

Position Description: Parish Administrator

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Parish Administrator is classified as an hourly, part-time employee who reports to the Senior Pastor or other Head of Staff as designated by the Congregation Council.

Job Overview

The Parish Administrator will oversee preparation of worship materials, clerical functions and communications of the parish, carrying out that work in line with the vision, core values and long-term objectives of Messiah Lutheran Church.

Responsibilities and Duties

1. Prepare, print, assemble and electronically distribute leaguers for Sunday Mass and Holy Days in collaboration with the Worship & Music Ministry Team, the Senior Pastor, other worship staff, and volunteers.
2. Prepare, print, assemble and electronically distribute bulletins (including children's bulletins as needed) for Sunday Mass and Holy Days in collaboration with the Worship & Music Ministry Team, the Senior Pastor, other worship staff, and volunteers.
3. Prepare, print, assemble and electronically distribute bulletins for weddings and funerals in collaboration with the respective families and the Senior Pastor. As wedding and funeral preparation typically takes additional work hours, the Parish Administrator will be paid an additional \$50 per service in cash by the respective family the service is being prepared.
4. Maintain roster of worship assistants and send weekly reminders to worship assistants with any special instructions before each Sunday Mass and Holy Day.
5. Update bulletin board postings and sign-ups as directed by the Senior Pastor.
6. Prepare flower dedication chart and bulletin dedication charts annually.
7. Answer the office telephone during work hours and forward voicemails to food pantry leaders, rostered leaders or other staff and volunteers.
8. Sort mail, submit expense forms for all invoices received to the Treasurer and maintain file of expense form copies for the annual audit.
9. Ensure correspondence is received by the Senior Pastor, relevant staff, officers and other volunteer leaders as needed.
10. Maintain all parish records in line with the *Records Retention Policy* and in collaboration with the Secretary:
 - a. Select files to go into the parish archives, digitize noteworthy documents.
 - b. Maintain virtual and hard copy parish register by recording new member welcomes, baptisms, funeral, weddings and other membership changes.
 - c. Maintain files on Google Drive and parish website.
 - d. Review parish register with Senior Pastor annually in preparation for the Annual Report of the Congregation and ELCA parochial reports.
11. Prepare, print, assemble and electronically distribute *The Messenger* on a monthly basis, including coordinated folding, labeling and mailing with volunteers.
12. Prepare and electronically distribute *The Weekly Update* email bulletin.
13. Maintain office supplies, ensure printer maintenance and order sexton supplies as needed.
14. Attend weekly staff meetings and monthly Worship & Music Ministry Team as directed.
15. Compile binders for new Congregation Council members and New Member Packets.
16. Prepare necessary documents for the Annual Meeting of the Congregation and other Special Meetings of the Congregation as follows:
 - a. Collect reports from Committee Chairs for Annual Report.
 - b. Enter data, review for accuracy, arrange layout and run copies.
 - c. Have report packets available for distribution Sunday prior to meeting.
 - d. Prepare reports for special meetings as arranged with the Senior Pastor and President.
17. Support the five ministry teams of the congregation as follows:
 - a. Prepare mission support mailings in collaboration with Mission Support Chair and the Financial Secretary.
 - b. Assist the Care & Concern Committee with printing/ ordering cards and other materials as needed.
 - c. Other duties may arise that require assistance as time allows, to be negotiated with the Senior Pastor or other Head of Staff.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee, with an average seventy hours of work/ month expected.
2. Two weeks of paid vacation after a ninety day trial period, with work necessary for the ongoing ministry of the congregation completed beforehand.

Skills and Qualifications

1. High school diploma required and degree of higher education preferred; long term experience in lieu of degree may be considered.
2. Demonstrated skill and competency in clerical work, organization, web and social media technologies.
3. Be able to pass a background check.
4. Ability to work well with others and participate collegially with the Senior Pastor, staff members, congregational leaders and volunteers.
5. Agree to abide by all policies and procedures found in the employee handbook.

Position Description: Bookkeeper

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Bookkeeper is classified as an hourly, part-time employee who reports to the Senior Pastor or other Head of Staff as designated by the Congregation Council.

