

MESSIAH LUTHERAN CHURCH OF CAMROSE

STAFF POLICY

Table of Contents

1. Personnel Policies

Staff.....	2
Hiring & Firing	3
Leave	4
Performance	6

2. Position Descriptions

Ministry Team

Diaconal Minister	7
Senior Pastor	9

Ministry Coordinators Team

Audio Video Ministry Coordinator	12
Children's Ministry Coordinator	14 (Inactive)
Church Musician / Choir Director.....	16 (Inactive)
Music Ministry Coordinator	18
Senior Youth Ministry Leader	20
Youth Ministry Coordinator	22 (Inactive)

Administrative Team

Administrative Assistant	24
Administrative Ministry Coordinator	26 (Inactive)
Bookkeeper.....	31
Custodian.....	34
Membership Records Clerk.....	36

MESSIAH LUTHERAN CHURCH OF CAMROSE

STAFF POLICY

1. Accrued Vacation Time

Vacation days accrue from the date of beginning employment. Vacation days are normally to be taken in the year following the year within which they are earned. Vacation time may be taken as accrued within the year earned, in consultation with the Senior Pastor.

Vacation for non-rostered staff is offered at the following increments and prorated for full- and part-time:

after 1 year - 10 working days

after 2 years - 15 working days

after 10 years - 20 working days

Vacation is to be scheduled in consultation with the Senior Pastor.

2. Unused Vacation Time

A record of vacation time, anniversary dates, time taken, and time carried forward shall be kept by administration. By Labour Code, unused vacation time must be either:

- a) taken in the normal manner, or
- b) taken at the employer's request, or
- c) paid out.

3. Vacation Time and Terminating Employment

At the time of ending employment, unused and accrued holiday time will be paid.

4. Full-time Equivalency and Grid Movement

Movement on the grid that is to be determined by years of employment shall be based on full-time equivalency. Part-time employees may be promoted after serving the equivalent of full-time.

5. Vacation Accrual and Disability

Vacation time is accrued as wages are paid. Vacation time will accrue during the nine weeks of short-term disability. During long-term disability, longer than nine weeks, vacation time does not accrue. Disability leave shall be considered as time of employment.

6. Placement on the Grid

Rostered ministers are placed on the salary grid according to years of full-time equivalency ministry, not years of ordination or consecration. Employees are placed on the grid based on years of full-time equivalency in comparable service.

7. Nine-weeks Disability and Other Benefits

During short-term disability leave, the congregation continues to pay salary and benefits, excluding car allowance.

8. Long-Term Disability and Other Benefits

During long-term disability the congregation will continue to pay medical and dental plan, and pension contributions, as long as the individual continues in the employment of the congregation.

MESSIAH LUTHERAN CHURCH OF CAMROSE

9. National Group Insurance Plans, and Pension Plan for Clergy and Lay Workers

All details of these benefits can be found online at the ELCIC Group Services website www.elcicgsi.ca or can be obtained from Messiah's Bookkeeper.

For clarification, the following employee definitions are essential:

A rostered minister is an ordained or consecrated person, with a call or a defined contract for a minimum of six months.

Full-time lay employment is 30 hours or more per week.

Part-time lay employment is 20-29 hours per week.

10. Medical Benefits

With the exception of a \$50 yearly deductible, Messiah pays the appropriate premiums for medical coverage, as per the full-time equivalent of the employee.

11. Sick Time

Paid sick days shall accumulate at the rate of 1.25 days per month, or fifteen days per year. Unused sick days may be accumulated and carried over year to year. Administration shall keep a record of sick days accumulated, used and carried over.

12. Leave

- a) Leave for rostered ministers and other designated ministry professionals - see separate policy
- b) Education leave for staff other than rostered ministers and other designated ministry professionals, may be granted at the discretion of the Senior Pastor.

13. Salary and Wage Change Implementation

Normally, if salaries and/or wages are to be changed, that change will occur at the beginning of the congregation's financial year. This includes implementation of the Synod's Salary Guidelines.

HIRING & FIRING

Purpose

It is vital that Messiah hire the most suitable candidates available when new positions are created or current positions become vacant.

All staff are fully supportive of the Constitution and By-Laws of the Congregation, and in particular support the congregation's Mission of *Sharing Jesus Christ with all People*.

A qualified and grace-filled staff assists the congregation in the pursuit of its Mission.

Background

The Church Council, in full consultation with the Senior Pastor, designs the staff configuration.

MESSIAH LUTHERAN CHURCH OF CAMROSE

PROCEDURES FOR THE HIRING OF NON-CLERGY PERSONNEL

Review

A review of the position is made by Church Council. This review includes whether or not the position is required, and an assessment of the job description.

Hiring Process

Bylaw 3.1.G - When a non-rostered staff member is to be hired, Church Council shall approve the job description for the position. It shall appoint a task force, composed of members of Council, members of the Congregation, and the Senior Pastor to interview candidates for the position. When a consensus of the members of the task force has been reached for hiring a specific person, the task force shall make a recommendation to Church Council.

The successful candidate is offered the position on a probationary basis for a period of three months after which a review of the person's performance is conducted by the Senior Pastor in consultation with the appropriate stake-holders. As a result of the review, the candidate is either granted permanent employment or is released.

Firing Process

Bylaw 3.1.H - When the dismissal of a non-rostered staff member needs to be considered, Church Council may appoint a subcommittee of Council or a task force, composed of members of Council, members of the Congregation, and the Senior Pastor to review the recommendation. When a consensus has been reached, a recommendation shall be made to Church Council.

LEAVE POLICY FOR ROSTERED MINISTERS AND OTHER DESIGNATED MINISTRY PROFESSIONALS

Purpose

Leaves for staff are considered to be of mutual benefit. That is, professionally trained staff who are seeking continuous improvement and are life-long learner focused, and spiritually inspired and motivated, are better able to provide called ministry services and programs. Thus, where employed by Messiah, pastors, lay professional leaders, and diaconal ministers, are encouraged to develop present and acquire new knowledge and skills, and experience growth for more effective ministry.

The existence of the Clergy Continuing Education Plan (CCEP) for professional leaders in the Evangelical Lutheran Church in Canada, is recognized and supported within this Policy.

General

1. A request for leave may originate with the employee or the Congregation.
2. Only one employee may be on Sabbatical or Education Leave at one time, unless approved by the Council.
3. Where possible, pastoral replacement will be provided by an interim pastor. However, a lay assistant or other pastors may also provide such services.

MESSIAH LUTHERAN CHURCH OF CAMROSE

4. The handling of all leave contributions at the time of the pastor's retirement, occupational change, or in the case of death before retirement, will be in accordance with the CCEP of the ELCIC.
5. Grants to individual professionals from the CCEP will be the responsibility of the individual applicant and are not to be considered part of Messiah's contribution to education or sabbatical leave financial support at the congregational level.

