

Saint Nicholas Lutheran Church

Personnel Policy



*“Growing and empowering disciples of Jesus Christ
for the ministries of God’s work in the world.”*

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Approved by Council _____

Instituted on _____

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1 Introduction

This Personnel Policy applies to all paid lay employees of Saint Nicholas Lutheran Church (SNLC) and is intended to provide guidelines and summary information about the church's personnel policies, procedures, benefits, and rules of conduct. It is important that all employees read, understand and become familiar with the policies provided herein and comply with the standards that have been established.

1.1 Rationale

The purpose of this personnel policy is to define the personnel administration provisions of Saint Nicholas Lutheran Church (SNLC). Further, it is to provide for the administration of the policies and to ensure that the employment, supervision, and separation of all SNLC lay employees are fair, uniform, and within the provisions of the Constitution and Bylaws of the church. The policies do not constitute a contract of employment. Either SNLC or the employee may terminate the employment relationship at any time for any reason.

1.2 Authority

C12.08 of the SNLC Constitution states, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." SNLC's by-laws state that "Council shall adopt policies for the fair hiring, supervision, and review of all paid staff positions. In congregational meetings, council meetings, and annual performance reviews, a congregational member shall not take part in hiring, salary, or performance deliberations of paid staff who is also an immediate family member (C12.08.00 (A99))."

According to the Continuing Resolutions to SNLC's Constitution: "When a vacancy occurs in the lay staff or when other personnel matters arise concerning lay staff, the president may appoint a Personnel Committee of three members, one of whom shall be designated the chair. The pastor shall be an ex-officio member of this committee (C12.08 (A-98))." In addition, "The Personnel Committee is an ad-hoc committee and shall be comprised of at least three congregational members. The pastor shall be a member of the committee and Council shall appoint at least two other congregational members. A personnel committee member shall not take part in the committee's deliberations concerning an immediate family member (C13.07 (04))."

1.3 Objectives

- Provide a safe and positive working environment for all employees of SNLC
- Abide by federal, state, and local employment regulations
- Outline job descriptions, work rules, performance standards, and measures through which satisfactory or unsatisfactory work performance is evaluated
- Classify employees and provide information regarding compensation and benefits
- Provide a means through which employees may file complaints or grievances

1.4 Maintenance of this Policy

This policy will be reviewed as needed, minimally every two years, by the Executive Committee and will be kept in the Policies Binder in the church office. No exceptions to provisions of this policy will be authorized without prior approval of the pastor(s) and the Council of SNLC. Questions and concerns regarding this policy should be directed to a member of the Executive Committee.

2 Employment Classifications

2.1 Full-time Employees

Full-time employees are defined as employees who work thirty-seven and a half (37.5) hours or more per week, twelve months per year. Full-time employees are paid on a salary basis. They may be exempt or non-exempt.

2.2 Part-time Employees

Part-time employees are defined as employees who work less than thirty-seven and a half (37.5) hours per week.

2.3 Exempt Employees

Exempt employees are not covered by the overtime provisions of state and federal law and are not eligible for overtime pay under church policy.

2.4 Non-exempt Employees

Non-exempt employees are eligible to receive overtime pay, if applicable.

2.5 Contract with Independent Contractor

SNLC may enter into a contract with an individual or company that provides services or products as an independent contractor. Independent contractors are not entitled to workers' compensation or other benefits provided by this policy. All independent contractor agreements are initiated and approved by the Council.

3 Employment Practices

3.1 Hiring Procedures

In accordance with SNLC's Continuing Resolutions, "When a vacancy occurs in the lay staff or when other personnel matters arise concerning lay staff, the President may appoint a Personnel Committee of three members, one of whom shall be designated the chair. The Pastor shall be an ex-officio member of this committee (C12.08 (A-98))."

Prior to employment, prospective hires will be required to submit to a criminal background check (Appendix B). Background check results other than favorable will be reviewed by council for consideration.

3.2 Equal Employment Opportunity

SNLC is committed to the principles of Equal Employment Opportunity. We believe that faithfulness requires the full and effective utilization of qualified persons without regard to race, color, national origin, sexual orientation, gender, age, disability, veteran status, or any other classifications protected by federal, state, or local laws.

