



# MESSIAH LUTHERAN CHURCH

## Parental Leave Plan

### Definition

The purpose of this document is to ensure continuity of leadership for daily operations and management of Messiah Lutheran Church and the Rotterdam Community Center when the Director of Operations is absent from the office for parental leave. According to the employee handbook the Director of Operations is allowed up to 12 weeks of parental leave.

### Director of Operations: Job Overview

The Director of Operations will oversee preparation of worship materials and oversee the orderly running of all programming of the Faith Center and the Rotterdam Community Center, as well as overseeing all clerical functions of the congregations, carrying out that work in line with the vision, core values and long-term objectives of Messiah Lutheran Church.

### Recommendations:

1. Hire a temporary employee for the 6 to 12 weeks of parental leave. This temporary assistant would primarily oversee the emails and the phone calls received at both the Faith Center and the Community Center. Their other tasks are outlined below under *Responsibilities and Duties*. The temporary assistant should be expected to work roughly ten hours a week. Please see *Position Description: Temporary Assistant* for more details.
2. Have a point person, either from the Council or RCC Board, oversee events that are already scheduled at both the Faith Center and the Community Center. The Director of Operations will personally appoint those individuals prior to parental leave. The Director of Operations will supply the Council and RCC Board with a list of those individuals and respective events.

### Responsibilities and Duties

1. Prepare, print, assemble, electronically distribute leader guides for Sunday Mass and Holy Days in collaboration with the Worship & Music Ministry Team, the Pastor, other worship staff and volunteers. **The Director of Operations will have the leader guides prepared, printed, and assembled prior to parental leave. A weekly volunteer will switch out the new ones with the old every week. See separate schedule. The temporary assistant will electronically distribute the leader guide to appropriate assistants that week.**
2. Prepare, print, and assemble bulletins for Sunday Mass. **The Director of Operations will have these prepared, printed and assembled prior to parental leave. A weekly**

**volunteer will switch out the new ones with the old every week. See separate schedule.**

3. Prepare, print, assemble and electronically distribute bulletins for weddings and funerals in collaboration with the respective families and the Pastor. **There are no weddings scheduled at the moment. If a funeral comes up, the Pastor will prepare the bulletins. The temporary assistant will assist with printing and assembling if needed.**
4. Keep accurate schedules of all outside groups on Faith Center and Community Center premises. **The Director of Operations will have everything scheduled the best to their knowledge prior to parental leave. The temporary assistant will alert Rachel DeTeso-Mathis if new space request comes up. Rachel DeTeso Mathis will schedule them appropriately and provide them with code to access the building and make sure appropriate forms are completed.**
5. Maintains roster of worship assistants and send weekly reminders to assistants with any special instruction before each Sunday Mass and Holy Day. **The schedule will be made prior to parental leave. See #1.**
6. Support Messiah Committees, staff, and volunteers in promoting the Faith Center and Community Center and its programs (print and digitally), including maintaining bulletin boards, designing, and printing flyers and communication RSVP lists. **The Director of Operations will have flyers made and pre-printed for all messiah committees, staff, and volunteers to the best of their ability. The Pastor & Executive Director will make a flyer for any new events that come up. The temporary assistant will put them on bulletin boards as directed by Pastor, Council or Advisory Board.**
7. ~~Keep accurate contact information including email addresses and phone numbers for leaders of all Messiah Committees, community partner organizations and outside groups who use space on Community Center premises.~~
8. Communicate to all Messiah committees, community partner organizations and outside groups when the center is closed due to weather or unforeseen circumstances. **In the event the Community Center is closed due to weather or unforeseen circumstances, Pastor & Executive Director will send email and alert on Facebook.**
9. ~~Prepare flower dedication chart and bulletin dedications charts annually.~~
10. Answer the office telephone during work hours and forward voicemails to food pantry leaders, rostered leaders or other staff and volunteers at the faith center. Answer all emails,

phone calls and social media inquiries associated with the Community Center with support from the Pastor & Executive Director and the Advisory Board as needed. **The temporary assistant will ensure emails and phone calls are directed accordingly.**

