

EXPECTATIONS FOR ST. PETER'S WORSHIP PASTOR (Pastor Tim)

Job purpose: To share and show Jesus in all that you do as you carry out the vision of St. Peter for the overall mission of our unique church family to our unique community as 1 church on 2 campuses. To be out in front actively leading our staff to do the things for which God has called us to do as followers of Christ and the Bible.

"We are a Christian congregation that consists of multiple campuses in the Fox Valley Area. St. Peter Lutheran Church & The CORE seek to reach everyone who is impacted by the world's changing culture with the changeless Gospel, using traditional and innovative ministries."

To accomplish this vision on our campus, St. Peter Lutheran Church will:

- ✓ *offer a variety of worship opportunities each week - some using the traditional Lutheran liturgy, and others that are modern traditional. We believe this is essential so that current and future members can attend meaningful and motivational services allowing them to worship the Lord in spirit and in truth.*
- ✓ *provide the facilities necessary to help us meet the needs of our members and serve our community.*
- ✓ *partner with our downtown campus, The CORE, so that we can impact more people with the Gospel.*

(Vision 2020 Document - What Needs to Be Done)

KEY RESPONSIBILITIES & DUTIES

- A. **Worship**
 1. Responsible for setting of the preaching schedule
 2. Responsible for selecting sermon series and scheduling them in a yearly plan
 3. Work with creative arts and design team on concepts and graphics for sermon series
 4. Coordinate continued development of celebration services & praise teams
 5. Preach 2 weeks per month; approx. 24 Sundays, plus special services
 6. Coordinate and plan special services and preaching schedule for them
 7. Oversee all worship related purchases
 8. Develop services for weeks that he is preaching

- B. **Vision and Mission - Administration**
 1. Vision Planning & implementation
 2. Voter's Meetings & Open Forums
 3. Record keeping for statistical reports
 4. Communicate and coordinate with The CORE and its' ministries
 5. Oversee office staff on St. Peter campus
 6. Organize and lead staff meetings
 - i. Weekly
 - a. Pastors - St. Peter
 - b. Pastor - The CORE
 - c. Staff - St. Peter leadership team
 - ii. Monthly
 - a. Staff - Both campuses
 7. Coordinate any and all Capital campaigns
 8. Participate in staff reviews
 9. Implement and carry out the directions of voter's and council

- C. **Lead Pastor - Oversee Ministry of St. Peter**
 1. Spiritual advisor of Church Council
 2. Spiritual advisor of Leadership Team
 3. Spiritual advisor to staff and their families
 4. Spiritual advisor to Music groups and Praise teams
 5. Oversight of The CORE and our 2nd campus

- E. **Assist with Member Assimilation - Impact Program**
 1. Work with assimilation pastor to identify new members in the congregation
 2. Help identify and communicate regarding straying members - working with member care elder
 3. Help plug church members into ministry and service
 4. Supervise Sunday Morning Experience as scheduled when not preaching - 1 time/month

EXPECTATIONS FOR ST. PETER'S ASSIMILATION PASTOR

Job purpose: To share and show Jesus in all that you do as you carry out the vision of St. Peter specifically in, but not limited to, the areas of assimilation, member care and worship support.

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To accomplish this vision on our campus, St. Peter Lutheran Church will be committed to:

- ✓ *offering a variety of meaningful and motivational worship opportunities each week - traditional, blended, and modern traditional.*
- ✓ *involving all members as partners in ministry by equipping and empowering them for ministry in their homes, places of business and communities.*
- ✓ *providing opportunities for spiritual growth that meets the needs of our members where they are at in their life and allows them to grow in spiritual maturity, fosters spiritual relationships, and brings them closer to Jesus.*

(Vision 2020 Document - Who We Are & Want to Be)

- ✓ *developing and implementing o a ministry plan to personally involve 75% of our members as active partners in our ministry. To do this to the best of our abilities, we will seriously consider all of the following:*
 - *Expand our use of on-line tools and print materials for better communication of ministry opportunities.*
 - *Establish a process for assimilating new members into the congregation including; a) a new member mentoring program, b) a system by which all members are made aware of their spiritual gifts, and c) hold regular training meetings for every aspect of service.*
 - *Implement a system that trains and develops members to be lay-leaders.*

(Vision 2020 Document - What needs to be done)