Education Leave

1. Education leave is time granted for education purposes. It is considered leave for continuous learning and upgrading. Short term would include single course, workshop, seminar, retreats, or private study opportunities.
2. Education leave is accumulated at one day per month, and, where possible, taken annually, however is accumulated over a period of six years, to a maximum of 12 weeks.
3. Education leave, while in the employ of Messiah Lutheran Church, will be at full salary. The Council will sign a CCEP application for fund withdrawals for employees approved for education leave.
4. All non employment provisions of the CCEP, are between the individual professional and the administrators of the Plan.
5. Messiah will support the annual congregational portion of the CCEP as set by the ELCIC Department of Finance and Administration.

Sabbatical Leave

1. Sabbatical leave is leave granted for education or other approved purposes on a longer term basis, such as for graduate studies, with a mutual agreement for:
 - 1) time on leave and away from employment responsibility,
 - 2) financial support,
 - 3) return service commitment.
2. After six continuous years of ministry at Messiah, a clergy person may be considered for Sabbatical leave. A Sabbatical leave proposal is to include purposes, time line, program description, and anticipated outcomes. Proposals are to be presented in writing to council six months prior to the commencement of such requested leave.
3. Where approved, sabbatical leave will be supported financially by the congregation at up to 50% of regular salary, for up to twelve months.
4. One full year of service is expected to be returned for each sabbatical leave undertaken.

Leave of Absence

Leaves of Absence may be granted for personal reasons, with or without pay.

Disability

1. Disability leave will be provided on the basis of that provided through the ELCIC Employee Benefit Plan (to age 65)
2. Time and contributions accrued to the Continuing Education Plan continue uninterrupted during disability leave.

MESSIAH LUTHERAN CHURCH OF CAMROSE

Bereavement

1. Personal leave for bereavement purposes will be provided as follows:
 - a) 5 days for immediate family
 - b) 1 day at the discretion of the Senior Pastor
2. Additional travel days may be provided at the discretion of the Senior Pastor.

PERFORMANCE POLICY

Preliminary

1. Messiah's employment policies are designed to stimulate employees to achieve their best levels of performance and thereby bring satisfaction to themselves and to the congregation.
2. Even as employees are expected to give their best to Messiah, employees can expect Messiah to provide exemplary labour standards and working conditions. (See "Staff Policy") Messiah maintains, as a minimum standard, the provisions of the Alberta Labour Act.
3. The Senior Pastor, within his/her responsibility to Church Council, directs, supervises and coordinates the work of all other clergy and of non-clergy staff. The Senior Pastor may delegate supervision as appropriate.

Performance Review

1. Each year, in accordance with the By-Laws, each person who is employed has his or her performance reviewed, with special reference to that person's job description, and more generally to the person's contribution to the congregation's objectives.

The review would normally result in

- a. the affirmation of the person's performance,
- b. setting appropriate goals for the next year.

2. Each person is expected to keep his/her job description relevant and current, in consultation with the Senior Pastor.
3. The Senior Pastor performs or arranges to have performed the annual performance review of all staff other than him/herself.

Performance Review of the Senior Pastor

The performance of the Senior Pastor is reviewed annually in the first quarter of the calendar year. The review is initiated and coordinated by the Church Council.

Remedial Action

1. In the event that an employee's performance does not meet the expectations agreed to in the employee's job description, the supervisor formally draws this to the attention of the employee. A plan is put into place for remedying the situation. In the event that repeated examples (at least three) of failure to correct the situation are identified, the employee is subject to termination.
2. The proven commitment of a criminal act will result in summary dismissal.

*And whatever you do, in word or deed,
do everything in the name of the Lord Jesus,
giving thanks to God the Father through him. Col. 3:17*

Adopted by Church Council on May 25, 2005
Last Reviewed by Support Committee November 11, 2010
Amended by Church Council on February 26, 2013

MESSIAH LUTHERAN CHURCH OF CAMROSE

DIACONAL MINISTER

1. ELIGIBILITY

1.1 EDUCATION

- 1.1.A training for diaconal ministry recognized by the ELCIC and certified by the Synod of Alberta and the Territories for call as a diaconal minister.
- 1.1.B certified by Canadian Association of Pastoral Practice and Education

1.2 EXPERIENCE

- 1.2.A demonstrated experience is an asset.

1.3 SKILLS/ABILITIES

- 1.3.A high level of pastoral counseling
- 1.3.B demonstrated teaching ability
- 1.3.C ability to relate to youth

2. DURATION OF SERVICE

- 2.1 part-time ministry team position: 0.5 time/per 40 hour week, with four pro-rated weeks paid vacation

3. SCOPE OF AUTHORITY

- 3.1 reports to the Senior Pastor and Church Council
- 3.2 relates to all committees as needed
- 3.3 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council

4. RESPONSIBILITIES

- 4.1 provide pastoral care and counseling, and spiritual direction
 - 4.1.A counseling members and non-members of our congregation and community, including crisis intervention
 - 4.1.B act as a resource for Messiah's pastors in providing pastoral care for members of our congregation and community
 - 4.1.C maintain a network with other related professionals and agencies for collaboration and appropriate referrals
 - 4.1.D meet with committees to evaluate pastoral care ministry programs as they relate to the mandates of the respective committees as required
 - 4.1.E hospital visitation and on call at hospital at reduced time
- 4.2 participate in worship leadership, including
 - 4.2.A preaching once per month and participate in leading service as time permits
 - 4.2.B perform marriages as required, and wedding preparation
 - 4.2.C participate in worship planning

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.3 provide education including
 - 4.3.A participate in confirmation ministry
- 4.4 participate in staff team activities, including weekly staff meeting
 - 4.4.A write articles for the monthly Messiah Messenger newsletter
- 4.5 participate in larger church as a rostered minister, including
 - 4.5.A attend Annual Alberta Synod Bishop's Study Conference
 - 4.5.B attend peer support groups, clergy cluster, ministerial meetings, and conference, synodical and national conventions as required
 - 4.5.C be a resource to other church institutions ie, CLBI, Hastings Lake Bible Camp etc...
- 4.6 provide report of activities to the monthly Council Meeting and Annual Congregational Meeting
- 4.7 other duties as required by the ministry at Messiah
- 4.8 honour the standards to which all staff members aspire:
 - 4.8.A enable Messiah's mission through service in this position
 - 4.8.B work collaboratively and cooperatively with members of the congregation
 - 4.8.C maintain a positive public image and present Messiah in a positive light through professional conduct at all times
 - 4.8.D maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.8.E embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*
 - 4.8.F treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals
 - 4.8.G strive for excellence in and through assigned tasks
 - 4.8.H engage in continuous learning

Approved by Council on November 17, 2007
Last Reviewed by Support Committee November 11, 2010
Amended October 1, 2012
Amended by Council October 24, 2012

MESSIAH LUTHERAN CHURCH OF CAMROSE

SENIOR PASTOR

1. ELIGIBILITY

1.1 EDUCATION

1.1.A post-graduate theological degree, recognized by the ELCIC.

1.2 EXPERIENCE

1.2.A related pastoral experience is an asset.

1.3 SKILLS/ABILITIES

1.3.A requires strong skills in the area of congregational leadership and administration.

1.3.B must be or become an ordained pastor of the Evangelical Lutheran Church in Canada.

