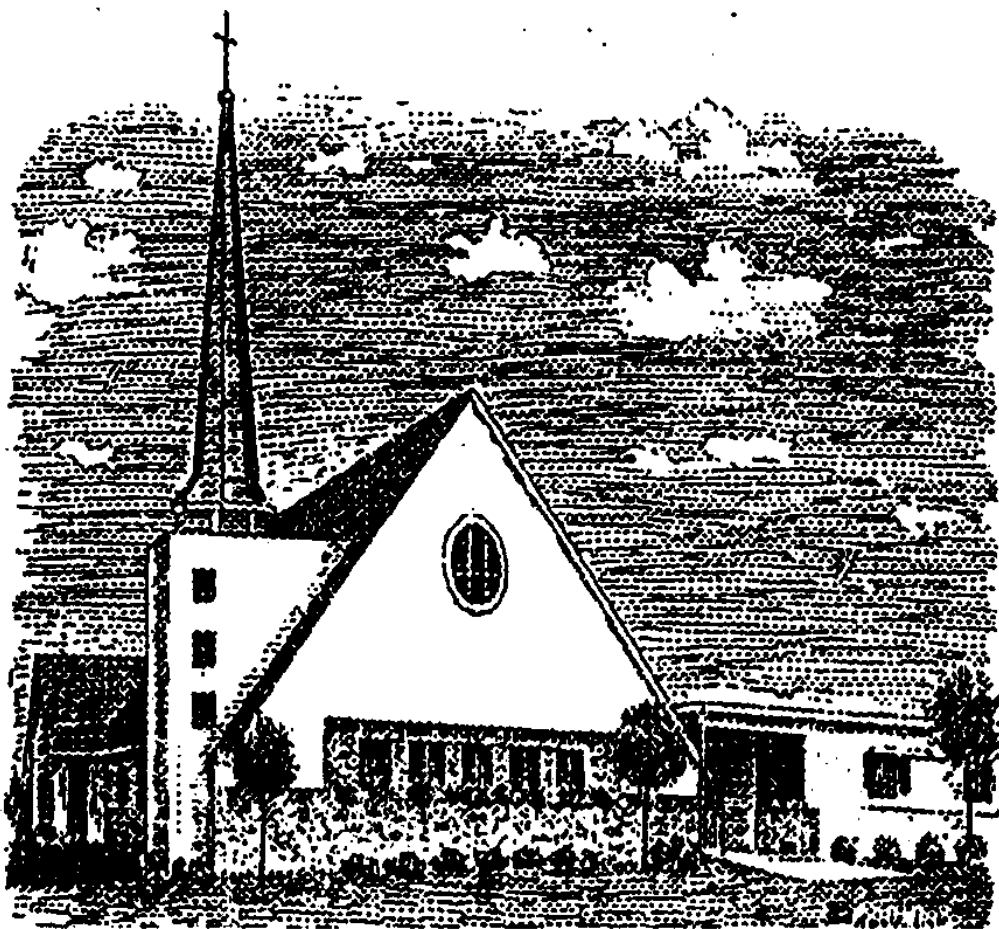


Functions, Lists, & Job Descriptions for Redeemer
Evangelical Lutheran Church Missouri Synod
Chico, CA

Few people perform well unless they know what they are trying to accomplish. Church leaders and members are no exception. Leaders need to know what is expected of them and what they may expect from those whom they lead. Accountability is impossible without accurate job descriptions of some sort. consider the following functions lists for key leaders in t he church. Job descriptions can be written from the

JOB



GUIDELINES

Mission Statement

Redeemer Evangelical Lutheran Church - Missouri Synod is a community of believers saved by God's grace through faith in Jesus Christ. As a people enabled by the Spirit, we are committed to regular worship and the use of the sacraments, studying and teaching the Bible, praying, using our gifts and talents in God's service, for the caring and nurturing of others and sharing the message of God's salvation so that God is glorified and all people may know Jesus as their Savior and Lord.