All employee practices including recruiting, hiring, training, compensation, benefits, transfers, promotions, disciplinary action, termination, and on-the-job treatment are to be administered in accordance with this commitment.

3.3 Immigration Law

SNLC will employ only United States citizens and aliens who are authorized to work in the United States. These individuals must comply with the Immigration Reform and Control Act of 1986. SNLC requires that each employee sign and date the I-9, which is the Immigration and Naturalization Service Form. This form will be stored in each employee's personnel file.

3.4 Probationary Period

All employees are subject to a ninety (90) day probationary period to allow for training of the fundamentals of the job. A written performance review will be completed at the end of the ninety (90) day probationary period. Full-time employees with satisfactory performance reviews at the close of the probationary period will be eligible to use vacation, sick, and bereavement leave. An employee who has an unsatisfactory performance review may be terminated or be granted an additional ninety (90) day probationary period, at the discretion of the Pastor.

4 Position Descriptions

SNLC's Continuing Resolutions state, "Council shall oversee the preparation of written job descriptions for all paid (lay) staff positions (C12.08 (A-98))." Therefore, all employees will be given a job description upon employment. The job description summarizes the duties and responsibilities of the position and gives important information about the job. The employee should read and study the job description carefully and discuss any questions with a pastor. The church reserves the right to revise and update job descriptions from time to time, as it deems necessary and appropriate. Job descriptions for paid lay positions at SNLC are available in Appendixes C - I.

5 Personnel Files

It is required that SNLC maintains a personnel file on every employee. Information in this file must be current at all times. It is the employee's responsibility to inform a pastor immediately of any changes to personal information.

An employee may request to view the contents of their personnel file, to be reviewed at a time mutually agreeable by the employee and the pastor(s).

6 Employee Rules and Expectations

6.1 Work Rules and Performance Standards

General work rules and performance standards for the church environment are listed below:

- Employees shall respect and comply with requests of the pastor(s) and Council.
- Employees shall report to work on time.
- Employees shall care for and protect the property of the church and the personal property of others.
- Employees shall always be truthful when completing or updating church records and reports, including payroll, personnel, and employment records.
- Employees shall only divulge confidential church information to authorized persons.
- Employees shall conduct themselves and dress in a professional manner while on church property or representing the church.
- Employees shall immediately notify a pastor if they are charged or convicted of a crime, with the exception of minor traffic violations.
- Employees shall abide by SNLC's policy on harassment (Section 12).

- Employees shall not use, sell, transfer, possess, or be under the influence of alcohol, non-prescribed drugs, or illegal substances when on duty or on church property. Under the influence, for the purpose of this policy, is defined as being unable to perform work in a safe or productive manner, and/or being in a physical or mental condition which creates a risk to the safety and well being of the affected employee, other co-workers, the public, or church property.

Employees are responsible for understanding and following these standards and work rules. Those who do not comply may be subject to disciplinary action, up to and including termination.

7 Compensation of Employees

7.1 Salaries and Pay Schedule

Salaries for all employees shall be proposed by the Council in the annual budget and approved by the congregation. Salary ranges shall be reviewed at least once annually by the Finance Committee. Since all salaries are part of the budget which is approved annually by the congregation, salaries are subject to change each year. Employees will be paid once or twice per month on the schedule that the treasurer assigns at the beginning of the calendar year.

7.2 Payroll Deductions

The church complies with applicable state and federal laws regarding the garnishment and assignment of wages. Questions about payroll deductions should be directed to the Church Treasurer.

8 Benefits

8.1 Vacation

Full-time employees who have completed ninety (90) days of continuous service will earn five (5) days of paid vacation leave which must be used prior to their anniversary date. On each anniversary date, the employee will earn five (5) days of vacation leave to be used within the year. An employee's anniversary date corresponds to the month and day the employee was hired as an employee of the church. The five (5) days of vacation leave is equivalent to the number of hours per week on which the employee's salary is based. For example, an employee whose salary is based on working 37.5 hours per week will earn 37.5 hours of vacation leave each anniversary.

Vacation leave may be taken in one hour increments. Requests for vacation must be pre-approved by a pastor.

