

# **Serving our Lord and our Congregation**



## **Terms of Reference for Ministry Teams and Supervising Support Staff**

**St. Paul's Evangelical Lutheran Church  
Chilliwack, BC**

**July 2011**

# Introduction

The day to day management of the affairs and ministries of the congregation is the responsibility of the Ministry Teams and Supervising Support Staff under the direction of the Senior Pastor.

## Ministry Teams

The Pastor is responsible for establishing Ministry Teams and delegating them to plan and implement various activities in the life of the congregation. Each Ministry Team shall consist of an appointed Team Leader plus sufficient team members to accomplish their tasks in service to the Lord and this congregation. Team leaders will make recommendations to the Pastor for the appointment of their team members. Team leaders are accountable to their supervising staff members and the Pastor.

Each team will submit monthly minutes or activity reports to the church office for distribution and will prepare and submit an annual budget when requested. Each team will also prepare an annual work plan for carrying out its objective, while also being open to the leading of the Holy Spirit and responding to new opportunities that may arise. Activities are to be planned in consultation with the Administrative Director to ensure the efficient and orderly use of the church facilities and the proper promotion of all activities. Ministry Teams may include, but are not limited to, the following:

### **Education Ministry Team** (Carrol Warkentin)

The basic objective of this Ministry Team is to plan and administer a Christian education program for all age groups in the congregation, to assist the Pastor in selecting personnel for the various programs and to provide the necessary means and facilities for these activities. This team is accountable to the Director of Discipleship and the Pastor.

### **Fellowship Ministry Team** (Barb Steegstra)

The basic objectives of this Team 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. This team shall be responsible for encouraging appropriate fellowship activities for all ages. As such, it may recommend to the Pastor the appointment of individuals to lead fellowship groups for specific age groups such as youth, young adults and seniors. This team is accountable to the Director of Discipleship and the Pastor.

### **Missions and Outreach Ministry Team** (Josh Dyck)

The basic objectives of this Team are the bringing of the Gospel to the unchurched, the enlistment of all of God's people in the work of spreading the Gospel through missions locally and abroad, the deepening of the faith and activity of the members of this Congregation. This work will include encouraging an evangelism and outreach emphasis in all programs and ministries of the congregation and organizing specific outreach projects which involve the entire congregation. This team is accountable to the Director of Discipleship and the Pastor.

### **Property Management Ministry Team** (George Morden)

The basic objective of this Ministry Team is to oversee the proper maintenance, repair and upgrading of church property, and the general protection of the Congregation against loss or damage. This team is led by the Property Director who is directly accountable to the Governing Board, in consultation with the Administrative Assistant and the Pastor.

## **Public Relations Ministry Team** (Loretta Gorman)

The primary objective of this Ministry Team is to present to the public a Christian image which will reflect favourably upon the work of Christ and of the congregation through various channels. This may include, but is not limited to, development of a church website, advertising campaigns and various other projects which will help the community recognize and identify positively with this congregation. This team is accountable to the Administrative Assistant and the Pastor. A Special Events Coordinator may be appointed by the Pastor to specifically focus on large-scale events focussed on reaching the community with the message of the Gospel.

## **Stewardship Ministry Team** (Bob and Nicco Weitzel)

The basic objectives of this Team 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. This team is accountable to the Director of Discipleship and the Pastor.

# **Supervising Support Staff**

The Senior Pastor is responsible for enlisting the services of the supervising support staff to assist him in the management of the congregation and its various ministries. These may be paid or volunteer positions as the resources of the congregation permit. The Senior Pastor will determine the compensation and terms of employment of any paid support staff, in accordance with the budget approved by the voters' of the congregation.

Each supervising support staff member is directly accountable to the Pastor and is responsible for supervising the day to day operations of any ministry teams and departments assigned to them.

Each staff person is required to prepare a yearly budget in consultation with the Pastor for presentation to the voting members for their consideration.

Supervising Support Staff may include, but is not limited to, the following positions:

## **Director of Administration** (Barb Schmidt)

The Administrative Director is responsible for coordinating the activities of the congregation and for supervision of the office staff and volunteers, the public relations ministry team and the special events coordinator. As such, this staff person will ensure that all events are carried out in such a way that the facilities, time and resources of the congregation are used in accordance with the bylaws, policies and teachings of the church. This Director will also be in consultation with the Director of Finance and the Director of Property Management in matters that pertain to the day to day administration of the congregation and its resources.

## **Director of Discipleship** (*vacant*)

The Discipleship Director is responsible for assisting the Pastor in managing the various ministry teams which focus on discipleship both inside and outside the congregation. This will include teams such as the Education Ministry Team, Fellowship Ministry Team, Outreach Ministry Team and the Stewardship Ministry Team. This staff person is to ensure good planning, communication and cooperation between these teams so that the ministry of the congregation can be effective. This director will also be responsible for supervising a preschool liaison committee which will work with the congregation and the Early Childhood Educator to ensure the preschool plays a prominent role in the life and ministry of St. Paul's.

## **Director of Finance** (Collette Kolodychuk)

The Financial Director is accountable directly to the Governing Board, in consultation with the Pastor and the Administrative Director. This staff person is responsible for the day to day financial management of the congregation and preschool and all programs therein. This will include the payment of invoices as required and the accurate recording of Congregational and Preschool receipts and disbursements according to proper accounting procedures. This staff person is also responsible for complying with the requirements of both provincial and federal governments to insure the congregation maintains its status as a charitable organization. The Financial Director shall regularly supply financial statements to the Governing Board and the Pastor, and to the Administrative Director for distribution as required to other Staff and Ministry Teams.

## **Director of Music** (Paula deWitt-Krause)

The Music Director is responsible for the entire music program of the congregation. This will include, but is not limited to the supervision of the various music teams, choirs and other performance groups. The Music Director will work with the Pastor to design a music program that is both edifying and educational for all ages in the congregation. This staff person may establish a music committee to assist in development and implementation of the music program.

## **Director of Property Management** (George Morden)

The Property Management Director is accountable directly to the Governing Board, in consultation with the Pastor and the Administrative Director. This staff person shall supervise the work of the Property Management Ministry Team and is responsible to ensure the proper maintenance, repair and upgrading of church property.

## **Director of Spiritual Care** (Keith Hodsall)

The Spiritual Care Director is responsible for the spiritual welfare of the Pastor(s) and the Congregation members, individually and corporately, and for assisting the Pastor as required in congregational worship, counselling and visitation. This staff person will also be responsible for the administration and supervision of the Stephen Ministries program. As required, various committees, Stephen Ministers and other assistants may be appointed in consultation with the Pastor to fulfil the duties of this department.

## **Early Childhood Educator** (Janet Davyduke)

The Early Childhood Educator is the staff person responsible for the day to day operation of the congregation's preschool program. The Educator must also meet the requirements of BC licensing and remain current in their training. The Educator will also be responsible for supervising assistant staff and volunteers who work in the program and will work with the Preschool Liaison Committee to ensure the preschool plays a prominent role in the life and ministry of St. Paul's.