The Pastor:



The Pastoral Office is the authority conferred upon pastors by God, through a call of the congregation (the holder of the priesthood and of all congregational authority) to exercise in public office the common rights or spiritual priesthood in behalf of all. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

Upon being installed, the pastor is authorized and obligated:

- † To proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of the year 1580. He is further:
- † To administer the sacraments in accordance with their divine institution
- † To discharge toward all members of the congregation the functions of a minister and curate of their souls in an evangelical manner, in particular to visit the sick and the dying and to admonish indifferent and erring members
- † To guard the spiritual welfare of the younger members of the congregation and adults during their preparation for acceptance of Holy Communion
- † To guide the congregation in applying the divinely ordained discipline of the church
- † To provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation
- † Shall render his parish report at the regular voter meetings and prepare an annual parish Report.
- † To keep congregation informed of his office hours and his secretary's office hours
- † To serve as an example by Christian conduct and to do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ. By reason of his position, the pastor is not only a servant and steward of God, but also of the congregation
- † The Pastor(s) shall have the authority and responsibility for

supervising the musical portion of all worship services in conjunction with the Board of Elders so that it is, at all times, in harmony with the doctrine and practice of LCMS

- ‡ Members of the congregation are obligated to accord the Pastor(s) honor, love, and obedience in his ministry of God's Word and to support his duties by cordial one-mindedness, by willing readiness, by peaceable conduct, and in every other way possible; and to provide for his maintenance according to the ability of the congregation.

In calling a pastor to preach the Word of god and to administer the sacraments on their behalf, the members of the congregation exercise their royal priesthood and by no means relinquish it. This is the privilege and responsibility of all members of the church.

Officers of the Congregation

The President:

1. The President shall, to the best of his ability, enforce the Constitution and Bylaws of the congregation and carry out the expressed will of the congregation as embodied in the resolutions of the voting membership. All boards, committees, auxiliaries, groups, etc. in the congregation, shall be responsible to the President, and he shall be welcome at any and all meetings of such groups, either in person or as represented by such person or persons as he may appoint. He shall also call and preside over the meetings of the Parish Planning Council and shall endeavor to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom.
2. Preside at all Voter's Meetings of the congregation.
3. To do all acts usually committed to this office.
4. To appoint an auditing committee consisting of three members.
5. To appoint committees not listed in the Bylaws.
6. The exoficio of all boards and committees.
7. Sign all legal documents.
8. The President shall appoint an Auditing Committee consisting of any three qualified communicant members of the congregation other than the Treasurer and Financial Secretary to audit the financial records of the congregation. The President shall submit the Audit Committee's report at the March meeting of the voting membership in each year.

The Vice-President:

1. The Vice-President of the congregation, in the absence of the President, shall act for and in the stead of the President. He shall be available for whatever duties the President shall assign to him as his representative.

Secretary:

1. To keep an exact list of all voting members of the congregation.
2. To keep accurate minutes of the transactions of all meetings of the congregation, Church Council, and special meetings in a book with the pages numbered before and after they are corrected and approved by the Voters' Assembly for the permanent record.
3. To perform all other duties encumbered upon a secretary.
4. Sign all legal documents as approved by the voters.
5. All records and minutes remain the property of the congregation.

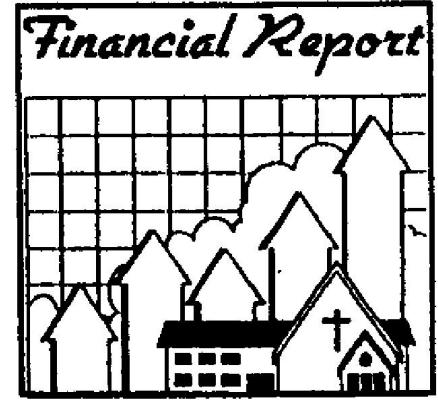
Treasurer:

1. To take charge of all monies collected by the congregation.
2. To keep accurate account of all receipts and disbursements and to make payments authorized by the congregation.
3. To serve as a member of the Stewardship Board.
4. To render a report to the regular Voters' Assembly meetings.
5. To submit to the congregation an annual financial statement.
6. Shall have the authority to work out with salaried workers of the congregational breakdown of workers total compensation into salary and fringe benefits as the worker requests with voters' approval
7. All records shall remain the property of the congregation and available upon request of the voter's assembly.

Financial Secretary:

1. To keep an exact record of all contributing members and their contributions.
2. To be responsible for counting the church offering, to see that it is done by no less than two people at any time, and to make deposits.
3. To render a quarterly and annual receipt to each contributing member.

4. To keep all records in a book with numbered pages to coincide with members envelopes.
5. To serve as a member of the Stewardship Board.
6. To furnish treasurer with duplicate deposit slips.
7. Be responsible for requisitioning and distributing offering envelopes.
8. To keep all member records confidential.



