

LCR Responsibilities

Task	Est Wkly Hrs Interim Pastor	Annually	Other	Notes
Prepare Sermons	3	156		Sermons should not be longer then 10 minutes max (prefer 8-10 minutes)
Plan order of service, content, readings, etc	2	104		Planning should be prepared a minimum of 2 months ahead.
Staff Meeting	1	52		Discuss Service requirements with Music Directors, bulletin information, and service plans for the future, etc
Communication with Worship Committee	As Needed			They prepare the communion requirements, etc
Lead Service	4	208		Would be less on one service Sundays
Visitation of Shut-in members	2	104		Assumes Visiting Angel Group is working well visiting all shut-in members 1 every other week. NEED: number of current shut-ins and Visiting Angels process, etc.
Weddings and Funerals	As Needed	32		One wedding planned in Spring. These hours on not paid by LCR. Services are paid by clients/funeral homes, etc. Assume 8 events at 4 hours (planning, meeting with family, and service time)
Confirmation		13		May not need in 2023: 1 hour per week for 13 weeks?
First Communion		4		May not need in 2023: 1 hour per week for 4 weeks?
Youth Nite			P/T Youth Dir	Planning and execution
Mission Trips and Youth Gathering			P/T Youth Dir	Planning, fundraising, events
Sunday School Admin			P/T Youth Dir	Selection of Curriculum, planning, training of teachers, oversite of weekly Sunday School sessions
Monthly Council Meetings		6		Only need to attend as needed not entire meetings
Updating of Membership role			Fin Dir & Church Admin	This has been updated recently and will continue to be reviewed appropriately
Visioning			Pastor Holm & Visioning Team	This includes long term priority planning, prioritization, organization structure, etc
Met Team oversight and MSP preparation			Pastor Holm & Met team	
General Office/Church oversite	2	104		Communicate member concerns/questions to correct committee and/or staff to be address by the committee appropriately.
Community interaction	1	52		With Pastors, Community outreach, Community Leaders...related to LCR and community needs, plan potential events in sharing Jesus with thee community.
Scheduling of Volunteers			Office Admin	Scheduling of volunteers for audio/visual at services
Vacations		40		if Full Time: 1 week for every 6 full months completed. If P/T, 1 week for every year competed. Additional vacation time can be purchased.
TOTAL	15	875		
% of a full time position		42%		

Current Committees:

Youth/Parish Ed	Sunday School, Youth Nite, Confirmation, First Communion, Mission Trip/Youth Gathering, and fundraising. They <u>support</u> the P/T Youth Director and the direction the P/T Youth Director determines. They offer ideas and support.
Worship	Orders and prepares for communion, ushers, schedule readers/prayers?
Church & Community Outreach	Organizing of the Community Meals prepared and serviced by LCR, work on other events for the community combined with church
Finance Committee	Oversees Income/expense, prepares budgets, identifies financial issues/concerns, etc
Building and Grounds	Oversite of all maintance, repairs, replacements, contracts, insurance, etc related to the building and grounds of LCR
Church Membership	Plan events for LCR members

Boards:

Endowment Board	Oversite of LCR Endowment fund (includes investment and disbursement dicisions for the fund)
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