2. DURATION OF SERVICE

2.1 full-time ministry team position. Full time is reckoned as approximately 40 hours per week. Hours over 50 per week are to be compensated for by time in lieu.

3. SCOPE OF AUTHORITY

3.1 see also the Bylaws, 3. The Senior Pastor. 3.1 Scope of Authority

3.2 may take any action within the specifically mandated function of this position

3.3 shall conform to the expectations of a pastor of the Evangelical Lutheran Church in Canada.

4. RESPONSIBILITIES

4.1 see also the Bylaws, 3. The Senior Pastor. 3.2 Responsibilities

4.2 SCOPE

4.2.A give emphasis to mission priorities of June 13, 2010

4.2.B articulate and communicate the mission and vision of the church to council and congregation

4.2.C regularly take time with council and congregational members to talk about the vision and mission of the church, of faith, and Messiah in particular

4.2.D consistently point to the big picture of who we are and what we do

4.2.E work to improve health of congregation systems of communication and administration

MESSIAH LUTHERAN CHURCH OF CAMROSE

4.3 ADMINISTRATION

- 4.3.A supervise and empower all staff for their ministry
- 4.3.B keep office hours
- 4.3.C meet with staff regularly
- 4.3.D evaluate staffing needs and ministry needs and suggest necessary staffing changes to council
- 4.3.E work with office staff and other ministers to ensure smooth and efficient office operation
- 4.3.F seek to reduce administrative and clerical workload of all staff, so that more work hours can be used for ministry among congregation and community
- 4.3.G seek to reduce redundancies among staff tasks

4.4 WORSHIP

- 4.4.A plan an eclectic variety of liturgies and music for worship, with other ministers
- 4.4.B educate the congregation about worship
- 4.4.C preside at worship, while sharing leadership with other ministers and members of the congregation
- 4.4.D oversee aesthetic changes to worship space and emphasize seasonal themes throughout the liturgical year
- 4.4.E provide the opportunity for varied voices to be heard in preaching, while doing the majority of the preaching

4.5 EDUCATION

- 4.5.A write articles for the *Messenger*
- 4.5.B take leadership role in confirmation and adult education ministry
- 4.5.C oversee youth ministry and Sunday school
- 4.5.D emphasize education and learning ministries
- 4.5.E encourage families in faith formation in the home
- 4.5.F seek out intergenerational opportunities for faith mentorship
- 4.5.G meet with individuals or families preparing for baptism, to teach about faith and the church

4.6 participate in larger church as a rostered minister, including

- 4.6.A attend Annual Alberta Synod Bishop's Study Conference
- 4.6.B attend peer support groups, clergy cluster, ministerial meetings, and conference, synodical and national conventions as required
- 4.6.C be a resource to other church institutions ie, CLBI, Hastings Lake Bible Camp etc...

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.7** honour the standards to which all staff members aspire:
- 4.7.A** enable Messiah's mission through service in this position.
 - 4.7.B** work collaboratively and cooperatively with members of the congregation.
 - 4.7.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.7.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.7.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.7.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.7.G** strive for excellence in and through assigned tasks.
 - 4.7.H** engage in continuous learning.

Approved by Council May 11, 2004
Last Reviewed by Support Committee November 11, 2010
Amended by Council October 24, 2012

MESSIAH LUTHERAN CHURCH OF CAMROSE

AUDIO VIDEO MINISTRY COORDINATOR

1. ELIGIBILITY

1.1 EDUCATION

1.1.A demonstrated experience rather than formal education is required.

1.2 EXPERIENCE

1.2.A demonstrated knowledge of computers, audio and video equipment.

1.2.B awareness of Lutheran worship practices.

1.3 SKILLS/ABILITIES

1.3.A must be able to trouble shoot in order to correct technical problems as they arise.

2. DURATION OF SERVICE

2.1 part-time administrative staff position: flexible hours, 12 hours/week

3. SCOPE OF AUTHORITY

3.1 reports to the Senior Pastor or designate.

3.2 relates with the Worship, Witnessing and Support committees.

3.3 Shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Worship, Witnessing and Support committees.

4. RESPONSIBILITIES

4.1 to be present and worship services and to ensure the video and audio operations are fully functioning.

4.2 to work with Worship team and office administration to program worship material for Sunday worship and special events.

4.3 to supervise and train volunteers to operate sound, video and video screen equipment during worship services and to assist the Worship Committee in the creation and monitoring of a volunteer schedule.

4.4 to monitor quality of TV broadcasts and work with Cable 10 regarding special events and time changes.

4.5 to review and evaluate production values.

4.6 to maintain hearing assistance devices, including purchasing units for individuals upon request.

4.7 to ensure video and audio equipment is maintained.

4.8 to participate in sound equipment set-up and removal for worship services and special events.

4.9 to record the worship services and provide copies upon request.

4.10 other duties as may be assigned. If these become a permanent part of the position, they will be added after a period of review.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.11** to honour the standards to which all staff members aspire:
- 4.11.A** enable Messiah's mission through service in this position.
 - 4.11.B** work collaboratively and cooperatively with members of the congregation.
 - 4.11.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.11.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.11.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.11.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.11.G** strive for excellence in and through assigned tasks.
 - 4.11.H** engage in continuous learning.

Approved by Council November 5, 2003
Last Reviewed by Support Committee November 11, 2010
Amended by Council November 18, 2010
Amended by Council January 15, 2015

MESSIAH LUTHERAN CHURCH OF CAMROSE

CHILDREN'S MINISTRY COORDINATOR (INACTIVE)

1. ELIGIBILITY

1.1 EDUCATION

1.1.A education degree, preferred

1.2 EXPERIENCE

1.2.A experience in related fields, particularly involving children

1.3 SKILLS/ABILITIES

1.3.A working knowledge of the Lutheran church, education and education resources

1.3.B organizational and relational skills for working in a team situation and with volunteers

2. DURATION OF SERVICE

2.1 part-time program staff position: 7-8 hours/week, with seasonal adjustment

3. SCOPE OF AUTHORITY

3.1 reports to the Senior Pastor

3.2 relates with the Learning Committee

3.3 authorized by the Church Council to pursue the specific task of this position

3.4 may take any action within the specifically mandated function of this position

3.5 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Learning Committee

4. RESPONSIBILITIES

4.1 research and order curriculum, for KidFEST (Sunday School for children age 4 to Grade Five), and during the year and for special holidays develop, when possible, programs and activities for these children

4.2 keep records of class lists, attendance, contact information and medical/activity permission forms

4.3 ensure that volunteers have a copy of Messiah's *Policy for Protection of Children, Youth and Other Vulnerable People* as well as the volunteer application and police record check forms

4.4 maintain and oversee the children's library, resource room and the prop/costume rooms

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.5** meet annually with the Learning Committee to evaluate children's ministry programs
- 4.6** plan special events, as feasible, such as the Christmas program, Easter observance and family musicals
- 4.7** Develop appropriate summer programs, as feasible, such as Vacation Bible School and promote church camps
- 4.8** Recruit, supervise, and thank volunteers involved in children's ministry
- 4.9** Provide resources for parents of children aged 4 year to Grade 5, to assist them in the faith formation of their children
- 4.10** provide communication for programs and activities, including bulletins, the Messenger, newsletters, and bulletin boards
- 4.11** provide report of activities to the Annual Congregational Meeting as part of the Senior Pastor's report
- 4.12** honour the standards to which all staff members aspire:
 - 4.12.A** enable Messiah's mission through service in this position.
 - 4.12.B** work collaboratively and cooperatively with members of the congregation.
 - 4.12.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.12.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.12.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.12.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.12.G** strive for excellence in and through assigned tasks.
 - 4.12.H** engage in continuous learning.

