insurance and equipment contracts

3-5 year plan for building upgrade/maintenance

Church Décor (RACY) – work with Worship Committee if changes are in Sanctuary

Manage building usage such as Library, Green Team, PEO, Quilters, Neighborhood camp, etc.

Manage lawn mowing volunteers

Lead and executes Everyone engaged Strategic Priority

Understand community needs

Develop and execute programs and/or fundraisers to address community needs.

Examples include:

- * Living Faith meals
- * Lutheran World Relief
- * Hospitality Center
- * ELCA Outreach Center
- * Racine Food Pantries
- * Be a Santa to a Senior
- * Racine Interfaith Coalition
- * Veterans Tiny Homes

Lead and execute Adult Relationships Strategic Priority

Organize fellowship events for the church

Examples include:

- * Visiting Angels
- * Adult education (bible study, book club, etc.)
- * Men's and Women's groups
- * Prime Timers
- * New worshipers on-boarding
- * Round tables
- * Special events

Lutheran Church of the Resurrection

Organization Chart - STAFF

Co-Pastor (John)

Strategic planning

Worship Planning

Staff Relations

Adult Education and small group organizer

Community engagement and Media Ministry outreach

New Member Onboarding

Shared with other co-pastor:

- Preach and teach the Word of God, conduct worship services, administer the sacraments, and provide pastoral care and leadership
- Youth & Family: teach and lead youth, coordinate Sunday School, Confirmation, Youth events/gatherings, fundraising for youth, etc.
- Support church mission, strategies, and ministries

Co-Pastor (Open position)

Digital marketing Manager (innovation across various platforms)

Digital content creation, videos and web design

Technology Relations

Shared with other co-pastor:

- Preach and teach the Word of God, conduct worship services, administer the sacraments, and provide pastoral care and leadership
- Youth & Family: teach and lead youth, coordinate Sunday School, Confirmation, Youth events/gatherings, fundraising for youth, etc.
- Support church mission, strategies, and ministries

**Director of
Traditional
Music**

**Director of
Contemporary
Music**

**Church &
Financial
Secretary**

Custodians

1

Reports to
Finance Chair
(see slide 3)
for finance
and
bookkeeping

Lutheran Church of the Resurrection

Organization Chart – STAFF (continued)

Church & Financial Admin.

Reports to both the open position co-pastor (for church admin. work) and the Finance Committee chair (for Finance and bookkeeping responsibilities)

Responsible for proper recording of financials, payroll, petty cash, taxes, etc.

Working with the pastor(s), create worship slides, bulletins, website, Facebook and other communication documents

Perform admin duties for the church

Custodians

Currently 3 part-time custodians

Custodian(s):

- * opening/closing of church
- * Identify needed repairs and makes repairs based on individual skills.
- * Member of building and grounds committee to champion larger repairs

Assistant Custodian

- * Ensure church is clean and tidy

Director of Traditional Music

Working with the pastor(s) and Worship committee, plan and executes music for the traditional service

Director of Contemporary Music

Working with the pastor(s) and Worship committee, plan and execute music for the contemporary service

Lutheran Church of the Resurrection

Working together for a common mission

