

GOOD SHEPHERD LUTHERAN CHURCH ~ SOMERVILLE, NJ

STAFF JOB DESCRIPTION

POSITION: PROPERTY MANAGER

- SCOPE:**
- Maintain the property and church equipment in a clean, neat and safe condition
 - Check for wear, damage, breakage, and/or any dangerous conditions and repair, mend, or perform minor repairs within your expertise
 - Facilitate special volunteer workdays and other projects needed (i.e. carpet cleaning, window washing, deep cleaning of Sanctuary)
 - Coordinate plumbing, heating, electrical repairs by communicating with repair people
 - Manage the building property, ie, know where things are, what things do
 - Get estimates for repairs
 - Liaison to Council
 - Manage relationships with current service providers
 - Work with volunteers and leading Property Team
 - First contact for property-related emergencies
 - Work with other ministry teams to fulfill property needs

REPORTS TO: Pastor

- DUTIES:**
- ◆ Clean all areas not covered under cleaning contract in accordance with daily task lists
 - ◆ Open and lock up church for Sunday morning and other evening worship services, checking building for any unexpected conditions that need to be addressed such as the lack of heat or A/C, trash, ice etc.
 - ◆ Set-up tables, chairs, podiums etc. as regularly needed or as requested for worship, committees, Christian Education, Day Care and other church events
 - ◆ Walk around grounds (including playground) picking up litter and making note of situations that need repair (e.g. downed trees, graffiti, broken windows, etc.). Fix immediately if able or post in Property Concerns book to deal with at a later time.
 - ◆ Review Property Concerns book for congregation and staff members' notes of items/areas needing attention; repair, mend, or perform minor repairs within your expertise and advise Pastor if assistance needed.
 - ◆ Maintain proper inventories of all janitorial, paper and cleaning supplies; order supplies as needed.
 - ◆ Empty garbage cans into dumpster, replacing liners and washing cans as needed
 - ◆ Recycle items as required by law
 - ◆ Assist with special set-ups such as putting up and taking down the Christmas Tree or holiday decorations as requested
 - ◆ Move items into and out of storage as requested
 - ◆ Seasonal, as necessary: shovel walkways and de-ice; lawn maintenance and gardening
 - ◆ Set, maintain and adjust lights and HVAC systems, including replacement of bulbs and starters and resetting for daylight savings time changes
 - ◆ Routine maintenance of heating or HVAC systems

QUALIFICATIONS AND SKILLS:

- ◆ Knowledge of general building maintenance and repair, plumbing, electrical, carpentry
- ◆ Ability to lift heavy items
- ◆ Willingness to engage with volunteers

TIME COMMITMENT: 15-20 hours per week (variable)

DATE: May 2018

Title: Music Coordinator

Reports to: Worship Committee

Revised: April 25, 2001

Hours per week: 12

General Responsibilities

1. Resource person for the Worship Committee.
2. Resource person for/and member of the Worship Planning Team.
3. Communication person for music staff (organist, choir directors, pastor/s.)

Specific Responsibilities

1. Communicate appropriately to music staff and report concerns of music staff to Worship Committee.
2. Resource person for Music Staff and Worship Planning Team for planning music appropriate to the readings and themes of a particular worship service.
 - a. Provide lesson/reading summaries, liturgical suggestions, hymn suggestions (including new hymns), psalm refrains, previous years selections and any other information requested by Pastor or the Worship Planning Team on a planning sheet for each Sunday as used for Worship Planning Meetings.
 - b. Supply a Worship Service Planning Sheet to the Church Office with all music items for every service (Organist's music - Prelude/Offertory / Postlude; Hymns – placement of and history of; Anthem/s or Solo Placement; etc.).
 - c. Record usage of hymns/anthems.
- Hymn usage – complying with CCLI and GIA Copyright Licenses.
 - d. Using Computer Music Software (*Encore, Finale, etc.*) and *Microsoft Word* (for stanza text and copyrights), supply music that is not in *The Lutheran Book of Worship* (LBW) to be used in the worship service in the present format of the bulletin.
3. Attend the Worship Planning Team meetings as scheduled.
4. Plan and arrange, and rehearse special music for all major Festival services.
- Brass instruments
 - Audition prospective participants to determine ability level, range, comfort level etc.
 - Arrange music to reflect the ability levels of those participating for each service
 - Schedule rehearsals convenient for all to attend
- Instrumental offerings
- Small groups (vocal or instrumental).
 5. Supervise use of music equipment and arrange for appropriate repair and maintenance.
 6. Communicate with the Congregation as appropriate or as directed by the Worship Committee.
 7. Keep the Music Program functioning during the summer months with special music.
 8. Select cantors for music items when requested.

Title: Church Organist

Reports to: Worship Committee

Revised: April 25, 2001

Hours per week: 13

General Responsibilities

- 1) Provide organ music for regularly scheduled Sunday services and special services (Thanksgiving Eve, Christmas Eve, Ash Wednesday, Mid-Week Lenten Services, Holy Week Services, etc.) as scheduled by Council/Worship Committee.
- 2) Accompany the senior choir for weekly rehearsals and during services as scheduled
- 3) Accompany the Sonshine choir for Sunday services as requested.
- 4) Provide organ music for Weddings and Funerals/Memorial Services as needed.