Approved by Council on November 20, 2003
Last Reviewed by Support Committee November 11, 2010
Amended by Council on November 18, 2010
Last Reviewed by the Learning Committee May 13, 2014
Last reviewed by Marlys Sorenson May 27, 2014
Approved by Council on June 2, 2014

MESSIAH LUTHERAN CHURCH OF CAMROSE

CHURCH MUSICIAN / CHOIR DIRECTOR (INACTIVE SEE MUSIC MINISTRY COORDINATOR)

1. ELIGIBILITY

1.1 EDUCATION

- 1.1.A degree in music/education or ARCT, preferred
- 1.1.B experience in conducting choirs
- 1.1.C minimum Grade 8 piano from Royal Conservatory or Western Board certificate for principal organist role, as well as pipe organ instruction

1.2 EXPERIENCE

- 1.2.A experience in related fields
- 1.2.B experience with pipe organ preferred

1.3 SKILLS/ABILITIES

- 1.3.A working knowledge of the Lutheran church, worship and worship resources
- 1.3.B ability to work with those planning and leading the worship
- 1.3.C demonstrated ability to accompany congregational worship

2. DURATION OF SERVICE

- 2.1 Contract staff position. The Church Musician / Choir Director shall be remunerated for playing at Sunday and special services as needed at a rate of **\$150 per service**, and at a rate of **\$65 per choir rehearsal**.
- 2.2 The Church Musician / Choir Director is permitted to use Messiah's instruments and facilities for private instruction for which the instructor may charge fees which are to be paid directly to the Church Musician / Choir Director by the students. A studio will be made available for the use of the Church Musician / Choir Director.

3. SCOPE OF AUTHORITY

- 3.1 reports to the Senior Pastor
- 3.2 authorized by the Church Council to pursue the specific task of this position

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 3.3** may take any action within the specifically mandated function of this position
- 3.4** shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and Worship Committee

4. RESPONSIBILITIES

- 4.1.A** Depending on the availability of participants, organize and conduct an adult choir and a hand-bell choir, and/or such other choirs as seems appropriate
 - 4.1.B** schedule choirs/handbells to play at services
 - 4.1.C** maintain the music library and instruments
 - 4.1.D** keep the congregation up to date and informed about all copyright requirements
 - 4.1.E** advise the Bookkeeper what to pay for a replacement based on their experience. The rate will be \$150 for someone similarly qualified to the Church Musician/Choir Director and \$70 for others with less experience.
 - 4.1.F** as principal organist/pianist
 - 4.1.F.1** play organ or piano for every scheduled worship service, or arrange for someone else to play in principal organist's absence
 - 4.1.F.2** play for funerals and weddings, or arrange for someone else to play in principal organist's absence
 - 4.1.G** other duties, from time to time, as may be mutually agreed upon
- 4.2** honour the standards to which all staff members aspire:
- 4.2.A** enable Messiah's mission through service in this position
 - 4.2.B** work collaboratively and cooperatively with members of the congregation
 - 4.2.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times
 - 4.2.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.2.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*
 - 4.2.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals
 - 4.2.G** strive for excellence in and through assigned tasks
 - 4.2.H** engage in continuous learning

Approved by Council May 26, 2006
Last Reviewed by Support Committee November 11, 2010
Amended by Council September 26, 2012
Amended by Council November 28, 2012

MESSIAH LUTHERAN CHURCH OF CAMROSE

MUSIC MINISTRY COORDINATOR

This document is intended to facilitate the enhancement of Messiah's worship of the Triune God, Father, Son and Holy Spirit, while at the same time providing an arrangement by which the Music Ministry Coordinator is encouraged and affirmed in her/his desire to use her/his gifts for that enhancement, all to God's Glory.

1. ELIGIBILITY

1.1 EDUCATION

- 1.1.A Degree in music/education, preferred
- 1.1.B Sufficient music knowledge to lead choirs
- 1.1.C Minimum Grade 8 piano from the Royal Conservatory or Conservatory Canada (Western Board) Certificate for principal organist role, as well as pipe organ instruction.

1.2 EXPERIENCE

- 1.2.A Experience in related fields
- 1.2.B Experience with pipe organ preferred

1.3 SKILLS/ABILITIES

- 1.3.A Working knowledge of the Lutheran Church, its worship and worship resources
- 1.3.B Ability to work with those who are planning and leading the worship
- 1.3.C Demonstrated ability to accompany congregational worship

2. SCOPE OF AUTHORITY

- 2.1 Reports to the Pastoral Team or Team Member designated. Absences or holidays should be arranged with this Team.
- 2.2 Authorized by the Church Council to pursue the specific tasks of this position
- 2.3 May take any action within the specifically mandated function of this position.
- 2.4 Shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Worship Committee.

3. RESPONSIBILITIES

- 3.1.A Assist the Pastoral Team with worship planning
- 3.1.B Depending on the availability of participants, organize and conduct an adult choir and a hand-bell choir, and/or such other choirs and music groups as seems appropriate by mutual agreement with the Pastoral Team and the Music Ministry Coordinator.
- 3.1.C Schedule choirs/hand bells/bands to play at services
- 3.1.D Maintain the music library
- 3.1.E Maintain the organ and pianos and see that they are regularly tuned.
- 3.1.F Keep the congregation up to date and informed about all copyright requirements

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 3.1.G** Advise the Bookkeeper the amount to pay a replacement congregational accompanist based on his or her experience. The rate will be the same per occasion as the Music Ministry Coordinator is paid for someone similarly qualified to the Music Ministry Coordinator position description above. The lowest rate will be \$70 per occasion for the least qualified.
 - 3.1.H** Act as principal organist/pianist
 - 3.1.H.1** Play organ or piano for every regularly scheduled worship service, or arrange for a replacement in the principal organist's absence.
 - 3.1.H.2** Play for funerals and weddings, or arrange for a replacement in the principal organist's absence.
 - 3.1.I** Other duties, from time to time, as may be mutually agreed upon.
- 3.2** Provide a report of the activities to the Annual Congregational Meeting as part of the Pastoral Team's Report.
- 3.3** Honor the standards to which all staff members aspire
- 3.3.A** Enable Messiah's mission through service in this position
 - 3.3.B** Work collaboratively and cooperatively with members of the congregation
 - 3.3.C** Maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 3.3.D** Maintain confidence in accord with the Privacy Policy.
 - 3.3.E** Embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 3.3.F** Treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, cooperating in achieving their goals.
 - 3.3.G** Strive for excellence in and through assigned tasks.
 - 3.3.H** Engage in continuous learning.

