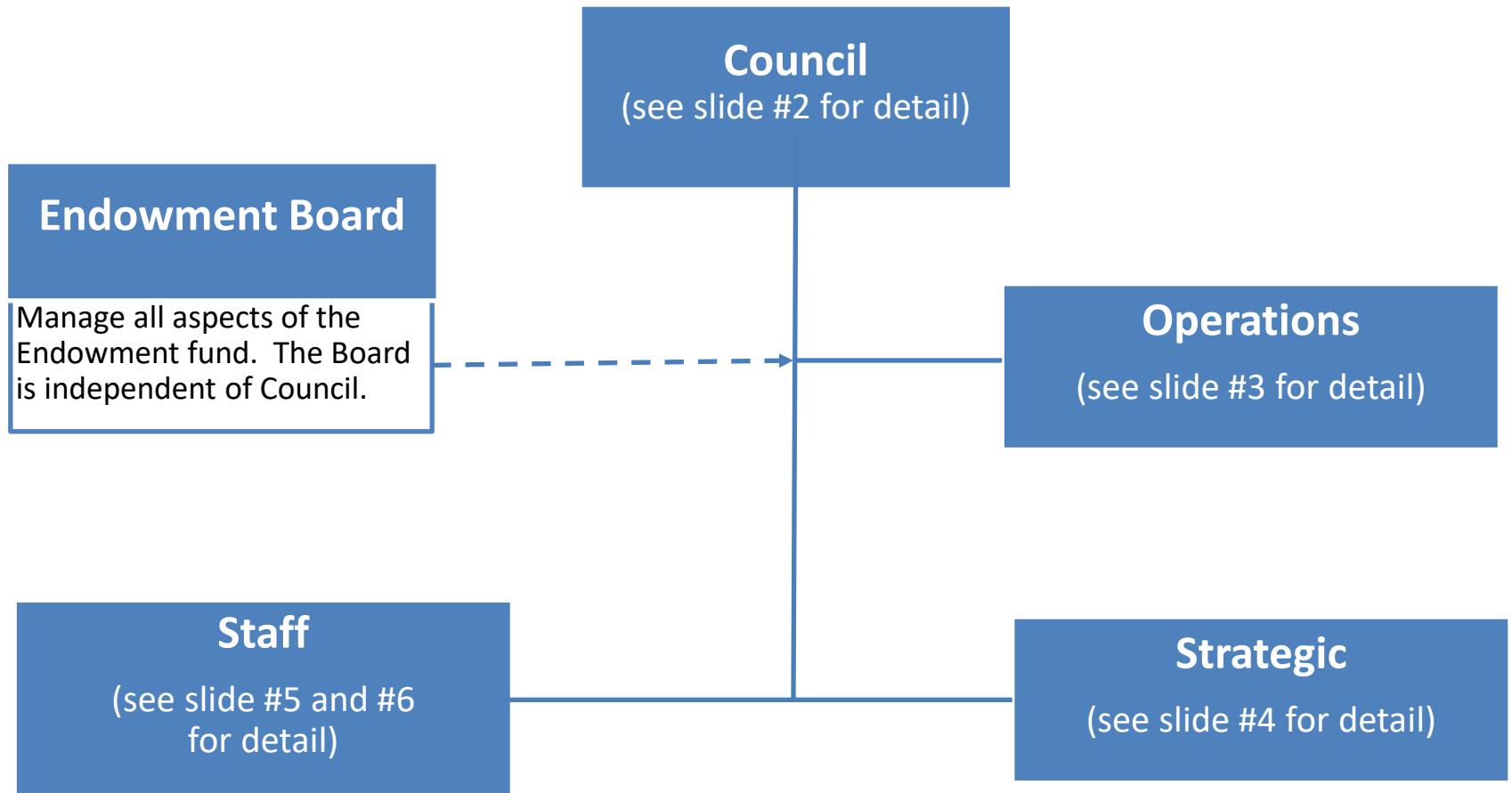


# Lutheran Church of the Resurrection

## 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 reviews  
Recommend staff recognition  
Establish other HR policies