Vacation time is not cumulative from year to year; employees must use all vacation during the twelve-month period after it has been earned.

Full-time employees will receive pay for unused vacation days upon termination of employment.

8.2 Sick Leave

Full-time employees who have completed ninety (90) days of continuous service will earn five (5) days of paid sick leave which will expire on their anniversary date. On each anniversary date, the employee will earn five (5) days of sick leave to be used within the year. An employee's anniversary date corresponds to the month and day the employee was hired as an employee of the church. The five (5) days of sick leave is equivalent to the number of hours per week on which the employee's salary is based. For example, an employee whose salary is based on working 37.5 hours per week will earn 37.5 hours of sick leave each anniversary.

Sick leave may be taken in half-hour increments and used in the case of personal illness, injury, or medical appointments. In addition, if an employee's immediate family member is ill, injured, has a medical appointment, or requires care, the employee may use sick leave. Unused sick leave may not be used for personal time off or as additional vacation, and employees will not be paid for unused sick leave upon termination of employment.

Whenever possible, employees should notify a pastor of the need to use sick leave at least two weeks in advance (i.e. doctor appointments, etc.). In cases of unexpected illness or injury, employees must call a pastor prior to their scheduled work time to communicate their need to use sick leave. Employees who use more than two (2) consecutive sick days may be asked to provide medical verification at the request of a pastor.

Employees who have exhausted their sick leave may use accrued comp time or request personal leave from a pastor.

8.3 Comp Time

Full-time employees may earn comp time in half-hour increments. Comp time is defined as time worked over and above scheduled work hours. Accrued comp time may be used as needed with approval by a pastor. Accrued comp time should be used within 30 days.

8.4 Bereavement

Full-time employees who have completed at least ninety (90) days of continuous service will be eligible for up to three days away from work, with pay, to arrange and/or attend the funeral of an immediate family member. Immediate family member, for the purpose of this policy, is defined as the employee's spouse, mother, father, sister, brother, son, daughter, stepparents, stepchildren, guardian, mother-in-law, father-in-law, grandmother and grandfather. Employees who require more than three days away from work may use vacation leave, comp time, or a personal leave of absence, subject to the provisions of this policy.

8.5 Jury Duty

Employees who are called to serve on jury duty will be paid their regular pay from the church for the length of the jury duty. Employees will give the church all monies paid to them by the court. If an employee is excused from jury duty for the day, or is excused early, he/she should report to work when it is practical to do so. If called to serve on jury duty at a time that would unreasonably interfere with normal business operations, the church may request that the employee ask that the required service be rescheduled for a later date that would be more convenient for the church.

9 Unpaid Leaves of Absence

9.1 Personal Leave

Personal leave is defined as a leave of absence for a compelling personal reason that may or may not be medically related. Employees who have completed at least one (1) year of continuous service may submit a signed written request for a personal leave of absence, without pay, for a maximum of thirty (30) days. Signed written requests must state the reason for the leave, as well as the beginning and ending dates.

Requests for personal leave will be granted at the discretion of the Council, with the assistance of the pastor(s), based on the facts and circumstances surrounding each individual request. Approval or denial of the personal leave will be documented in the employee's personnel file.

9.2 Maternity/Paternity Leave

Maternity/paternity leave is defined as a leave of absence for the birth or adoption of an employee's child. Employees who have completed at least one (1) year of continuous service may submit a signed written request for a maternity or paternity leave of absence, without pay, for a maximum of twelve (12) weeks.

9.3 Military Leave

Military leave is defined as an unpaid leave of absence for required military service. The church complies with applicable state and federal law concerning leaves for military service.

10 Employee Development

10.1 Training

SNLC shall provide time off and cover payment of fees and expenses for individual job-related growth experiences, upon the recommendation of the pastor(s) and subject to the availability of funds.

10.2 Personnel Memos

The personnel memo is an informal tool to help church leaders communicate more effectively with employees. It may be used to compliment special effort or results, or to advise, warn or otherwise discipline an employee for performance or conduct that is not acceptable. If employees receive a personnel memo about unacceptable performance or conduct, they are encouraged to take advantage of the opportunity to improve in order to avoid the need for further disciplinary action.