Comments: Granted use of church facilities and instruments for piano lessons and recitals at no charge. It is employee's responsibility to secure insurance coverage not directly to employment.

Approved by Council April 24, 2014
Amended by Council September 15, 2015

MESSIAH LUTHERAN CHURCH OF CAMROSE

SENIOR YOUTH MINISTRY LEADER

1. ELIGIBILITY

1.1 EDUCATION

- 1.1.A undergraduate degree would be an asset.
- 1.1.B training in youth ministry or equivalent experience.
- 1.1.C prefer knowledge of Lutheran doctrine.

1.2 EXPERIENCE

- 1.2.A demonstrated leadership in youth ministry, church camping and the like in such ways as:
 - service as youth worker or director in a parish setting.
 - camp counsellor or director for a minimum of two years.
 - Instructing youth in music: instruments, voice

1.3 SKILLS/ABILITIES

- 1.3.A must be able to relate to youth: interested in what youth do, going where they go, and building relationships with them.
- 1.3.B ability to teach youth.
- 1.3.C strong sense of appropriate boundaries and personal ethics.
- 1.3.D must have a passion for and a desire to work with youth and must be willing to be available to youth according to their scheduling, recognizing that this may require some late nights.

2. DURATION OF SERVICE

- 2.1 part-time program staff position, hours and remuneration set by Church Council on the advice of the Pastoral Team and the Learning Committee.

3. SCOPE OF AUTHORITY

- 3.1 reports to the Pastoral Team.
- 3.2 relates to the Learning Committee.
- 3.3 works with any Youth Leadership Team appointed by the Learning Committee. The Youth Leadership team will plan with and support the Senior Youth Ministry Leader in achieving the Youth Ministry goals and carrying out Youth Ministry activities at Messiah.
- 3.4 is authorized by the Church council to pursue the specific tasks of this position.
- 3.5 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Learning Committee.

4. RESPONSIBILITIES AND DUTIES

- 4.1 **Goals for the Senior Youth Ministry:**
 - 4.1.A. spiritual development and growth.
 - 4.1.B. fun and fellowship with one another and the church community.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.1.C. relationship building.
- 4.1.D. leadership development.
- 4.1.E. participation and integration with others at Messiah Lutheran Church.
- 4.2 **Youth Activities**
 - 4.2.A bible study, discussion and prayer.
 - 4.2.B service projects.
 - 4.2.C fun and recreation.
 - 4.2.D retreats or large youth events beyond Messiah Lutheran.
 - 4.2.E Musicals or plays.
- 4.3 In order to accomplish the above activities and goals, the Youth Ministry Coordinator is expected to:
 - 4.3.A. act as an advocate for Messiah's youth, encourage and foster the involvement of the youth in all of Messiah's activities, programs and ministries.
 - 4.3.B. attend Messiah's worship and encourage our youth to be a part of worship in varying ways.
 - 4.3.C. spend time with the youth in church, youth activities and events.
 - 4.3.D. provide spiritual mentorship with our youth.
 - 4.3.E. connect with the youth one on one as appropriate.
 - 4.3.F. be the regular presence and contact with our youth including calling to remind them of upcoming events.
 - 4.3.G. plan events with the Youth Leadership Team.
 - 4.3.H. address additional needs that arise within the allocated time.
- 4.4 Provide regular reports of activities to the Learning Committee, and the Pastoral Team.
- 4.5 Provide a report of activities to the Annual Congregational Meeting as part of the Pastoral Team's report.
- 4.6 Honour the standards to which all staff members aspire:
 - 4.6.A enable Messiah's mission through service in this position.
 - 4.6.B work collaboratively and cooperatively with members of the congregation.
 - 4.6.C maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.6.D maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.6.E embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.6.F treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.6.G strive for excellence in and through assigned tasks.
 - 4.6.H engage in continuous learning.

Approved by Council October 16, 2018

MESSIAH LUTHERAN CHURCH OF CAMROSE

YOUTH MINISTRY COORDINATOR (INACTIVE)

5. ELIGIBILITY

5.1 EDUCATION

- 5.1.A undergraduate degree would be an asset.
- 5.1.B training in youth ministry or equivalent experience.
- 5.1.C prefer knowledge of Lutheran doctrine.

5.2 EXPERIENCE

- 5.2.A demonstrated leadership in youth ministry, church camping and the like in such ways as:
 - service as youth worker or director in a parish setting.
 - camp counsellor or director for a minimum of two years.

5.3 SKILLS/ABILITIES

- 5.3.A must be able to relate to youth: interested in what youth do, going where they go, and building relationships with them.
- 5.3.B ability to teach youth.
- 5.3.C strong sense of appropriate boundaries and personal ethics.
- 5.3.D must have a passion for and a desire to work with youth and must be willing to be available to youth according to their needs, recognizing that this may require some late nights.

6. DURATION OF SERVICE

- 6.1 part-time program staff position, hours and remuneration set by Church Council on the advice of the Pastoral Team and the Learning Committee.

7. SCOPE OF AUTHORITY

- 7.1 reports to the Pastoral Team.
- 7.2 relates to the Learning Committee.
- 7.3 works with the Youth Leadership Team appointed by the Learning Committee. The Youth Leadership team will plan with and support the Youth Ministry Coordinator in achieving the Youth Ministry goals and carrying out the Youth Ministry activities at Messiah.
- 7.4 is authorized by the Church council to pursue the specific tasks of this position.
- 7.5 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Learning Committee.

8. RESPONSIBILITIES AND DUTIES

- 8.1 **Goals for the Youth Ministry:**
 - 4.1.A. spiritual development and growth.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.1.B. fun and fellowship with one another and the church community.
 - 4.1.C. relationship building.
 - 4.1.D. leadership development.
- 8.2 Youth Activities**
- 8.2.A bible study, discussion and prayer.
 - 8.2.B service projects.
 - 8.2.C fun and recreation.
 - 8.2.D retreats or large youth events beyond Messiah Lutheran.
- 8.3** In order to accomplish the above activities and goals, the Youth Ministry Coordinator is expected to:
- 4.3.A. act as an advocate for Messiah's youth, encourage and foster the involvement of the youth in all of Messiah's activities, programs and ministries.
 - 4.3.B. attend Messiah's worship and encourage our youth to be a part of worship in varying ways.
 - 4.3.C. spend time with the youth in church, youth activities and events.
 - 4.3.D. provide spiritual mentorship with our youth.
 - 4.3.E. connect with the youth one on one as appropriate.
 - 4.3.F. be the regular presence and contact with our youth including calling to remind them of upcoming events.
 - 4.3.G. plan events with the Youth Leadership Team.
 - 4.3.H. address additional needs that arise within the allocated time.
 - 4.3.I. share in the teaching of the morning youth connection class.
 - 4.3.J. be a part of the team for confirmation, including leading and teaching.
- 8.4** Provide regular reports of activities to the Learning Committee, the Youth Leadership Team and the Pastoral Team.
- 8.5** Provide a report of activities to the Annual Congregational Meeting as part of the Pastoral Team's report.
- 8.6** Honour the standards to which all staff members aspire:
- 8.6.A enable Messiah's mission through service in this position.
 - 8.6.B work collaboratively and cooperatively with members of the congregation.
 - 8.6.C maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 8.6.D maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 8.6.E embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 8.6.F treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 8.6.G strive for excellence in and through assigned tasks.
 - 8.6.H engage in continuous learning.

