

RESURRECTION

LUTHERAN CHURCH

October 7, 2025

Christy Cline
361 Merrie Lane
Racine, WI 53405

Subject: Employment Offer for Coordinator of Volunteer and Care Ministry

Dear Christy,

We are pleased to offer you the position of Coordinator of Volunteer and Care Ministry at Lutheran Church of the Resurrection. After reviewing your qualifications and meeting with you, we are confident that your skills and heart for ministry will be a blessing to our church community.

This position is a part-time (15-20 hours per week) role and will report directly to Pastor Ryan Gerlach (Cocpastor). Your start date will be Monday, October 20, 2025. The position offers a compensation of \$20 per hour, paid 2 times per month, along with 2 weeks paid time off based on average work week of (20 hours). No other benefits are included.

General Expectations:

- You are responsible to manage your time to meet the 15-20 hours per week over each 3 month period (and total year). This means some weeks could be a bit higher than 20 hours but then by the end of the 3 month period (or calendar year) your total will be within the 15-20 hour per week average.
- Work hours are to be logged and reported to Pastor Ryan for approval.
- Vacations requests must be approved by Pastor Ryan at least 2 weeks before the planned vacation.
- All resources provided by the church (computer, etc) are the property of the church.

Your primary responsibilities will include:

- Serve as the coordinator for all volunteer-related questions, sign-ups, and opportunities in partnership with the Resurrection Ministry Leads.
- Work alongside ministry and team leads to match people's gifts with ministry needs.
- Maintain a current database of volunteer roles, schedules, and contact information.
- Support recruitment, onboarding, and appreciation of volunteers.
- Lead the strong communication and connection of volunteers:
 - Act as a bridge between team leads, ministry leaders, and staff, ensuring clear and timely communication.
 - Promote upcoming events and service opportunities through church communication channels.
 - Help coordinate logistics for special events in collaboration with pastors, worship leaders, and ministry teams.

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- Aid in supporting new programing needs:
 - Support new programing for future ministry growth opportunities.
 - Collaborate with pastors and worship leaders for seasonal and special event planning.
 - Commit to ongoing personal and professional faith formation.
- Attend staff meetings when available to foster alignment and teamwork.

Care Ministry

- Coordinate and equip our **Visiting Angels Care Team** to visit and support homebound members.
- Occasionally participate in home visits and pastoral care, as needed.
- Maintain a confidential list of those receiving care and communicate updates to the pastoral team.
- Initiate and coordinate on-going communication with homebound members to help them feel informed and a part of the church congregation.

As a member of our staff, we ask that you uphold the mission, values, and faith principles of Lutheran Church of the Resurrection, and that your conduct reflects our shared commitment to serve God and others.

Please confirm your acceptance of this offer by signing and returning this letter by October 9, 2025. If you have any questions or wish to discuss details further, please feel free to contact Pastor Ryan Gerlach.

We are excited to welcome you to our team and look forward to seeing how God will use your gifts in this ministry.

Acknowledgment and Acceptance

I, **Christy Cline**, accept the offer of employment for the position of Coordinator of Volunteer and Care Ministry at Lutheran Church of the Resurrection as outlined above.

Signature: _____

Date: _____

Church Offer Signatures:

Signature: _____
(Pastor Ryan Gerlach)

Date: _____

Signature: _____
(Kristin Fritz – Church President)

Date: _____