Job Overview

The Bookkeeper will oversee use, distribution and reporting on Messiah's funds and the funds of the Trinity Community Center while supporting the work of the Budget & Finance Committee and Treasurer in drafting budgets.

Responsibilities and Duties

1. Maintain the General Ledger, including setting up new accounts as necessary and completing monthly transactions.
2. Produce monthly financial reports for the Council. Produce financial reports for both the annual report, and the annual report for the ELCA.
3. Meet with the Treasurer once a month to discuss finances.
4. Execute the payroll, keep track of reimbursable accounts and print reports.
5. Visit the Parish Administrator office once per week to collect bills. Pay the bills of the congregation.
6. Set up and maintain various funds of the congregation.
7. Support the annual budgeting process with the Budget & Finance Committee and Treasurer.
8. Prepare the financial reports for federal and state tax reporting.
9. Reconcile all bank checking and savings accounts.
10. Maintain records of investments.
11. Execute selling of stocks as directed.
12. Maintain and send revenue records to the Treasurer.
13. Keep backup records for all financial records.
14. Other duties as assigned.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee, with an average of twenty hours/ month expected.

Skills and Qualifications

1. Bachelor's Degree or otherwise qualified work experience.
2. Ability to pass a background check.
3. Strong communication, comprehension, and interpersonal skills.
4. Flexibility to adjust their schedule to suit the needs of the congregation.
5. Motivation to work independently or with others to provide thorough, efficient administrative services to the congregation.
6. Fluency in QuickBooks Online.
7. Agree to abide by all policies and procedures found in the *Employee Handbook*.

Position Description: Community Center Director

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Community Center Director is classified as an hourly, part-time employee who reports to the Pastor & Executive Director or other Head of Staff as designated by the Congregation Council.

Job Overview

The Community Center Director will conduct administrative activities necessary for the daily operations at and foster a nurturing and welcoming environment at the Trinity Community Center in line with the vision, core values, purpose and long-term objectives of Messiah Lutheran Church.

Responsibilities and Duties

1. Keep accurate schedules of meetings and Community Partner Organizations who use the Trinity Community Center.
2. Keep accurate contact information including email and phone numbers for Community Partner Organizations who use the Trinity Community Center.
3. Communicate to Community Partner Organizations when the Trinity Community Center is closed due to weather or unforeseen circumstances.
4. Answer all emails and inquiries associated with the Trinity Community Center. If unable to answer a question emails will be sent to the appropriate individual or Community Partner Organization.
5. Be regularly present in the Trinity Community Center to ensure all health & safety guidelines are being followed, to assist Community Partner Organizations in setting up spaces, etc.
6. Manage all documents and forms including group insurance policies and contracts associated with Trinity Community Center.
7. Other tasks as assigned by supervisor.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee, with an average of ten hours of work/ week expected.

Skills and Qualifications

1. High school diploma or equivalent.
2. Ability to pass a background check.
3. Strong communication, comprehension, and interpersonal skills.
4. Flexibility to adjust their schedule to suit the needs of the congregation.
5. Motivation to work independently or with others to provide thorough, efficient administrative services to the congregation.
6. Agree to abide by all policies and procedures found in the *Employee Handbook*.

Position Description: Minister of Music

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America and welcomes all people into full participation in the body of Christ without regard to race, nationality, ethnicity, ability, marital status, gender identity or sexual orientation. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Minister of Music is classified as an hourly, part-time employee who reports to the Senior Pastor or other Head of Staff as designated by the Congregation Council.

Job Overview

The Minister of Music will oversee and care for the worship, uplift and well-being of the congregation through music, carrying out that work in line with the vision, core values, mission and long-term objectives of Messiah Lutheran Church.