Approved by Council June 24, 2009
Last Reviewed by Support Committee November 11, 2010
Amended by Council November 18, 2010
Amended by Executive June 27, 2011
Amended July 1, 2012
Amended April 24, 2013
Amended by Council, October 16, 2014

MESSIAH LUTHERAN CHURCH OF CAMROSE

ADMINISTRATIVE ASSISTANT

1. ELIGIBILITY

1.1 EDUCATION

- 1.1.A must be a high school graduate; with formal training or work experience in the areas related to this position.
- 1.1.B basic knowledge of the Lutheran Church would be an asset.
- 1.1.C working knowledge of Word and Publisher

1.2 EXPERIENCE

- 1.2.A previous experience in related fields an asset.

1.3 SKILLS/ABILITIES

- 1.3.A must have well developed interpersonal skills and a professional telephone voice.
- 1.3.B basic computer skills such as word processing, working with spread sheets, Publisher and databases.

2. DURATION OF SERVICE

- 2.1 full-time administrative staff position of 35 hours.

3. SCOPE OF AUTHORITY

- 3.1 reports to the Senior Pastor or designate.
- 3.2 authorized by the Church Council to pursue the specific task of this position.
- 3.3 may take any action within the specifically mandated function of this position.
- 3.4 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council.

4. RESPONSIBILITIES

- 4.1 serve as receptionist.
- 4.2 manage scheduling process.
- 4.3 provide secretarial duties in the preparation and production of all documents.
- 4.4 provide administrative duties in maintaining all information processes and storage systems.
- 4.5 maintain and provide required documentation for pastoral acts.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.6** provide backup support for maintaining the website.
- 4.7** book weddings and meet with the couple around facility needs.
- 4.8** coordinate wedding bookings.
- 4.9** coordinate funeral bookings.
- 4.10** other duties as may be assigned from time to time.
- 4.11** honour the standards to which all staff members aspire:
 - 4.11.A** enable Messiah's mission through service in this position.
 - 4.11.B** work collaboratively and cooperatively with members of the congregation.
 - 4.11.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.11.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.11.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.11.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.11.G** strive for excellence in and through assigned tasks.
 - 4.11.H** engage in continuous learning.

Approved by Council January 3, 2006
Last Reviewed by Support Committee November 11, 2010
Amended by Council November 18, 2010
Amended by Council January 15, 2015

MESSIAH LUTHERAN CHURCH OF CAMROSE

ADMINISTRATIVE MINISTRY COORDINATOR (VACANT AND INACTIVE)

1. ELIGIBILITY

1.1 EDUCATION

1.1.A training in bookkeeping/accounting and office management

1.2 EXPERIENCE

1.2.A Experience in managing and supervising staff,

1.2.B Experience in building/property management and maintenance including fire/safety systems and equipment,

1.2.C Experience in accounting, banking and investments, insurances and bequests, computer and office machine technology, and in all related government reporting and documenting.

1.3 SKILLS/ABILITIES

1.3.A Ability to work independently and in a team environment,

1.3.B Proven team leader capabilities and supervision experience,

1.3.C Able to conceptualize, create and advise in new methodologies, and implement ideas that will assist the ministry to move forward,

1.3.D Able to advise church council and pastoral staff on how to achieve vision and goals,

1.3.E Adept at handling problems and resolving conflicts as a regular part of the job,

1.3.F Able to lead a team, solve personnel problems and work with members and staff to resolve issues,

1.3.G Able to perform in changing situations which require analysis and evaluation to determine action and solution to problems,

1.3.H Able to train new office and administrative staff,

1.3.I Proven coach and mentor who can motivate to obtain excellence in results,

1.3.J Able to identify training and developmental needs and establishes a plan to meet it,

1.3.K Strong communication and interpersonal skills,

1.3.L Able to adhere to and maintain confidentiality,

1.3.M Able to foster Messiah's vision and mission.

2. DURATION OF SERVICE

2.1 full-time position

3. SCOPE OF AUTHORITY

3.1 The Administrative Coordinator acts within the authority given by the Congregation and as defined by the job description.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 3.2** The Administrative Coordinator shall be advisor to Church Council and the Support Committee with voice, but no vote.
- 3.3** All administrative staff members shall be accountable, through the Administrative Coordinator, to the Senior Pastor and the Church Council.
- 3.4** The Administrative Coordinator shall be advisor to the Support Committee, as well as related subcommittees, groups, task forces and appointed individuals with voice but no vote. The Administrative Coordinator may delegate this authority to administrative staff members.
- 3.5** When a member of the Administrative Staff is to be hired, the Administrative Coordinator shall be part of the task force that is appointed to serve with the Senior Pastor in interviewing candidates for the position.

4. RESPONSIBILITIES

4.1 FINANCIAL

- 4.1.A** ensure accuracy of financial records and reports.
- 4.1.B** look after banking matters and control of funds, including
 - 4.1.B.1** safekeeping of funds,
 - 4.1.B.2** deposits,
 - 4.1.B.3** purchasing US money orders,
 - 4.1.B.4** petty cash,
 - 4.1.B.5** managing the staff fund,
 - 4.1.B.6** GST returns,
 - 4.1.B.7** procedures for change of signature.
- 4.1.C** maintain the Support Committee's process for handling donations, including
 - 4.1.C.1** working with volunteers,
 - 4.1.C.2** envelope system,
 - 4.1.C.3** automatic debits,
 - 4.1.C.4** forms and supplies,
 - 4.1.C.5** Shepherd's Staff program,
 - 4.1.C.6** weekly and monthly posting registers,
 - 4.1.C.7** general receipts and tax receipts
- 4.1.D** look after accounts payable including
 - 4.1.D.1** verifying receipt of goods,
 - 4.1.D.2** billing accuracy,
 - 4.1.D.3** obtaining payment authorizations,
 - 4.1.D.4** facilitating cheques,
 - 4.1.D.5** reconciling accounts, where necessary
- 4.1.E** maintain month-end financial process, including
 - 4.1.E.1** postings,
 - 4.1.E.2** calculate and payout designated receipts,
 - 4.1.E.3** cheques,
 - 4.1.E.4** payroll,

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.1.E.5 journal entries,
- 4.1.E.6 benevolence remittance,
- 4.1.E.7 bank reconciliation,
- 4.1.E.8 transfers to/from reserves,
- 4.1.E.9 financial files,
- 4.1.E.10 general ledger.

4.1.F responsible for purchasing as requested.

4.1.G maintain payroll process, including

- 4.1.G.1 employee records,
- 4.1.G.2 orienting new employees to process,
- 4.1.G.3 issuing cheques to employees, ELCIC programs and Receiver General,
- 4.1.G.4 preparing T4 materials.