11. Sort mail for both facilities, submit expense forms for all invoices received to the Treasurer and maintain file expense form copies for the annual audit. **The temporary assistant will sort mail for both facilities, submit expense forms for all invoices received to the Treasurer and maintain a copy of the invoice and expenditure form in the appropriate file in the Director of Operations office. If any payments for space use are received the temporary assistant will fill out a receipt of payment and put in the lock box in the Director of Operations office and maintain a copy of the receipt of payment in the appropriate file in the Director of Operations office. Penny Incitti can assist as needed.**
12. Assist Messiah Committees, community partner organizations, outside groups, and their volunteers in setting up and using spaces of find volunteers as needed. **The Property Ground Chair, Steve Freible will assist Messiah Committees, community partner organizations, outside groups, and their volunteers in setting up and using spaces as needed. Assisted by Penny Incitti at RCC.**
13. Ensure correspondence is received by the Pastor & Executive Director, relevant staff officers and other volunteer leaders as needed, including from e-mail and social media accounts. **The temporary assistant will ensure emails and phone calls are directed accordingly.**
14. Maintain all records for both facilities 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. **This does not come up often, but if the Pastor & Executive Director, Council or RCC Board fell that a document should be saved they will save it and the Director of Operations will digitize/file as needed when they return from parental leave.**
  - b. Maintain virtual and hard copy parish register by recording new member welcomes, baptisms, funerals, weddings, and other membership changes. **Pastor & Executive Director will make a note of any changes (new members, baptisms, funerals, weddings, and other membership changes) and the Director of Operations will record them in the hard copy register when they return from parental leave.**
  - c. Maintain files on Google Drive and parish website. **Pastor & Executive Director will maintain files on Google Drive and parish website.**
  - d. ~~Review parish register with Pastor & Executive Director annually in preparation for the Annual Report of the Congregation and ELCA parochial reports.~~

15. Prepare, print, assemble and electronically distribute *The Messenger* monthly, including coordinated folding, labeling and mailing with volunteers. **The Director of Operations will send an extensive *The Messenger* at the end of March that will include the months of parental leave (April, May, June & possibly July).**
16. Prepare and electronically distribute *The Weekly Update* email bulletin. **The temporary assistant will prepare *The Weekly* each week according to a event list supplied by the Pastor. Pastor Dustin will handle the electronic distribution of *The Weekly* email bulletin.**
17. Maintain office supplies, ensure printer maintenance, and order custodial supplies as needed for both facilities. **The Director of Operations will ensure all office supplies, printer maintenance and custodial supplies are ordered prior to parental leave. If an emergency comes up, the temporary assistant will order supplies from WB Mason or Amazon with assistance from Pastor & Executive director as needed.**
18. Collect all contracts and documents associated with both facilities and process all space use fees and other monetary contributions. **Rachel DeTeso-Mathis will collect any space use fees and other monetary contributions and put them in the lock box located at the Faith Center in the Director of Operations office, with the appropriate receipt of payment. She will also keep a copy of the receipt of payment in the appropriate file in the Director of Operations office. Penny Incitti can assist as needed.**
19. ~~Attending weekly staff meetings, bimonthly worship & music meetings, monthly RCG advisory board meetings and monthly Congregational Council meetings.~~
20. ~~Hold daytime office hours at both facilities and oversee the implementation of all policies and procedures.~~
21. ~~Support the Pastor & Executive Director and the Development Committee in financial development of the Community Center.~~
22. Oversee the work of the bookkeeper, the Parish Musician, the Custodians, and program interns. **The Pastor & Executive Director will oversee the work of the bookkeeper, the Parish Musician, the Custodians, and program interns with the assistance of the personnel committee as needed.**
23. Ensure regular maintenance on health & safety equipment and support the Property & Grounds Committee in fulfilling maintenance requests on both facilities. **Property & Ground chair, Steve Freible will oversee health & safety equipment and will fulfill any**

**maintenance request at both facilities. Pastor & Executive Director will assist as needed at the Faith Center. Penny Incitti will assist as needed at RCC.**

24. ~~Prepare necessary documents for the Annual Meeting of the Congregation and other Special Meetings of the Congregation as follows:~~
- ~~a. Collect Reports form 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 Senior Pastor and President.~~
25. Support the five ministry teams of the congregation as follows: **The Director of Operations will address anything needed for the five ministry teams prior to parental leave to the best of their knowledge. Pastor & Executive director, with the assistance of the temporary assistant, will address any emergency matters that come up.**
- a. Prepare mission support mailings in collaboration with Mission Support Chair and the Financial Secretary.
  - b. Assist Care & Concern Committee with printing/ordering cards and other materials as needed.
  - c. Assist the Faith Formation Ministry Team in outreach and form collection for Youth & Family events.
26. ~~Other duties may arise that require assistance as time allows, to be negotiated with the Pastor & Executive Director or other Head of Staff.~~