Responsibilities and Duties

1. Prepare and lead/direct all music for Sunday morning worship services
 - a. Prep time approximately 1-1½ hours
 - b. Sunday Service time approximately 1½ hours
 - i. Prelude
 - ii. Hymns
 - iii. Service Music
 - iv. Offertory music (when no choir/anthem)
 - v. Postlude
 - vi. Other special music as required
2. Prepare and direct adult choir the Sunday after Labor Day through the Sunday before Memorial Day
 - a. One evening rehearsal per week
 - b. Rehearsal time approximately 1½ hours
 - c. Sunday morning rehearsal before church at 9:30am
 - d. Rehearsal time approximately ½ hour (or as needed by agreement with choir members) for anthem, hymns and other service music
3. Additional worship services
 - a. Ash Wednesday services
 - b. Mid-Week Lenten services
 - c. Holy Week services
 - i. Maundy Thursday
 - ii. Good Friday
 - iii. Holy Saturday (Vigil of Easter)
 - iv. Easter Sunday Matins
 - d. Mid-Week Advent services
 - e. Christmas Eve
 - f. Additional services as negotiated (see compensation section)
4. Support for additional musical events
 - a. Rehearse and accompany Sunday School children during the annual Christmas pageant.
 - b. Rehearse and accompany during the annual Community Christmas Concert.
 - c. Support the work of the Arts & Culture Committee in organizing additional special concerts and musical events.
5. Attend (roughly) monthly Worship & Music committee meetings for short and long term planning of approximately two hours in length
 - a. First Monday of the month at 7 PM – except summer months
 - b. Meeting time approximately 2 hours
6. Secure appropriate music; Make available new resources and ideas to choir members
7. Arrange for proper maintenance of instruments and equipment (piano tuning, etc.)
8. Generally care for the worship, uplifting and well being of the congregation through music
9. Other tasks as assigned by supervisor.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee with eight hours of work a week expected.
2. Four weeks (including Sundays) of paid vacation after a ninety day trial period.
3. Additional church worship services not listed in “Responsibilities and Duties” are \$50 and four weeks’ notice is customary.
4. Use of sanctuary (when not needed) for rehearsals and private lessons.
5. First refusal for weddings and funerals held at Messiah
 - a. Ordinary weddings are \$125 and do not include a rehearsal. If special music is required, a rehearsal is required and the fee would be combined at \$175 total. Funerals are \$125.

Skills and Qualifications

1. Bachelor’s degree in music, church music, or other related degree preferred; long term experience in lieu of degree may be considered.
2. Demonstrated skill and competency as an experienced pianist, organ skills and experience preferred but not required.
3. Experience and competency directing a choir.
4. Ability to work well with others and participate collegially with the Senior Pastor, staff members, congregational leaders and volunteers.
5. Demonstrated knowledge of Lutheran theology, liturgical practices and use of music in worship helpful.
6. Be able to pass a background check.
7. Agree to abide by all policies and procedures found in the *Employee Handbook*.

Position Description: Pastor & Executive Director

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America and welcomes all people into full participation in the body of Christ without regard to race, nationality, ethnicity, ability, marital status, gender identity or sexual orientation. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Pastor & Executive Director is classified as an exempt, full-time, rostered-leader employee who as the Head of Staff reports to the Mutual Ministry Committee and the Congregation Council.

Job Overview

The Pastor & Executive Director shall guide members, staff and friends of the congregation in sharing the Good News of Jesus in word and deed in a manner consistent with the vision, core values, mission and long-term objectives of Messiah Lutheran Church

Responsibilities and Duties

These responsibilities and duties are a further clarification of the responsibilities of a Minister of Word and Sacrament as described in Chapter 9 of the *Constitution, Bylaws and Continuing Resolutions* of this congregation.

1. Preach the Word

- a. Study and illuminate the Holy Scriptures in a manner consistent with the theology and social teachings of the *Evangelical Lutheran Church in America (ELCA)*.
- b. Support other staff and volunteers in their occasional public proclamation.

2. Administer the Sacraments

- a. Ensure the proper administration of holy communion and holy baptism in a manner consistent with the ELCA's *Use of the Means of Grace*.
- b. Support the work of the Altar Guild in maintaining all sacred objects necessary for the administration of the sacraments.

3. Conduct Public Worship

- a. Support the work of the Associate Pastor, Minister of Music, Parish Administrator and Worship & Music Ministry in crafting public worship services on all Sundays and Holy Days.
- b. Craft and conduct mid-week public worship services during Advent & Lent.
- c. Craft and conduct services responding to extraordinary events in the life of the community or nation, often in an ecumenical or interfaith manner.
- d. Conduct weekly prayer and meditation gatherings.