Administrative Board

1. Each Administrative Board shall be under the direct control of the chairman of each board and shall meet monthly or whenever necessary.
2. Shall make their written report or requests to the voters' at their regular meetings.
3. Shall elect the chairman of their board.

Board of Elders:

The board shall consist of at least nine members:

1. Pray for the pastor(s) and other spiritual leaders.
2. Encourage the pastor(s) in work and action.
3. Be concerned about the spiritual, emotional, and physical health and welfare of the pastor(s) and his family (adequate compensation, housing, free time, vacation, assistance in time of illness) and to review these items once a year.
4. To assist the pastor(s) in all matters pertaining to the spiritual welfare of the congregation.
5. To consider complaints and grievances of members of the congregation, fully observing Matthew 18:15 & 16, and to report to the congregation those which cannot be otherwise adjusted, in accordance with Matthew 18:17 & 18.

✦ *Matthew 18:15-16 "Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that by the mouth of two or three witnesses every word may be established.*

✦ *Matthew 18:17-18 "And if he refuses to hear them, tell it to the church, but if he refuses even to hear the church, let him be to you like*

a heathen and a tax collector. “ Assuredly, I say to you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. (NKJ)

6. To make every effort to induce members who have been negligent in their attendance of services, in the use of the sacraments, and in the financial support of the church to mend their sinful ways and fully enjoy the rights and privileges of their membership.
7. To see that all services are conducted in such a manner as to avoid needless disturbance and to foster an attitude conducive to worship among those in attendance.
8. To assist the pastor(s) in arranging for pulpit assistance, special service, guest speakers, and assist with communion service.
9. To request a list of candidates when the congregation is to call a pastor or teacher.
10. Review yearly the salary and performance of church secretary and make appropriate recommendation to the voting membership; or in case of vacancy, to interview and hire a replacement in conjunction with the pastor.
11. To be an example of Christian conduct.
12. Determine the eligibility for membership of all individuals and families applying for membership in this congregation according to Article 4 of the Constitution and Section 1 of the Bylaws.
 - ‡ *Article IV - Membership, “The membership of this congregation includes the following: 1. Baptized members; all persons within the congregation, whether children or adults, who have been baptized in the name of the Triune God and who come under the pastoral care of this congregation.”*
13. See to the prompt transfer of all members who move away and of new Lutheran families moving into the community.
14. Train and supervise a visitation committee and engage in visitation of all sick, hospitalized, aged, and shut-ins in the congregation.
15. Investigate cases of severe financial need within the congregation and make specific recommendation to the pastor(s) and congregation.
16. Be concerned about the supervision, through instruction of youth and adults, for confirmation and church membership in accordance with the policies and aims of the Board of Christian Education.
17. Supervise the ushering staff.
18. Assist the pastor with communion distribution, reading of Scripture, preaching, etc. as required.
19. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship.

20. Supervise the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings, and vestments.
21. Maintain an adequate supply of expendable items for worship such as communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc. in conjunction with the Altar Guild.
22. Coordinate with the Altar Guild all church and chancel decorations and the distribution of altar flowers to the sick and shut-ins.
23. Plan and publicize the services and special services for the year.
24. Recommend and annually review compensation and personnel for the music staff as required for public service.
25. Maintain and supervise adequate nursery facilities and personnel.
26. To attend a weekly Bible study, if possible.
27. Contact the members on the shepherding list, especially the sick, absent, or delinquent members.
28. Together with the pastor(s), study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons, and other institutions within the community.
29. Study and maintain a list of available social agencies for help with alcoholics, drug problems, delinquents, mental retardation, emotionally disturbed individuals, unwed mothers, and the like, either of Lutheran, private, or public nature.
30. Submit an annual budget request to the voters.
31. Sunday and special services; unlock and lock church, Sunday School, and parish Hall; see that there is proper heating or cooling; prepare coffee for Adult Bible Study.
32. Tape the sermon and deliver attendance cards to office and guest cards to Pastor.

Board of Christian Education:

The Board of Christian Education shall consist of at least five members, including the elected Chairman of the Board.

The basic objectives of this Board are to plan and administer the total educational program of the congregation, to determine policies, to select personnel for the various agencies, to provide the necessary means and facilities for the agencies, and to direct and supervise the entire educational program of the congregation.