Specific Responsibilities

- 1) Select and play organ/piano music for each service (Prelude, Offertory, Postlude, and other music) appropriate for use in the liturgical service.
- 2) Serve as accompanist for all Choirs at worship services.
 - a) Be present at all rehearsals of the Senior Choir.
 - b) Be present at rehearsals of Children's Choirs when requested to do so.
- 3) Rehearse with special music groups (instrumental groups, soloists, special music groups, cantors, etc.) as needed
- 4) Attend Worship Committee meetings when requested to do so.
- 5) Work with the choir directors, pastor(s) and Worship Committee.
- 6) Arrange for a substitute organist for vacation and when otherwise necessary to fulfill the responsibilities stated above.

GOOD SHEPHERD LUTHERAN CHURCH ~ SOMERVILLE, NJ

STAFF JOB DESCRIPTION

POSITION: NURSERY PROFESSIONAL

SCOPE: To provide care for young children during all Sunday and evening worship services, Sunday education time and special events as needed

REPORTS TO: Director of Children and Youth Ministry

DUTIES: **Work closely with the Director of Children and Youth Ministry to:**

- oversee childcare and coordinate activities in the Nursery
- follow appropriate safety and security procedures
- assess the safety and appropriateness of toys/games/puzzles/books and furniture

Sunday Tasks

- arrive 15 minutes before the start of the first worship service or scheduled event
- open nursery and set out toy cabinets
- provide a sign-in sheet for volunteers
- have parent(s) or guardians sign in and out when dropping off & picking up child/ren

General Responsibilities

- Report building use issues/abuses according to the *Communication Procedures Regarding Building Concerns* (see Leader's Handbook).
- Keep a written Incident Log to record accidents, injuries, or conflicts that occur and notify the Director of Children and Youth Ministry of incidents within 24 hours.
- Inform the Director of Children and Youth Ministry in writing of broken toys needing repair or replacement and remove anything that is dangerous or could cause injury without delay.
- Review the monthly nursery volunteer schedule
- Keep track of all hours (Sundays, midweek, special events) and submit to the Office Manager no later than Friday morning bi-weekly
- In case of illness or absence, inform the Director of Children and Youth Ministry as soon as possible by phone or email.
- Schedule vacation Sundays at least two weeks in advance with the Director of Children and Youth Ministry
- Meet with Director of Children & Youth Ministry and Chair of the Children & Youth Ministry Team every other month, preceding the Children & Youth Team Meeting

QUALIFICATIONS Love of children

AND SKILLS: Infant and Child CPR/First Aid (must be current)

CONTINUING EDUCATION: As needed and approved by the Director of Children and Youth Ministry

TIME COMMITMENT: Approximately four to five hours per week, more as requested

DATE: May 2010

GOOD SHEPHERD LUTHERAN CHURCH ~ SOMERVILLE, NJ

STAFF JOB DESCRIPTION

POSITION: OFFICE ADMINISTRATOR

SCOPE: Supports all ministries of the congregation by efficiently managing and coordinating the work done through the church office. The Office Administrator, supported by Pastor, is a member of the church staff team. Some of the Administrator's tasks are delegated to office volunteers. Tasks in the part-time secretary job description are not included here, but the Office Administrator is ultimately responsible for ensuring that they are completed.

REPORTS TO: Pastor

DUTIES: **Manage the Church Office**

- maintain the church office as a center of communication
- support, delegate to, and supervise part-time office secretary
- recruit, train, support, delegate to, and supervise office volunteers
- prioritize workload so that urgent and most timely work is done first
- develop and oversee Administration Support ministry spending plan
- purchase/order needed supplies and authorize bills for payment
- oversee maintenance of office equipment (Staff Liaison to Technology Committee) and make recommendations for replacement

Coordinate Day-to-Day Congregational Administrative Support Ministry

- maintain the congregation's calendar
- oversee/coordinate production of the congregation's newsletter
- provide hospitality by welcoming and helping/directing church office visitors
- receive and distribute mail and committee reports
- coordinate congregational mailings including quarterly offering statements
- prepare bank deposits (monies not counted by Sunday offering counters) and oversee tracking of flower, memorial and other designated contributions
- coordinate maintenance of Narthex bulletin boards and kiosks
- initiate prayer chain messages
- coordinate card ministry to visitors, families of newborn, and sick or grieving members

Support the Congregation's Ministries and Staff

- identify concerns/issues that need attention, offer creative suggestions/alternatives and refer to appropriate ministry for resolution
- serve as first line of response in urgent situations
- proactively identify tasks that may be done more efficiently through administrative volunteers and the church office
- provide word processing, telephone, and photocopy support
- provide material for staff and Council meetings
- design brochures/folders/postcards

Serve as the Pastor's Secretary

- initiate and field telephone calls
- serve as the pastor's representative, making arrangements with families at times of Baptisms, weddings, and funerals