10.3 Performance Review

SNLC's Continuing Resolutions state, "Council shall direct that job performance reviews with all paid staff employees be performed at least annually. The review should be conducted by the president or vice-president, the pastor, or other Council members or lay leaders (such as the appropriate Ministry Sponsor) as Council sees fit, but not an immediate family member of the employee (C12.08 (A-98))."

Employees will receive a written performance review after approximately ninety (90) days of service and every June of the following year thereafter. The purpose of the performance review is to let the employee know how well he/she is doing with respect to the expectations outlined in the job description. Written performance reviews may include commendations for good work, as well as specific recommendations for improvement.

A signed copy of the performance review (Appendix A) will be kept in the employee's personnel file for the term of employment.

11 Worker's Compensation

The church complies with applicable state and federal law concerning worker's compensation. It is important that any employee with a work-related injury or illness report the incident to a pastor or the congregation president immediately, regardless of how minor it may be, so that the proper claims can be filed. It is also required that the employee seek proper first aid and/or medical attention immediately.

12 Harassment

We believe that every employee is entitled to a working environment free of verbal, physical, or other harassment because of race, color, religion, sexual orientation, gender, national origin, age, disability, veteran status or any other basis protected by federal, state or local laws. SNLC will not tolerate

harassment by its employees. Any complaint of harassment will be dealt with quickly and confidentially. The intent is to make certain that responses to any allegation of harassment be just and compassionate for all involved, and that all parties be heard. Full cooperation by everyone is expected in order to make this policy effective. If necessary, appropriate action will be taken for violation of this policy.

12.1 Definition

Harassment refers to behaviors which are not welcome by the recipient and that are personally offensive. This includes, but is not limited to:

- Verbal or physical abuse
- Bullying
- Unwelcome sexual advances, leering, whistling, or sexual gestures
- Assaults or molestation
- Questions or comments about sexual behavior
- Inappropriate comments about clothing or physical appearance
- Jokes, humor, language, epithets, or remarks of a sexual nature
- Demanding sexual favors accompanied or unaccompanied by implied or overt threats concerning one's employment, compensation, promotion and/or job assignment
- Any additional activity that is covered either by federal or state laws

SNLC will not tolerate any form of harassment in any of its programs, nor will it tolerate any attempt to cover up harassment, attempts to discourage proper reporting, or failing to report the harassment.

The circumstances and timing surrounding an allegation of inappropriate behavior or child abuse will determine the specific actions to be taken by SNLC. Our goals will be:

- to protect the victim from continuing harassment;
- to assist victims of harassment;
- to hold those guilty of harassment accountable for their actions; and
- to ensure that SNLC will be able to continue its mission.

12.2 Reporting

Employees who have experienced or witnessed harassment, or have had an incident of harassment reported to them should report immediately to the congregation president or a pastor of SNLC.

Should a pastor be accused of harassment, the congregation president will be notified, who in turn will notify the DC-Metro Synod office for appropriate action.

If required by law, ordinance, or similar regulations, a designated member of the congregation shall immediately report this incident to local authorities.

Employees are assured that they will not be retaliated against as a result of reporting harassment. However, if an allegation is found to be intentionally dishonest or malicious in intent, the employee will be subject to discipline.

12.3 Investigation

Each incident that is reported will be promptly investigated with confidentiality, care, and concern for all involved by the Safety Officer and the Council President. The investigation will include interviews with all concerned as well as a review of all relevant documentation. The investigation will be conducted in such a way as to maintain confidentiality to the extent possible under the circumstances. Should an individual's words or conduct be determined to constitute harassment, recommendations for action will be developed and appropriate action will be taken. The action taken will depend on the severity of the situation. The Council will be sensitive to the needs of all involved and shall provide any reasonable, Council pre-approved support necessary including psychological counseling during the investigation.

12.4 Action

The Council will review all information obtained during the investigation, and when deemed necessary, will seek legal counsel to assist in the investigation and resolution. Upon reaching a course of action, the Council will meet separately with the person filing the complaint and then with the accused to communicate the results and resolution. The course of action may include counseling, education, or disciplinary action. If a complaint is not substantiated, all parties will be informed. SNLC will not engage in or tolerate retaliation against any employee for making a good faith claim of harassment or providing information relating to such complaints.

