

2021 Messiah Lutheran Staffing Proposal

October 19, 2020

Below is the Messiah Staffing proposal for 2021. Based on the report from the Faith Formation Task Force, conversations among the Messiah Executive/Personnel Team, and conversations at the August and September meetings of the Messiah Church Council, the following staffing proposal will guide Messiah's Finance/Stewardship Team as they prepare a church budget for 2021.

Rev. Chuck Harris will take on an amended role as Senior Pastor and continue in a full-time capacity. The outline of his role is as follows:

- Word and Sacrament Ministry
- Adult Faith Formation
- Creating a Congregational Culture of Faith Formation/Practices
- Head of Staff
- Finance and Stewardship
- Share Weddings and Funerals with a new Associate Pastor and Rev. Susan Kirlin-Hackett
- Emergency Pastoral Care

Savannah Phelan will continue as Director of Faith Formation in a full-time capacity until her ministry completion date on May 31, 2021. As outlined in the Faith Formation Task Force Report and council staffing reports, her responsibilities will transition to a newly called Associate Pastor sometime between April 15 and July 15, 2021. Until the end of May, Savannah's responsibilities will be as follows:

- Create and Oversee Virtual Options for Children and Youth Faith Formation
- Provide Fellowship Options for Youth and Families
- Work with Hamper Program Through Year's End
- Continue Feminist Theology Book Club

Messiah will call a new Associate Pastor with an anticipated ministry start date between April 15 and July 15, 2021. This will be a full-time staff position, and the ministry portfolio of the new staff member will include:

- Word and Sacrament Ministry
- Faith Formation of Children and Youth
- Creating a Congregational Culture of Faith Formation/Practices
- Oversee and Prepare for Rites of Baptism and Confirmation
- Share Weddings and Funerals with Pastor Chuck and Pastor Susan
- Emergency Pastoral Care

Rev. Susan Kirlin-Hackett will continue as Pastor of Care and Welcome in 2021 after her start date of November 1, 2020. This position is a contract position and not a position in which the congregation issues a call. Her duties include:

- Visitation
- Head of Care Team Ministry
- Identifying / Connecting with Newcomers
- Share Weddings and Funerals with Pastor Chuck and the new Associate Pastor

Lynne Inman will continue as Administrative Assistant. Her duties will focus on the following areas:

- Donation Tracking and Reporting
- Membership Data/Information Management
- Administrative Support for Staff
- Scheduling (minimal for foreseeable future)

Pam Downing will move into an expanded role as Finance and Operations Coordinator. Pam's areas of responsibility will include:

- Manage Payroll and Accounts Payable
- Implement All State Employment Rules/Guidelines
- Maintain Records of all Accounts
- Prepare Financial Reports
- Assist with Annual Audit
- Manage Office Operations
- Coordinate Property Operations

Tia Monsen's role will continue to expand as Worship Production Manager:

- Create overall worship direction with Senior Pastor
- Manage creation and utilization of all worship material (print and electronic)
- Manage and facilitate all technical aspects of worship production/livestreaming
- Manage all worship production equipment
- Coordinate and facilitate all worship volunteers
- Gather and utilize videos for worship livestreaming
- Oversee all sanctuary preparation/utilization for church seasons and Covid-19 safety
- Schedule all church piano tuning and maintenance within Messiah Budget guidelines.

Tia will also continue in her current role as Communication Coordinator. Duties in this area include:

- Prepare, gather, and edit all Constant Contact communication
- Manage paper-based mailings to members not receiving electronic communication
- Manage Electronic Sign content
- Assist Social Media Coordinator as needed

Tia has a third position at Messiah as Messiah Chorale Accompanist. This position is planned to start again in September of 2021:

- Prepare for and accompany 90-minute weekly rehearsals
- Accompany special music during Sunday morning services on an average of 3 times per month.
- Meet on a regular basis with Messiah Chorale Director to plan for chorale participation in worship.

Katie Walda will move into 2021 in a slightly revised position as Church Organist/Pianist & Worship Planner.

- Plan for and select all weekly and special worship service musical content

- Lead all services of worship from either organ or piano
- Arrange and lead all rehearsals with all musicians and vocalists
- Create and distribute all music binders for each service of worship
- Communicate and coordinate with worship production manager all service changes
- Schedule all church organ tuning and maintenance within Messiah budget guidelines

Katie also has a second position at Messiah as Handbell Choir Director. Like the Chorale Accompanist, this position is also scheduled to begin again in September of 2021:

- Select music appropriate to the church year and themes
- Recruit and train volunteers
- Prepare for and conduct 1 ½ hour weekly rehearsals
- Provide special music during Sunday services averaging 2 times per month, including Easter Sunday and All Saints Sunday
- Attend worship services in which hand bells play
- Maintain hand-bell music library
- Oversee maintenance of handbells

Jan Nelson will continue her role as Social Media/Website Coordinator in 2021. This is a new role created in March of this year in response to the COVID-19 pandemic, and its importance will continue as Messiah expands its online and social media presence:

- Gather Website Content and Create/Manage Functionality
- Manage Social Media Platforms
- Gather Social Media Content and Post Across all Channels
- Work with Program Staff to help Create Content to Boost Ministry

Jan also has a second position at Messiah as Messiah Chorale Director. The anticipated time this position will begin again is in September of 2021:

- Select repertoire appropriate for the church season and suitable for the musician's abilities.
- Recruit, train, support, and inspire choir members as they offer their gifts to glorify God and enhance the worship experience.
- Prepare and lead Thursday evening rehearsals of the Messiah Chorale during the program year.
- Provide special music during the Sunday services on an average of 3 times per month as scheduled with the Worship Manager.
- Provide special music during other services of worship as arranged with the Worship Manager.
- Train and lead the Messiah Chorale to support the whole of the worship experience, specifically the music of the liturgy within both its Sunday and seasonal context.

Hours allotted for compensation in the above positions (unless noted as full-time) will be determined through Messiah's budget process. At the current time, the Messiah Finance/Stewardship Team is looking at a range of hours for the different staff positions. Based on the results of our ***Building a Culture of Generosity*** stewardship program, Messiah will determine the exact hours and compensation for each staff member.