- provide materials for new members, Baptism, First Communion, Confirmation and wedding sessions
- minister by listening to people who telephone or visit church office
- manage confidential situations
- serve as sounding board to pastor

Coordinate the Congregation's Volunteer Ministry

- produce annually an updated Time and Talent form and descriptive booklet
- gather Time and Talent pledges, input in database and distribute commitments to appropriate ministries
- distribute volunteer position description and guidelines/instructions to new volunteers
- respond, in consultation with the pastor, to staff and volunteer leaders' requests for suggestions on recruitment of volunteers for committee membership or activities (based on informal knowledge of members, their spiritual gifts and information forms)
- coordinate follow-up on new members and their volunteering
- keep records of all members' volunteering and their responses to recruitment efforts
- work with ministry teams to ensure that volunteer job descriptions are updated regularly

Maintain the Congregation's Files and Reports

- update the official congregational register
- maintain congregation's member database including records of Holy Communion
- complete the congregation's annual report to NJ Synod/ELCA
- coordinate production of congregation's annual Ministry and Financial reports
- produce an annual membership directory
- maintain congregation's files of reports, worship folders, and correspondence

Support the Congregation's Worship Ministry

- schedule volunteers (except offering counters) for worship services
- coordinate special arrangements for festival services
- coordinate arrangements with/for guest preachers

Support the Congregation's Property Ministry

- maintain day-to-day communication with church custodian regarding assignments
- regularly consult Property Committee Chair as Staff Liaison to that committee
- report concerns to/from Property Committee and staff
- coordinate use of church building by church groups, community groups, members and neighborhood residents
- distribute keys as requested and keep log of key numbers issued

QUALIFICATIONS AND SKILLS:

- Must have demonstrated supervisory, administrative, organizational and communications skills
- Must be able to coordinate multiple activities, delegate responsibility, and oversee the timely completion of tasks
- Excellent computer skills, including Microsoft Word and Excel
- Demonstrate confidentiality, courtesy, self-motivation and empathy

CONTINUING EDUCATION: Attend appropriate workshops, seminars and gatherings

TIME COMMITMENT: 40 hrs./wk

DATE: February 2012

Title: Sr Choir Director

Reports to: Worship Committee

Date: Revised 10/3/99

Primary Responsibility:

Select music and direct Senior Choir

Specific Responsibilities:

- Selection of anthems and participation in Worship Planning Team (WPT)
 - Pre-selection of anthems for discussion and approval by WPT
 - Regular attendance at WPT

- Direct Senior Choir
 - Lead weekly rehearsals of anthems
 - Work with choir on technique (diction, breathing, expression, etc.)
 - Direct pre-service warm-up and during service
 - Continue to challenge choir in expanding depth/selection

- Co-ordinate and order selection of new choir music
 - Work with music librarian to ensure copyright requirements are followed and inventory of music

- Be a spiritual model for Senior Choir members
 - Ensure prayer at rehearsals
 - Educate choir on anthem theme

- Co-ordinate special programs during church year
 - Cantata, Messiah concert, hymn sing pot luck, etc

- Co-ordinate teaching and leading new liturgy to congregation

Section 9-G

Part-Time Sunday Church School Coordinator Job Description

Date: September 2016

Reports to: Associate Pastor

Responsibilities:

1. Administer and help teach Sunday morning church school and be the on-site resource person on Sundays.
2. Recruit, train, schedule, coordinate and support other teachers year-round.
3. Work with Associate Pastor to ensure curriculum is up-to-date and all resources are available for Sunday Church School program doing specific brainstorming in the summer months.
4. Communicate with parents and caregivers to invite participation in Sunday Church School and keep the congregation informed including email, direct mail, telephone calls, announcements in the bulletin, and articles in the monthly newsletter, as needed.
5. Keep accurate records of registration, attendance, expenses and supplies.
6. Submit report to Associate Pastor and Children, Youth and Family team monthly, and attend meetings when possible.
7. Order, distribute, evaluate and encourage effective use of curriculum materials, equipment and general supplies and maintain Sunday Church School office.
8. Collaborate with the Associate Pastor and Children, Youth and Family Team to create an annual spending plan for Sunday Church School.
9. Submit an Annual Report to the Council for the June Annual Report.
10. Work with Associate Pastor and Children, Youth and Family Team to evaluate programs and develop new ways of carrying out our tasks.
11. Be an advocate for Christian Education.
12. Work with Associate Pastor to ensure Sunday Church School operates under church safety guidelines.

Qualifications:

1. Experience with coordination and scheduling of a volunteer-based organization.
2. Experience teaching Sunday Church School to elementary and middle school age groups.
3. Mature faith and ability and demonstrated experience with communicating well with children, youth, and parents.
4. Willingness to learn, be coached, and collaborate in a community of faith.
5. Willingness to be fingerprinted and agree to background check.
6. Valid driver's license.

Time requirements:

3-5 hours per week to include Sunday Church School time on Sundays. (Up to 260 hours per year)

Created 1-7-16

Section 9-H