13 Complaint and Grievance Procedures

It is the policy of SNLC to treat all employees equitably and fairly in matters affecting their employment. SNLC is committed to making every effort to resolve problems prior to the initiation of a formal complaint. It is the intention of SNLC to provide a reasonable and acceptable means through which employees may present formal complaints without fear of reprisal. The following complaint and grievance procedure is established to provide recourse for employees who feel they have been treated unjustly.

The formal complaint procedure is outlined below. These steps will take place at intervals not to exceed five (5) working days, unless extenuating circumstances exist for the employee or the pastor(s)/congregation president.

1. Written complaints will be submitted to and received by a pastor, unless the complaint concerns a pastor. If the complaint concerns a pastor, the complaint should be submitted directly to the congregation president (proceed to step #5).
2. The pastor shall keep the Executive Committee informed of complaints in progress.
3. The pastor will document efforts made to resolve the issue.
4. If the pastor fails to resolve the complaint to the satisfaction of the employee, the employee may put the issue in writing and submit it to the congregation president.
5. The congregation president will document efforts made to resolve the issue.

If the employee is unsatisfied with the outcome, he/she has five (5) working days to file a written grievance with the congregation president, who will establish a Personnel Committee in accordance with the Continuing Resolutions of the Constitution. The Personnel Committee, which will not include the pastor if the grievance concerns the pastor, shall gather information from all parties and present a decision in writing to the employee within thirty (30) working days. This decision may be appealed to the Council within five (5) working days. Upon receipt of the appeal, the Council will investigate and render a final decision within fifteen (15) working days.

14 Separation from Employment

14.1 Resignation

A resignation is a termination that is initiated by the employee. SNLC expects an employee to submit a signed letter of resignation with as much notice as possible (preferably a minimum of two (2) weeks) before terminating employment.

14.2 Termination

There may be occasions when the behavior or performance of an employee falls short of our expectations. When this happens, the pastor(s) or Council will take immediate action. These actions may include verbal or written warnings, suspension, and/or termination.

Employees may be disciplined up to and including termination for poor job performance, as determined by the church. Some examples of poor job performance are as follows:

- Below average work quality
- Poor attitude, including rudeness or lack of cooperation
- Excessive absenteeism or tardiness
- Failure to follow instructions or church policies and procedures

14.3 Layoff

A layoff is a termination of employment that results from changing business conditions, which necessitate the elimination of a position or reduction in staff. If the Council determines that a layoff should occur, the following factors may be among those considered: qualifications, performance, attitude, and dependability.

Appendix B: Background Check Release Authorization

Name: _____

Social Security Number: _____ Date of Birth: _____

Address: _____

Phone: _____ E-Mail: _____

Previous Addresses (last 5 years, including state and county of residence):

I hereby authorize Saint Nicholas Lutheran Church to perform both a National Criminal File Search and County Court records searches for all counties in which I have lived for the past 5 years, for the purpose of complying with Saint Nicholas Lutheran Church Personnel Policy. I understand that Saint Nicholas Lutheran Church will bear the cost of this search, that no one other than the Safety Officer, Church Council, and the pastor(s) will have access to the results of this search without my express permission, and that the results of this search will be kept at Saint Nicholas Lutheran Church in a secure location.

Signature: _____ Date: _____

Appendix C: Office Administrator Job Description

Purpose

The Office Administrator will perform the day-to-day administrative functions of the church and provide daily office coverage.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis. Weekly hours will be set at the time of hire by the Church Council. The associated hours will be coordinated with the Pastor who oversees the position. The salary for this position is approved annually by the congregation.