4. Provide Pastoral Care

- a. Maintain contact with all members, potential members and friends of the congregation.
- b. Support the Care & Concern Committee in maintaining a list of Members in Need of Care and Members Away (generally college students and members serving in the armed forces) and provide particular care for members on both of those lists.
- c. Council members in emergency instances of spiritual, mental or emotional distress and refer them for further mental health care or support.

5. Seek out and encourage qualified person to prepare for the ministry of the Gospel.

- a. Support all members and particularly young people in considering a call to rostered ministry.

Approved by vote of the Congregation Council on 12/21/21 and last amended on 09/20/22.

- b. Encourage participation in Young Adults in Global Mission, serving on staff at Camp Calumet and other lay ministry training programs of the Upstate New York Synod and the Evangelical Lutheran Church in America.
6. *Impart knowledge of this church and its wider ministry through available channels of effective communication.*
 - a. Connect members with the wider work of the Evangelical Lutheran Church in America, the Upstate New York Synod, the Hudson Mohawk Conference, the New York State Council of Churches, Schenectady Community Ministries, Schenectady Clergy Against Hate and other ecumenical/ interfaith organizations in conversation with the Congregation Council.
 - b. Lead the congregation's delegation of representatives to the annual *Upstate New York Synod Assembly* and biannual *Hudson Mohawk Conference Assembly*.
7. *Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.*
 - a. Serve as a staff liaison to the Social Action Ministry team with particular emphasis on its Social Justice and Creation Care ministries.
 - b. Represent the congregation in local, regional and national social justice organizations in line with the social teachings of the Evangelical Lutheran Church in America.
 - c. Write press releases, letters to the editor, etc. and represent the congregation in the local community in partnership with the Communications Committee.
 - d. Administer the social media and other digital platforms of the congregation in a manner consistent with the social teachings of the Evangelical Lutheran Church in America and the most recent Strategic Plan of this congregation.
8. *Offer instruction, confirm, marry, visit the sick and distressed and bury the dead.*
 - a. Serve as a staff liaison to all ministries of the Fellowship Ministry Team and the Faith Formation Ministry Team.
 - b. Plan and administer weddings, funerals and other services marking life passages with additional remuneration provided for nonmember services.
 - c. Organize regular confirmation classes, baptism classes and first communion classes.
9. *Relate to all schools and organizations of this congregation.*
 - a. Serve as Executive Director of the Trinity Community Center in line with its Business Plan and other relevant policies approved by the Congregation Council.
 - b. Support the work of all committees and organizations of the congregation as laid out in its *Governance Policy*.
10. *Install regularly elected members of the Congregation Council.*
 - a. Support all long-term strategic planning of the congregation.
 - b. Conduct regular nonprofit board and other forms of leadership training with members of the Congregation Council and other leaders.
11. *With the Council, administer discipline.*
 - a. Serve as Head of Staff, including making all hiring/ firing decisions with approval from the Personnel Committee and in line with Congregation Council approved budgets and policies.
 - b. Support members in resolving disagreements in a manner consistent with the gospel and with the support of the Mutual Ministry Committee.
 - c. Support the work of the Safe Church Committee.

12. *Endeavor to increase support for the congregation and its ministries through time, talent and treasure.*
 - a. Support the Mission Support Committee in conducting an annual Financial Mission Support Campaign in the fall, an annual Time and Talent Mission Support Campaign in the spring and special capital campaigns as directed by the Congregation Council and the Congregation.
 - b. Cultivate community donors and grant opportunities to support the Trinity Community Center.

13. *Encourage adherence to covenantal relationship with this church as expressed in the Constitution, Bylaws and Continuing Resolutions of the Evangelical Lutheran Church in America.*
 - a. Encourage member participation in the many ministries of our wider church.
 - b. Endeavor to increase levels of mission support for the Hudson Mohawk Conference, the Upstate New York Synod and the Evangelical Lutheran Church in America.

