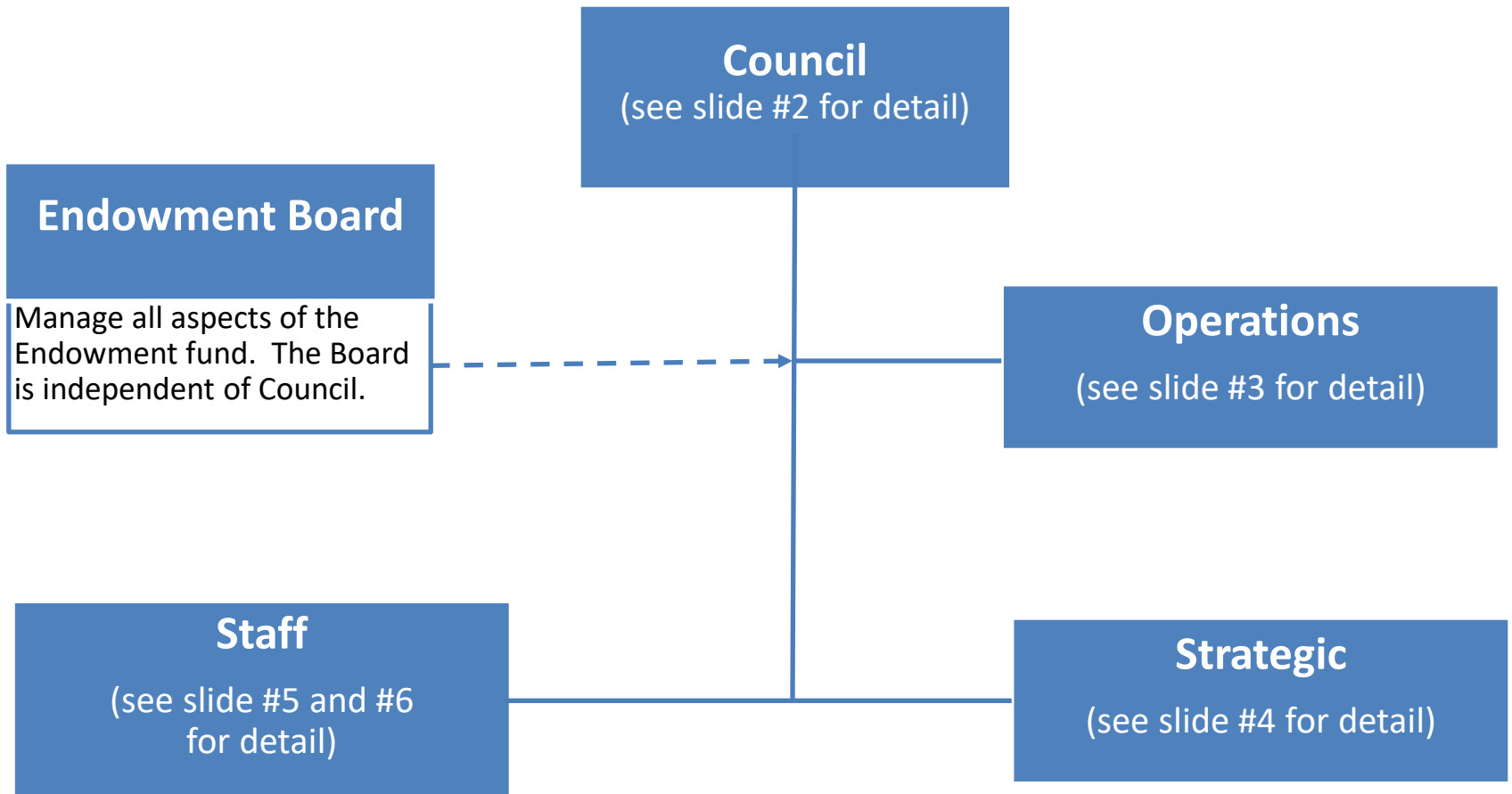


Lutheran Church of the Resurrection

Organization Chart



Lutheran Church of the Resurrection

Organization Chart – COUNCIL

Executive Council

Lead and execute Culture Strategic Priority (#1)

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) Lead Pastor is a 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 Secretary
(see slide 6) directly reports to
Finance Chair for finance and
bookkeeping

1

Staff Support

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 performance review process and assist with performance reviews
Recommend staff recognition
Establish other HR policies
Currently Executive Council is acting in this role

Worship

Work closely with pastors 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
* Baptism assistants
* Ushers
* Greeters
* Altar Group

MET and Call
(as needed)

Lutheran Church of the Resurrection

Organization Chart – STRATEGIC COMMITTEES

Youth Experience

Lead and executes Youth Strategic Priority (#3)

Support Youth Coordinator with k-18 year programs:

- * First Communion
- * Confirmation
- * Sunday School
- * Youth night
- * Nursery
- * Mission trips
- * Youth mentoring program
- * Youth gathering
- * Youth fundraising
- * Acolytes
- * Neighborhood camp

Building and Grounds

Leads and executes Building Use Strategic Priority (#2) team

Lead custodian is a member 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 (Library, Green Team, PEO, Quilters, etc.)

Manage lawn mowing volunteers

Community Engagement

Lead and executes Everyone engaged Strategic Priority (#5)

Understand community needs

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

which currently are:

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

Fellowship

Lead and execute Adult Relationships Strategic Priority (#4)

Organize fellowship events for the church

- * Visiting Angels
- * Adult education (bible study, book club, etc.)
- * Women of Resurrection
- * Prime Timers
- * New worshipers on-boarding
- * Round tables
- * Special events

Lutheran Church of the Resurrection

Organization Chart - STAFF

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 2nd 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
- Support church mission, strategies, and ministries

2nd Pastor

Digital marketing Manager (innovation across various platforms)
Digital content creation, videos and web design
Technology Relations
Shared with 2nd 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
- Support church mission, strategies, and ministries

Church & Financial Secretary

Director of
Traditional
Music

Director of
Contemporary
Music

Custodians

1

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

Lutheran Church of the Resurrection

Organization Chart – STAFF (continued)

Church & Financial Secretary

Reports to both the lead pastor (for church admin. work) as well as the Finance Committee chair (for finance/bookkeeping work)

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

Temporary P/T Youth Coordinator

Coordinate Sunday School (including teacher training)

Oversight of Confirmation program

Plan and execute youth night, mission trips, youth gatherings and fundraisers for these events.

See job description for specifics

Custodians

Currently 3 part-time custodians

Lead Custodian:

- * opening/closing of church
- * Identify needed repairs and makes repairs based on skill
- * 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