Qualifications

- A. Experience with Windows, Microsoft Office (or similar), and the Internet
- B. Excellent communication, administrative, and organizational skills
- C. Word processing, editing, and filing skills
- D. Ability to effectively work with the pastor(s), members of the congregation, and the community
- E. Experience with the operation of general office equipment including phones, fax machines, copiers, etc.
- F. Ability to prioritize and handle multiple tasks or projects simultaneously while meeting deadlines

Responsibilities

- A. Provide church office administrative support, oversight, and management in the planning, production, and distribution of church documents (e.g., Sunday bulletins, newsletter collation, and other correspondence)
- B. Record important events in the life of the congregation (e.g., births, deaths, baptisms, marriages) in the official Parish Register
- C. Serve as the central coordinator and contact for church-related events and activities, to include providing administrative support to Congregation Council and ministry sponsors
- D. Receive and manage various communications between the church and the wider community via telephone, postal and delivery services, the website, the roadside sign, and electronic mail
- E. Manage petty cash and the credit card provided for church office use
- F. Coordinate volunteers for administrative support
- G. Order office materials and supplies
- H. Keep the office clean and orderly
- I. Maintain confidentiality
- J. Review the Office Administrator job description annually and recommend modifications
- K. Other responsibilities and duties as assigned by the Council or pastor(s)

Appendix D: Director of Christian Education Job Description

Purpose

The Director of Christian Education (DCE) will develop, oversee, and promote the full Christian education and faith enrichment program of the church, encompassing all ages and stages of spiritual development. The DCE provides continuity, direction, support, and resources to the many volunteers necessary to conduct this ministry.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis for 15 hours per week. The salary for this position is approved annually by the congregation. The work schedule is flexible but must include day, evening, and weekend hours to allow for various committee meetings and consultation with pastors and other church workers and staff.

Qualifications

- A. Familiar with Lutheran theology and the vision and mission of the church
- B. Active in the worship life of the church
- C. Background in Christian education in the form of classes and/or practical experience in teaching, training, and/or administration
- D. Excellent communication, administrative, and organizational skills
- E. Ability to effectively work with children, adults, and the pastor(s)
- F. Ability to develop training for adult volunteers and educational programs for students
- G. Computer literacy

Responsibilities

- A. Provide leadership and support for Sunday School
 - 1. Develop and communicate program goals and objectives; review benchmarks of learning for all age levels; conduct ongoing reviews of programs and curricula; and suggest appropriate curriculum for all age levels
 - 2. Plan, promote, and administer training and enrichment opportunities for new and returning teachers
 - 3. Assist in teacher recruitment and allocation of available classroom space as needed
 - 4. Plan, promote, and administer Rally Day activities designed to create excitement for and stimulate involvement in the Sunday School program
 - 5. Assist in the planning and development of school-wide activities and special enrichment opportunities appropriate to the liturgical calendar, including the Christmas Program
 - 6. Be involved with teacher installation, encouragement, and recognition
 - 7. Be available during the Sunday School hour to provide leadership and assistance
 - 8. Attend Sunday School teachers' meetings and provide assistance and resources
- B. Develop and promote additional spiritual growth opportunities for adult members of the congregation
 - 1. Determine educational needs and desires of the adult church community
 - 2. Plan, organize, and promote adult educational and informational forum opportunities
- C. Provide leadership and support to the Confirmation program
 - 1. Maintain roster of current and incoming Confirmation students
 - 2. Plan, organize, and communicate information regarding Confirmation to parents and the congregation
- D. Maintain records of educational programs
- E. Publicize and promote educational opportunities in the Weekly insert, flyers, posters, church newsletter, and in the local news media
- F. Purchase lesson materials, education supplies, and equipment
- G. Provide leadership, support, and assistance to the VBS coordinator, teachers, and helpers
- H. Annually review and communicate the Youth Protection Policy to all people involved with youth
- I. Attend all sponsors' meetings and Council and staff meetings when requested
- J. Stay informed of current issues and trends in the field of Christian education
- K. Participate in approved continuing education programs as funding allows
- L. Review the DCE job description annually and recommend modifications
- M. Other responsibilities and duties as assigned by the Council or pastor(s)

Appendix E: Coordinator of Volunteer Ministry Job Description

Purpose

The Coordinator of Volunteer Ministry (CVM) will match the talents, skills, and interests of new and existing members to volunteer opportunities within the church.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis for 10 hours per week. The salary for this position is approved annually by the congregation. The work schedule is flexible but must include day, evening, and weekend hours to allow for various committee meetings and consultation with pastors and other church workers and staff.