That the objectives of the Board may be carried out, the Board, either

corporately or through specifically designated individuals, shall:

1. Be responsible for the Christian nurture of children, youth, and adults in the congregation and through them in the community and beyond.
2. Establish objectives, set policies for, and supervise the total education program for each education agency in the congregation including the personnel; (i.e. for the Christian Day School, Sunday School, Weekday School, Vacation Bible School, Confirmation Classes, Bible Classes, and all other educational groups).
3. Provide for active expression of Christian love and concern as an integral part of the total education program.
4. Approve curriculum and analyze performance of each education agency and seek constant improvement.
5. Continually review existing agencies to determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
6. Make annual analyses, by age groups, to determine the degree of participation of the total membership of the congregation in its total educational program.
7. Maintain a “people accounting system” to record members’ participation in the education program and to follow up the uninvolved.
8. Be concerned, together with the Board of Young People’s work, for the assimilation of newly confirmed youth into appropriate agencies for study and activity.
9. Work with organizations and other boards and committees to coordinate educational activities within the congregation.
10. Provide, in conjunction with the Board of Evangelism, for the recruitment of pupils for the educational agencies of the church.
11. Encourage increasing participation of every congregation member in Bible Study, privately, and in formal and informal groups.
12. Delegate administration of education agencies to qualified persons.
13. Exercise leadership in gathering lists of candidates for vacancies in the teaching staff and for properly calling each contracting professional teacher.
14. Supervise the conduct of professional teachers on the staff of the congregation.
15. Enlist, train, place, and continue to train lay teachers and leaders as the congregation’s needs require.

16. Be concerned about the spiritual, emotional, and physical health and welfare of the professional education staff and their families.
17. Annually review and make recommendations to the voting membership concerning the adequate compensation of all called professional teachers on the staff.
18. Establish a system of commendation for and recognition of faithful service by all persons involved in the educational task of the congregation.
19. Strengthen families as basic units of Christian education and closely relate congregational agencies to the homes through parent-teacher organizations, conferences, etc.
20. For administrative purpose and program development, supervise the work of the Parent-Teacher League, children's groups such as Boy Scouts, and all other such agencies.
21. Encourage Christian educational programs in societies of the congregation.
22. Consider special classes, courses, conferences, retreats and the like for special purposes and for special groups.
23. Consider provision for special education opportunities for mentally retarded and other handicapped persons.
24. Provide for the professional growth of the educational staff through conferences, conventions, continuing education and the like, and request the necessary funds for the same in the yearly budget.
25. Maintain, improve, and cultivate the use of a church library.
26. Provide for and promote the use of audiovisual aids, and to this end, establish and maintain a film library.
27. Provide and/or promote subscriptions to church periodicals.
28. Study and adopt or adapt helps suggested by the educational departments of Synod, District, and Circuit.
29. Establish and maintain, in conjunction with other boards, a continuing program for the recruitment of full-time workers in the church-at-large, such as pastors, teachers, deaconesses, and the like.
30. Establish and maintain a permanent file of all children and youth of the congregation by age, grade level, and the like and see to it that such a file is kept continually up to date. Example: Cradle Roll.
31. Annually examine the educational facilities and equipment and make recommendations to the Trustees as to upkeep, repair or replacements needed, as well as new equipment needed.
32. Check the safety of education facilities - steps, handrails, lights, exits, housekeeping practices, fire drills, and the like on a regular

basis.

33. Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.
34. Chairman of the Board, or his representative, shall render a written report at the regular voters' meetings.
35. Shall hire or release all paid personnel, except principal or pre-school director who shall be approved by the Voters' Assembly.

Board of Young People's Work:

The Board of Young People's Work shall consist of at least three voting members, including the elected Chairman of the Board and one non-voting member elected by the Youth Group.

The basic objectives of this Board are to involve the young people of the congregation in the work of Christ, provide for their spiritual growth, and nurture, and to promote genuine Christian fellowship for the young people of the congregation.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Promote attendance and involvement of the congregation's youth at all youth activities.
2. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.
3. Plan and carry out, together with other concerned boards, a year-round program for the young people of the congregation.
4. Involve youth leaders from all parts of the congregation's work in developing a planned parish program for young people.
5. Develop a program for the social fellowship of both young people and the young adults of the congregation, including various recreational programs.
6. Actively engage in the selection and training of leaders for the young people's program at all times.
7. Plan and observe, together with the pastor(s), a yearly congregational Young People's Sunday.
8. Plan a special event to welcome the newly confirmed young people of the congregation and to invite them to join the young people's groups.
9. Provide for continual education of young people on topics of current



interest to them.