4.1.H provide financial information for the Treasurer, including

- 4.1.H.1 monthly financial statements and summary report,
- 4.1.H.2 preparing budgeting calculations as requested,
- 4.1.H.3 financial material for Parochial Report.

4.1.I maintain the Support Committee's process for Investment Certificates, including

- 4.1.I.1 interest payments,
- 4.1.I.2 renewal letters,
- 4.1.I.3 prepare T5 summary.

4.1.J provide the financial records for audit, and cooperate with the auditor.

4.1.K act as a contact person and assist the Support Committee with insurance requirements, elevator/fire inspections, *Canada Lutheran* subscriptions.

4.2 MEMBERSHIP RECORDS

- 4.2.A enter membership changes in Shepherd's Staff,
- 4.2.B enter appropriate records in Congregational Register,
- 4.2.C update mailboxes.

4.3 INFORMATION TECHNOLOGY AND OFFICE MACHINES

- 4.3.A implement, coordinate, trouble-shoot, and maintain office computer utilization for word processing, bookkeeping/accounting, membership, contributions, desktop publishing and internet communications,
- 4.3.B maintain security and backup for internet and computer data,
- 4.3.C maintain the efficient operation of the following office machines: telephones, photocopier, fax, telephone answering, folding, postage and computers.

4.4 STAFFING

- 4.4.A supervise, train and evaluate annually all office and maintenance staff
- 4.4.B ensure that adequate staffing is available to support the ministry requirements,
- 4.4.C recommend compensation increases,

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.4.D direct and organize staff duties and schedules,
- 4.4.E write and maintain administrative staff job descriptions,
- 4.4.F maintain a staff vacation schedule,
- 4.4.G ensure regular staff training and development through course upgrading, workshops and seminars,
- 4.4.H promote and enforce safety procedures in the workplace and comply with *Occupational Health & Safety and Employment Standards Acts*,
- 4.4.I develop and maintain Office Procedures and Manuals,
- 4.4.J distribute work among staff and resolve scheduling issues including the authorization of overtime, outsourcing, or late work completion,
- 4.4.K maintain a log of overtime if needed for a significant amount of time such as a major project, etc.,
- 4.4.L monitor day to day administrative operations to ensure they are coordinated and managed according to the mission and goals of the ministry,
- 4.4.M ensure weekly staff meetings are conducted and workshops annually as required.

4.5 BUILDING MAINTENANCE

- 4.5.A coordinate the use of the building for various events, meetings and activities,
- 4.5.B coordinate the housekeeping and care of the church building and grounds,
- 4.5.C make a weekly building maintenance and security inspection,
- 4.5.D implement and monitor regular building and equipment service and repairs,
- 4.5.E maintain proper and adequate property and liability insurance,
- 4.5.F administer and maintain the Fire Alarm System and the elevator,
- 4.5.G ensure the ongoing security of the building, including arranging a daily schedule for locking up the building.

4.6 GENERAL ADMINISTRATION

- 4.6.A complete annual reporting, as required, to the Synod, and the Provincial and Federal governments,
- 4.6.B oversee the TV ministry in cooperation with the Audio Visual Ministry Coordinator and the Support and Witnessing Committees,
- 4.6.C maintain and update weekly local newspaper advertising,
- 4.6.D edit and oversee the publishing of the *Messiah Messenger*, the monthly newsletter,
- 4.6.E maintain the church Constitution, Bylaws, and Incorporated documents,
- 4.6.F assist Church Council in maintaining and implementing the Governance Manual,
- 4.6.G participate with the pastoral staff and church council in periodic review of the church's ministry and mission and goals,
- 4.6.H network with professionals from other churches and charitable organizations,
- 4.6.I monitor compliance of all policies, e.g. mailboxes, Protection Policy, Privacy Policy

4.7 other duties as may be assigned from time to time.

4.8 act according to the Constitution, Bylaws, policies, procedures and decisions of the Congregation

4.9 provide written reports of the activities of the Administrative Coordinator and members of administrative staff as part of the Senior Pastor's report to the Church Council

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.10** provide a written report of the activities of the Administrative Coordinator and members of administrative staff as part of the Senior Pastor's report to the Annual Meeting

- 4.11** honour the standards to which all staff members aspire:
 - 4.11.A** enable Messiah's mission through service in this position.
 - 4.11.B** work collaboratively and cooperatively with members of the congregation.
 - 4.11.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.11.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.11.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.11.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.11.G** strive for excellence in and through assigned tasks.
 - 4.11.H** engage in continuous learning.

Approved by Council March 24, 2011
Last Reviewed by Support Committee
Amended by Council

MESSIAH LUTHERAN CHURCH OF CAMROSE

BOOKKEEPER

1. ELIGIBILITY

1.1 EDUCATION

1.1.A training in accounting

1.2 EXPERIENCE

1.2.A demonstrated experience an asset

1.3 SKILLS/ABILITIES

1.3.A ability to use computerized accounting programs, Simply Accounting

1.3.B word processing

1.3.C Excel spreadsheet

2. DURATION OF SERVICE

Part-time administrative staff position: flexible hours, 12 hrs/week

3. SCOPE OF AUTHORITY

3.1 reports to the Senior Pastor or designate

3.2 receives management direction from the Treasurer (Bylaw 2.7.B)

3.3 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Worship, Witnessing and Support committees.

4. RESPONSIBILITIES

4.1 ensure accuracy of financial records and reports.

4.2 look after banking matters and control of funds, including

4.2.A safekeeping of funds,

4.2.B deposits,

4.2.C purchasing US money orders,

4.2.D petty cash,

4.2.E GST returns,

4.2.F procedures for change of signature.

4.3 maintain the Support Committee's process for handling donations, including

4.3.A working with volunteers, post offering

4.3.B envelope system,

4.3.C automatic debits,

4.3.D forms and supplies,

4.3.E Shepherd's Staff program,

4.3.F weekly and monthly posting registers,

4.3.G general receipts and tax receipts.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.4** look after accounts payable including
 - 4.4.A** verifying receipt of goods,
 - 4.4.B** billing accuracy,
 - 4.4.C** obtaining payment authorizations,
 - 4.4.D** preparing cheques for signature,
 - 4.4.E** reconciling accounts, where necessary.

- 4.5** maintain month-end financial process, including
 - 4.5.A** postings,
 - 4.5.B** calculate and payout designated receipts,
 - 4.5.C** cheques,
 - 4.5.D** payroll,
 - 4.5.E** journal entries,
 - 4.5.F** benevolence remittance,
 - 4.5.G** bank reconciliation,
 - 4.5.H** transfers to/from reserves,
 - 4.5.I** financial files,
 - 4.5.J** general ledger.

- 4.6** responsible for purchasing as requested.

- 4.7** maintain payroll process, including
 - 4.7.A** employee records,
 - 4.7.B** orienting new employees to process,
 - 4.7.C** issuing cheques to employees, ELCIC programs and Receiver General,
 - 4.7.D** preparing T4 materials.