Qualifications

- A. Understand the vision and mission of the church
- B. Understand the ministry structure of SNLC
- C. Excellent communication skills
- D. Time management skills
- E. Computer literacy

Responsibilities

- A. Assist in developing volunteer ministry goals and maintain a central listing of descriptions of volunteer positions
- B. Assist in the administration of the Time and Talent survey of the congregation and maintain an inventory of volunteer skills and preferences
- C. Match talent within the congregation to the needs of the church
- D. Determine the number and names of volunteers within each volunteer ministry
- E. After matching a volunteer with a ministry, provide the name of the volunteer to the ministry sponsor or team leader
- F. Attend all New Members' classes
- G. Be a resource person for volunteers who have questions or problems
- H. Assist ministry sponsors and teams to ensure ongoing volunteer support
- I. Initiate formal, periodic recognition activities
- J. Attend all staff, Council, and sponsors' meetings when requested
- K. Review the CVM job description annually and recommend modifications
- L. Other responsibilities and duties as assigned by the Council or pastor(s)

Appendix F: Sing and Rejoice Team Leader Job Description

Purpose

The Sing and Rejoice (S&R) Team Leader selects songs for the S&R service, directs, and accompanies the S&R Worship Team.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis to plan, practice, and play for the S&R service. The salary for this position is approved annually by the congregation. The work schedule is flexible, but must include evening and weekend hours to allow for rehearsals and Sunday services.

Qualifications

- A. Knowledge of the church calendar and the corresponding seasons
- B. Knowledge of contemporary worship resource materials
- C. Musical talent and the ability to play an instrument(s)
- D. Skill in reading, playing, and rewriting music
- E. Ability to demonstrate or communicate the desired outcome of performance of a musical work
- F. Ability to communicate with band members, congregation members, and church leadership in a courteous and professional manner
- G. Experience in conducting or directing musical groups, preferably in a church environment

Responsibilities

- A. Select and purchase seasonally appropriate music for the S&R service
- B. Plan and conduct weekly rehearsals for the S&R Worship Team
- C. Coordinate any changes in the service with the ministry sponsor and pastor(s)
- D. Accompany the S&R Worship Team
- E. Meet regularly with the pastor(s) and ministry sponsor
- F. Prepare a yearly budget for worship needs and expenses
- G. Actively recruit new musicians and vocalists
- H. Oversee the maintenance, repair, and purchase of electronic musical or sound equipment
- I. Review the S&R Team Leader job description annually and recommend modifications
- J. Other responsibilities and duties as assigned by the Council or pastor(s)
- K. Conducts weekly rehearsals

Appendix G: Chancel Choir Director Job Description

Purpose

The Chancel Choir Director selects anthems, conducts weekly rehearsals, and directs the adult choir for the Traditional Service.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis to plan, practice, and direct the adult choir for the Traditional Service. The salary for this position is approved annually by the congregation. The work schedule is flexible, but must include evening and weekend hours to allow for rehearsals and Sunday services.

Qualifications

- A. Demonstrated knowledge of choral conducting techniques
- B. Knowledge of the church calendar and the corresponding seasons
- C. Knowledge of the Evangelical Lutheran Church in America (ELCA) hymnals and worship resource materials
- D. Skill in reading and playing music
- E. Skill in choral conducting
- F. Skill in using creativity and liturgical sensitivity to enhance the quality of a church music program
- G. Ability to interact well with a variety of people (different ages, genders, and backgrounds)
- H. Ability to demonstrate or communicate the desired outcome of performance of a musical work
- I. Ability to communicate with choir members, congregation members, church musicians, and church leadership in a courteous and professional manner
- J. Experience in conducting or directing choral groups, preferably in a church environment

Responsibilities

- A. Direct the adult choir for the Traditional Service
- B. Select choral music for weekly anthems based on the church calendar, readings, psalms, or other texts, planning selections a minimum of one month in advance
- C. Conduct weekly rehearsals (or more often, as required)
- D. Develop and enhance the quality of the choral musical offerings
- E. Work closely with the pastor(s), other musicians, and the Sponsor of Worship and Music to ensure consistency between worship and the music program
- F. Attend music workshops sponsored by the ELCA and incorporate the new methods and/or materials in the music program, as appropriate
- G. Other responsibilities and duties as assigned by the Council or pastor(s)

Appendix H: Traditional Service Accompanist Job Description

Purpose

The Traditional Service Accompanist provides organ and piano accompaniment for the hymns, anthems, and special music of the Traditional Service.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis to practice, rehearse, and play for the Traditional Service. The salary for this position is approved annually by the congregation. The work schedule is flexible, but must include evening and weekend hours to allow for rehearsals and Sunday services.