10. Provide opportunities for involvement as servants in the life of the community such as civic, school, cultural, humanitarian, recreational, and social groups.

11. Provide for public recognition of various youth achievements and accomplishments.

12. Plan and coordinate activities for youth with other young people's groups outside the congregation, particularly with other Lutheran young people's groups at various levels.
13. In conjunction with the Board of Evangelism, train and involve the young people of the congregation in bringing others to faith in Christ.
14. Provide counseling for the spiritual, moral, social, and vocational development of young people.
15. Recruit, together with the Board of Christian Education, young people for full-time service in the church as pastors, teachers, and the like.
16. Welcome and use college students for various young people's activities.
17. Submit, at the time and in the form required, an annual budget as requested by the Board of Stewardship.
18. For administrative purposes and program development, supervise the work of all youth and young adult groups in the congregation.

Board of Stewardship:

The Board of Stewardship shall consist of at least six members, including the elected director of the board, treasurer, and financial secretary.

The basic objectives of this Board are to initiate programs for the development of good stewardship attitudes in the members of the congregation in regard to time, talents, and treasures, to provide for the training and utilization of members of the congregation for the work of Christ's Kingdom, and to ensure the financial stability of the congregation and its work through a developed program of dedicated, proportionate, first fruits giving.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Study the Scriptural principles regarding the total stewardship calling of the Christian -- as a member of his family, as a neighbor and citizen, and as a congregation member -- and share these insights with congregation members.
2. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work.
3. Maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults.
4. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members.
5. Provide opportunities for the development of talents--training courses, workshops, and the like.
6. Conduct an annual program to encourage basic Biblical stewardship principles and practices.
7. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs.
8. Initiate preparation and presentation to the congregation of an annual God-pleasing work program, determine anticipated receipts, and recommend a budget for adoption by the Voters' Assembly.
9. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees and organizations, rallies, festivals, films and filmstrips, letters and tracts, appearances of missionaries, and the like.
10. Administer the Congregation's Welfare Fund in conjunction with the recommendations of the Board of Elders.
11. Plan and recommend a year-round program of support for Lutheran World Relief through the various agencies and committees of the congregation - financial gifts, clothing drive, and the like.
12. Enlist a visitation committee in conjunction with the pastor(s), the Board of Elders, and the Evangelism Committee.
13. Annually prepare and submit as part of the budget of this board a selected list of charities for the congregation and suggest the source of revenue designated for that purpose.



14. Evaluate and make recommendations for gifts of love by individuals and the congregation as a whole.
15. Screen all outside appeals for funds and make the appropriate recommendations to the Voters' Assembly or initiate the necessary action appropriate to such an appeal.
16. Review, accept, or decline all offers of non-solicited gifts to the congregation.
17. Evaluate various programs for endowments, remembrance of the congregations in wills, bequests, and the like and suggest ways of implementation to the Director of Public Relations as well as supplying workers at his request.
18. Encourage and enlist the young people of the congregation for full-time service in the church as pastors, teachers, and the like.
19. Be concerned, together with the treasurer and financial secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate boards.
20. Evaluate the offerings of the congregation regularly and share these evaluations with the members of the congregation.
21. Encourage stewardship programs in the societies and auxiliaries of the congregation.
22. Annually review the budgeting procedures of the congregation in conjunction with the treasurer and financial secretary and recommend to the congregation any necessary improvements or revisions.

Board of Trustees:

The Board of Trustees shall consist of six members;

1. Make a monthly inspection of church properties and equipment and recommend to the Voters' Assembly needed repairs, improvements, or replacement.
2. Conduct an annual inventory of all church properties, equipment, and supplies, and keep record of same.
3. Carry out all resolutions of the Voters' Assembly on purchase and repair.
4. make and issue keys for church property and keep record of same.
5. Arrange and supervise cleaning of church property and yard at least twice a year.