Compensation/ Benefits

1. A minimum of two days off a week shall regularly be provided. In conversation with the Congregation Council, the Pastor & Executive Director may move days off to cover various events.
2. A minimum of four weeks off a year shall be provided.
3. A two-three month sabbatical after a Pastor & Executive Director's first seven years of service and every subsequent five years of service shall be provided in a manner consistent with the *Sabbatical Policy* of this congregation.
4. All other compensation and benefits shall at a minimum be provided for in line with the most recent edition of the *Compensation Guidelines of the Upstate New York Synod* and shall be separately voted upon by the Congregation Council.

Skills and Qualifications

1. Skills and qualifications for a candidate, as well as the call process shall be conducted in the manner described in this congregation's *Constitution, Bylaws and Continuing Resolutions* in partnership with the Upstate New York Synod and its representatives.

Position Description: Parish Sexton

Messiah Lutheran Church is a congregation of the Evangelical Lutheran Church in America. We welcome and actively invite people of all ages, races, ethnicities, nationalities, sexual orientations, gender identities, gender expressions, relationship statuses, socioeconomic statuses, disabilities, and mental and physical conditions into full participation in the body of Christ. We believe our God given purpose and mission is to be a Spirit filled congregation grounded in Jesus Christ, nourishing our local community in body, mind and soul in Rotterdam, New York.

The Parish Sexton is classified as an hourly, part-time employee who reports to the Senior Pastor or other Head of Staff as designated by the Congregation Council.

Job Overview

The Parish Sexton will oversee the care and cleaning of Worship Center and Community Center while carrying out that work in line with the vision, core values, mission and long-term objectives of Messiah Lutheran Church.

WORSHIP CENTER RESPONSIBILITIES

Weekly Responsibilities

1. Dust pews/ altar railing/ choir loft
2. Dust/ mop/ wash floors in all common areas and stairs
3. Dust tables/ chairs/ window sills and stair railings
4. Vacuum carpets/ rugs in all common areas and stairs
5. Straighten choir loft chairs
6. Sweep main entrance porch area, vacuum entrance rug & empty ashtray
7. Empty waste and recycling baskets in all rooms.
8. Dust/ mop/ wash floors, toilets, sinks in restrooms
9. Replace paper towels/ toilet paper/ soap in restrooms
10. Dust window sills/ coat racks in narthex
11. Wash blackboards/ whiteboards in Faith Formation Wing
12. Check and report any maintenance issues to the Property & Grounds Chair
13. Update hymn numbers on board in Sanctuary

Bi-weekly

1. Clean all windows
2. Replace lightbulbs as needed

COMMUNITY CENTER RESPONSIBILITIES

Weekly Responsibilities

1. Clean bathrooms as well as fill all necessary supplies
2. Wipe tables down as needed
3. Vacuum all common areas
4. Put all garbage from Friday's food pantry in the garbage outside
5. Check garbage in all common areas and change as needed
6. Breakdown all boxes and put in recycling bin as needed
7. Check and report any maintenance issues to the Property & Grounds Chair

Bi-weekly/ As Needed Responsibilities

1. Weed garden areas as well as remove any debris as needed

2. Clean all windows
3. Replace lightbulbs as needed

OTHER RESPONSIBILITIES AND DUTIES

1. Clean after wedding rehearsals, weddings and funerals with additional remuneration of \$35 per event paid by the party renting the facility.
2. Maintain a supply and equipment list and replenish when needed in accordance with all purchasing and greening policies of the congregation.
3. Review the online parish calendar for special events and communicate with the Head of Staff about additional support needed.
4. Other tasks as assigned by supervisor.

Compensation/ Benefits

1. Hourly wages based on experience as negotiated with Personnel Committee, with twelve hours of work a week expected.
2. Two weeks of paid vacation after a ninety day trial period, with coverage of work necessary for the ongoing ministry of the congregation arranged by the Sexton beforehand.

Skills and Qualifications

1. High school diploma or equivalent.
2. Custodial experience or training may be required.
3. Understanding of cleaning techniques and safety procedures.
4. Ability to lift up to 50 pounds and pass a background check.
5. Strong communication, comprehension, and interpersonal skills.
6. Flexibility to adjust their schedule to suit the needs of the congregation
7. Motivation to work independently or with others to provide thorough, efficient custodial services to the congregation.
8. Agree to abide by all policies and procedures found in the *Employee Handbook*.