Qualifications

- A. Skill in reading and playing music
- B. Sufficient organ and piano playing proficiency to support congregational singing
- C. Ability to interact well with a variety of people (different ages, genders, and backgrounds)
- D. Ability to communicate in a courteous and professional manner

Responsibilities

- A. Selects special music for preludes, communion, and postludes
- B. Rehearse and play hymns, anthems, and other special music for the Traditional Service
- C. Attend weekly rehearsals and accompany the Chancel Choir
- D. Other responsibilities and duties as assigned by the Council or pastor(s)

Appendix I: Early Service Accompanist Job Description

Purpose

The Early Service Accompanist provides piano accompaniment for the Early Service Hymn of the Day and background music during communion distribution.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually.

Position and Compensation Definition

The position is paid on a salary basis to plan, practice, and play for the Early Service. The salary for this position is approved annually by the congregation. The work schedule is flexible, but must include weekend hours to allow for Sunday services.

Qualifications

- A. Skill in reading and playing music
- B. Sufficient piano playing proficiency to support congregational singing
- C. Ability to interact well with a variety of people (different ages, genders, and backgrounds)
- D. Ability to communicate in a courteous and professional manner

Responsibilities

- A. Select and rehearse the music to be played during communion distribution.
- B. Play the Hymn of the Day and background music during communion distribution.
- C. Arrange for a substitute, usually the Traditional Service Accompanist, if unavailable on a Sunday.
- D. Other responsibilities and duties as assigned by the Council or pastor(s).

Appendix J: Custodian Job Description

Purpose

The Church Custodian, whether an employee or contract service, provides for the regular, systematic cleaning and general maintenance of both buildings belonging to Saint Nicholas Lutheran Church.

Accountability

In accordance with C12.08 of the SNLC Constitution, "The Congregation Council, with the assistance of the pastor, shall be responsible for the employment and supervision of the salaried lay workers of the congregation." A performance review is conducted annually. The custodian, whether an employee or a contract service, reports directly to the chair of the Facilities and Property Committee.

Position and Compensation Definition

The position is paid on a salary basis for 25 hours per week. The salary for this position is approved annually by the congregation. The work schedule is flexible, but must include Friday and/or Saturday hours to prepare the premises for Sunday services and activities. If the custodian is an employee of the church, the custodian also is a member of the Facilities and Property Committee.

Qualifications

- A. Knowledge of basic janitorial skills.
- B. Ability to interact well with a variety of people.
- C. Ability to communicate in a courteous and professional manner.

Responsibilities

If the custodian is an employee of the church, all supplies will be purchased by the church. If the custodian is a private contractor, supplies will be furnished by the contractor. The tasks are as follows:

Weekly Tasks

- A. Bathrooms (Friday of each week)
 - 1. Toilets and Toilet Seats with anti-septic cleaner
 - 2. Urinals with anti-septic cleaner
 - 3. Sinks and fixtures
 - 4. Floors
- B. Vacuum all floors and carpets – paying attention to areas that dust and cob webs collect in
- C. Mop all tile floors with soap and water – paying attention to scuff marks and spills
- D. Dust all public areas and offices
- E. Windows and doors as follows
 - 1. Front door
 - 2. Narthex doors
 - 3. Narthex windows
 - 4. Interior Social hall doors
- F. Trash removal – moved to dumpster if available, or removed from site if not

Monthly Task

- A. All other windows and doors – inside and outside

Semi-Annual Task

- A. Strip, wax and buff all tile floors
- B. Shampoo carpets and steam-clean upholstered chairs
- C. *Other tasks may be added as the North Wing is furnished and occupied and as they come to our attention

Equipment to be supplied for church employee

- A. Commercial grade vacuum
- B. Commercial Window cleaning
- C. Mops (buffer to be rented when needed)
- D. Bathroom supplies (toilet paper, paper towels, etc.)
- E. Dusting equipment