### 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

**Work closely with 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

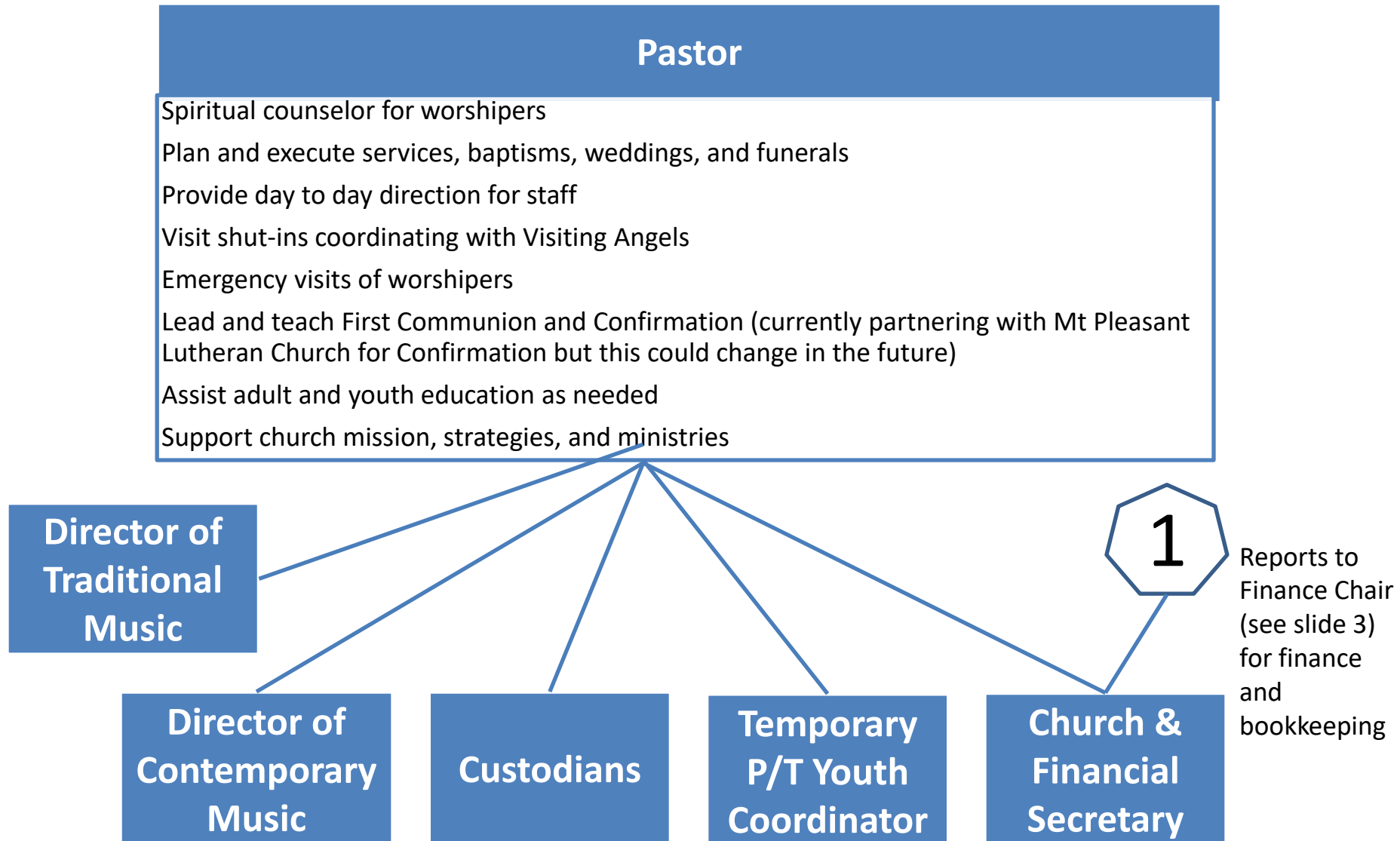
**Lead and execute Adult Relationships Strategic Priority (#4)**

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



# 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 2 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