- 4.8** provide financial information for the Treasurer, including
 - 4.8.A** monthly financial statements and summary report,
 - 4.8.B** financial material for Parochial Report.

- 4.9** maintain the Support Committee's process for Investment Certificates, including
 - 4.9.A** interest payments,
 - 4.9.B** renewal letters,
 - 4.9.C** prepare T5 summary.

- 4.10** prepare budgeting calculations as requested

- 4.11** act as a contact person and assist the Support Committee with insurance requirements, elevator inspections, *Canada Lutheran* subscriptions.

- 4.12** provide the financial records for audit, and facilitate the auditor requests.

- 4.13** other duties as may be assigned from time to time.

- 4.14** honour the standards to which all staff members aspire:
 - 4.14.A** enable Messiah's mission through service in this position.
 - 4.14.B** work collaboratively and cooperatively with members of the congregation.
 - 4.14.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.14.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
- 4.14.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
- 4.14.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
- 4.14.G** strive for excellence in and through assigned tasks.
- 4.14.H** engage in continuous learning.

Approved by Council May 1, 2006
Last Reviewed by Support Committee November 11, 2010
Amended by Council November 18, 2010
Amended July 1, 2012
Last Reviewed by Treasurer November 28, 2012
Amended by Council November 28, 2012
Amended by Council January 15, 2015

MESSIAH LUTHERAN CHURCH OF CAMROSE

CUSTODIAN

1. ELIGIBILITY

1.1 EDUCATION

1.1.A training in power and heating systems an asset.

1.2 EXPERIENCE

1.2.A related experience an asset.

1.3 SKILLS/ABILITIES

1.3.A must be able to set and follow a schedule to accomplish the work.

1.3.B demonstrated ability to use the required equipment properly.

2. DURATION OF SERVICE

2.1 part-time administrative staff position, hourly pay.

3. SCOPE OF AUTHORITY

3.1 reports to the Senior Pastor or Designated Pastoral Team Member and relates to

3.2 the Support Committee.

3.3 authorized by the Church Council to pursue the specific task of this position.

3.4 may take any action within the specifically mandated function of this position

3.5 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council

4. RESPONSIBILITIES

4.1 maintain the cleanliness and safety of Messiah's property.

4.2 carry out duties according to detailed schedules and operations manuals provided separately. These documents will be periodically reviewed and updated as necessary. The custodian may be assisted in some of these areas by volunteers who have the proper training, as well as hired professional tradespeople.

4.3 cleaning, including

4.3.A keeping the Sanctuary ready for worship services at all times,

4.3.B keeping Sacristy clean

4.3.C keeping Fellowship Kitchen clean

4.3.D keeping floors of fellowship areas clean enough for "sock" use,

4.3.E keeping clean all areas in the building for regular use,

4.3.F maintaining washrooms at cleanliness levels required by local health authorities,

4.3.G periodic cleaning of inside low windows (no ladder work) and dusting pictures, furniture, etc.

4.3.H weekly vacuuming of sanctuary or after each function.

4.3.I washing and waxing lino and tile floors on a regular basis.

4.3.J ordering all supplies and materials used for cleaning and maintenance.

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.4** Any custodial responsibilities for weddings and funerals are not considered part of the custodian's regular duties. A \$150 fee for the custodian shall be charged for each wedding and funeral.
- 4.5** maintain building and equipment at the level required by the City of Camrose and the Provincial Government that will satisfy periodic inspections, including
 - 4.5.A** power systems
 - 4.5.B** heating system
 - 4.5.C** sump pits
 - 4.5.D** fire protection equipment (exit lights, smoke and heat alarms, gas alarms, fire extinguishers; most of this is done by hired professionals).
- 4.6** provide regular maintenance, including
 - 4.6.A** humidifier
 - 4.6.B** light fixtures
 - 4.6.C** refrigerators and stoves
 - 4.6.D** mechanical fans
 - 4.6.E** door locks and fixtures
 - 4.6.F** outdoor signs
 - 4.6.G** changing batteries
- 4.7** set up and take down equipment, including
 - 4.7.A** setting up tables and chairs for various functions,
- 4.8** assist with security matters, including
 - 4.8.A** participating in lock up after cleaning for weddings and funerals.
 - 4.8.B** ensuring that exits are not blocked and that exit doors will open at all times.
- 4.9** other duties as may be assigned from time to time.
- 4.10** honour the standards to which all staff members aspire:
 - 4.10.A** enable Messiah's mission through service in this position.
 - 4.10.B** work collaboratively and cooperatively with members of the congregation.
 - 4.10.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
 - 4.10.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
 - 4.10.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
 - 4.10.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
 - 4.10.G** strive for excellence in and through assigned tasks.
 - 4.10.H** engage in continuous learning.

Approved by Council - November 26, 2003
Last Reviewed by Support Committee June 1, 2015
Amended by Council June 23, 2015
Amended by Council November 17, 2015

MESSIAH LUTHERAN CHURCH OF CAMROSE

MEMBERSHIP RECORDS CLERK

1. ELIGIBILITY

1.1 EDUCATION

1.1.A clerical training or experience is an asset

1.2 EXPERIENCE

1.2.A experience with computer programs is preferred

1.3 SKILLS/ABILITIES

1.3.A basic computer skills or willingness to learn them with some coaching.

1.3.B ability to print neatly.

2. DURATION OF SERVICE

2.1 part-time administrative staff position: 1-3 hours/week in a flexible way with seasonal adjustment

3. SCOPE OF AUTHORITY

3.1 reports to the Senior Pastor or designate.

3.2 authorized by the Church Council to pursue the specific task of this position.

3.3 shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Worship, Witnessing and Support committees.

4. RESPONSIBILITIES

4.1 enter changes in membership, membership status and addresses in Shepherd's Staff.

4.2 bring up lists from the Shepherd's Staff program on request.

4.3 keep records of events on event forms, monthly lists, new members and removed members lists.

4.4 enter appropriate records in Congregational Register on roster and individual member lists.

4.5 report changes in membership status to Bookkeeper.

4.6 update mailboxes.

4.7 work in cooperation with the administrative assistant to accomplish all of the above

4.8 honour the standards to which all staff members aspire:

MESSIAH LUTHERAN CHURCH OF CAMROSE

- 4.8.A** enable Messiah's mission through service in this position.
- 4.8.B** work collaboratively and cooperatively with members of the congregation.
- 4.8.C** maintain a positive public image and present Messiah in a positive light through professional conduct at all times.
- 4.8.D** maintain confidences in accord with the *Privacy Policy*. What is shared in the office, stays in the office, unless specifically instructed otherwise.
- 4.8.E** embrace Messiah's *Policy for the Protection of Children, Youth and Other Vulnerable People*.
- 4.8.F** treat other employees with respect and dignity, understanding their jobs and their importance to Messiah, and cooperating in achieving their goals.
- 4.8.G** strive for excellence in and through assigned tasks.
- 4.8.H** engage in continuous learning.

Approved by Council - March 15, 2007
Last Reviewed by Support Committee November 11, 2010
Amended by Council November 18, 2010
Amended by Council January 15, 2015