6. Make needed service and repair of furnaces, air conditioners, sprinkler system, and so forth.
7. Can make necessary expenditures up to \$1,000 without voter approval.
8. Determine and establish, with voter approval, regulation requirement governing the use of church property and equipment.
9. Set all policies and fees for rental use and lending of church properties, with voter approval.
10. Shall review the insurance policies and make recommendations to voters.
11. Hire custodian, with voter approval, and supervise his/her duties. Can also release custodian with voter approval.
12. Shall make periodical inspections of his/her work and make recommendations to the janitor.
13. Annually review and recommend salaries for all custodial help to voters.
14. Arrange for the set up and take down of tables and chairs.
15. Submit an annual budget request to the Voters' Assembly.

Board of Evangelism:

1. To plan, promote, and carry out an evangelism program in the congregation and in the community.
2. To integrate new members into the life and work of the church.
3. To discover the needs of individuals in the congregation; of the aged, the sick, and the poor. It shall bring these needs to the attention of the Elders and congregation with suggestions for action by the congregation.
4. Shall call on the visitors and encourage and welcome them into our congregation.
5. Shall encourage those who are not Lutherans to attend Pastor's instruction class.
6. Shall deliver taped sermons to the shut-ins and sick.
7. Shall prepare a monthly greeters list, consisting of three, and train the greeters to welcome our guests every Sunday and at special services.
8. Shall send cards to the sick and bereaved.
9. Prepare and submit an annual budget request in the form and at the time requested by the Board of Stewardship.

Board of Parish Fellowship:

The Board of Parish Fellowship shall consist of at least three members, including the elected Chairman of the Board.

The basic objectives of this Board are the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general up-building of mutual cooperation, trust, and enjoyment among the members of the congregation.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Plan, supervise, and implement larger gatherings of the congregation, from time to time through the year, which will further the goals of the congregation.
2. Maintain constant contact with other administrative boards, both suggesting to them ways of furthering the work of their Boards through fellowship and drawing from them requests and suggestions for fellowship activities.
3. Maintain an adequate group of willing workers who will help to plan, coordinate and execute the work necessary to the successful accomplishment of fellowship goals.
4. Provide a general atmosphere of friendliness among the members on a smaller scale by suggesting to groups, societies, Bible classes, and the like, ways of bringing their members into meaningful personal relationships.
5. Provide for the integration of new members and their families into the congregation through periodic fellowship nights, dinners, rallies, and the like in conjunction with the Board of Evangelism.
6. Review and adopt or adapt materials and ideas from various sources which will bring congregation members into personal contact in groups such as family nights, plays, fun fairs, talent shows, and the like.
7. Plan, supervise, and implement recurring yearly events which will focus attention on the major aspects of the congregation's work
8. Develop policies and rules for the use of the facilities at the functions sponsored by this Board in conjunction with the Board of Trustees.
9. Maintain and publish a weekly or monthly schedule of activities



within the congregation's facilities and coordinate, approve, or disapprove requests for such activities in the best interests of the congregation.

10. Be responsible for and supervise the use of all property and equipment for the various activities sponsored by this Board.
11. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

Board of Public Relations:

The Board of Public Relations shall consist of at least two members, including the elected Chairman of the Board.



The basic objectives of this Board are the presentation to the public of a Christian image which will reflect favorably upon the work of Christ and of the congregation as His instrument, the publicizing of the work of the congregation through various channels, and the general integration of the congregation's work into the life of the community.

That the objectives of this Board may be carried out, the Board, either corporately or through specifically designated individuals, shall:

1. Represent the congregation in community activities as well as keeping the congregation informed of social, political, and economic developments within the community.
2. Be concerned, together with other appropriate boards, with the congregation's role in the community and develop useful means of becoming a better servant to the community.
3. Work with other churches to improve the unified Christian image into the community and to implement the church's social ministry.
4. Maintain contact with benevolent and charitable agencies in the community, state, and on the national level and recommend to the congregation responses to opportunities for service.
5. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ.
6. Maintain the church bulletin boards indoors and outdoors and recommend appropriate messages and themes for publication.
7. Establish and pursue a program for endowing the congregation through wills, bequests, foundations, and other sources.

8. Work for the overall enhancement of the congregation's image in the various news media and publications of the community.
9. Establish and maintain friendly relationships between the congregation and the professional community service, and governmental agencies within the community.
10. Work together with the Board of Elders in making the visitors feel welcome in our midst.
11. Submit an annual budget request by the Board of Stewardship in the form and at the time requested by that Board.

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Updated 2016