A. Member Care Pastor - St. Peter Partners in Ministry/Impact program

1. Oversee Member Assimilation - Impact Program

- a. Establish and implement an on-going process for assimilating new members into the congregation possibly including; a) a new member mentoring program, b) a system by which all members are made aware of their spiritual gifts, and c) hold regular training meetings for every aspect of service.
- b. Lead the efforts to bring straying members back - working with member care elder
- c. Plug church members into ministry and service
- d. Coordinate and communicate with other ministry team leaders on member assimilation
- e. Train and develop members to be lay leaders
- f. Partner with The CORE on Beyond Sunday opportunities

2. Partner with Beyond Sunday pastor on Spiritual growth & Visitation

- a. Teach mid-week bible classes as needed
- b. Assist with group ministry
- c. Assist with visitation of new members of the church
- d. Make hospital calls on sick and homebound

B. Oversee Sunday morning experience

1. Assist with worship related purchases
2. Help with song selection and liturgy development especially for non-traditional services
3. Sunday morning experience
 - a. Sunday morning Director of Operations (be a visible presence at church from 7 - Noon)
 - b. Contact person for all Audio/Visual related aspects of worship
 - c. Oversee & coordinate with the worship slide deck builders
 - d. Make sure announcements are regularly updated for use on the screen
 - e. Sunday morning contact person for ushers, greeters, slide presenters and communion servers
 - f. Work with 922 crews
4. Assist with preparation for funerals and baptisms

C. Preaching

1. Preaching at either campus - approx. 12 times per year (special services and Sundays as needed)
2. Partner with worship pastor as he develops sermon series and development

EXPECTATIONS FOR ST. PETER'S BEYOND SUNDAY PASTOR (Pastor Jim)

Job purpose: To share and show Jesus in all that you do as you carry out the vision of St. Peter specifically in, but not limited to, the areas of volunteerism, member care and assimilation.

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To accomplish this vision on our campus, St. Peter Lutheran Church will:

- ✓ *involving all members as partners in ministry by equipping and empowering them for ministry in their homes, places of business and communities.*

(Vision 2020 Document - Who We Are & Want to Be)

- ✓ *providing opportunities for spiritual growth that meets the needs of our members where they are at in their life and allows them to grow in spiritual maturity, fosters spiritual relationships, and brings them closer to Jesus.*
- ✓ *develop and implement our Beyond Sunday program to personally involve 50% of our members in on-going spiritual growth by:*
 - *make better and more use of on-line tools to share God's Word*
 - *provide our members with more Bible study opportunities during the week*
 - *develop and coordinate Small Group Bible studies*

(Vision 2020 Document - What Needs to be Done)

A. Oversee Spiritual Growth programs at St. Peter

1. Help Develop/Coordinate small group program that we can utilize with our members here at St. Peter
2. Large group Bible study opportunities (Sunday and during the week)
3. Develop/coordinate use of on-line tools to share God's Word
4. Develop long range curriculum for on-going spiritual growth (101, 201, 301, etc.)
5. Partner with The CORE on Beyond Sunday opportunities
6. FUEL - coordinate FUEL schedule in connection with other pastors to have 3-4 sessions annual
7. Goal = 50% of members involved in a Beyond Sunday spiritual growth opportunity

B. Coordinator of Visitation and Member care ministries

1. Oversee Shut-in and elderly ministry
2. Oversee and work with visitation team
3. Oversee and work with Caring and sharing ministries
4. Oversee and work with Good Samaritan Team
5. Make hospital calls on sick and homebound
6. Counseling for those in need of help

C. Spiritual Advisor for the following St. Peter Ministries

1. Caring/Sharing Ministry
2. Good Samaritan Team
3. Elders Committee
4. Trustees
5. Finance Team

D. Preaching

1. Preaching at either campus - approx. 6 times per year (special services and Sundays if needed)

EXPECTATIONS FOR ST. PETER'S FAMILY & EVANGELISM PASTOR

Job purpose: To share and show Jesus in all that you do as you carry out the vision of St. Peter specifically in, but not limited to, the areas of evangelism and spiritual growth for the family in our church and school.

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To accomplish this vision on our campus, St. Peter Lutheran Church will be committed to:

- ✓ *developing creative and energetic ministry for our children and youth by:*
 - *operating a high quality Early Childhood Ministry Center for 3 & 4 year olds.*
 - *providing a high quality Christian Education in our Lutheran Elementary School.*
 - *providing a high quality Christian Education in our Bible Discovery Program.*
 - *supporting the Christian Education at Fox Valley Lutheran High School.*
- ✓ *involving all members as partners in ministry by equipping and empowering them for ministry in their homes, places of business and communities.*
- ✓ *providing opportunities for spiritual growth that meets the needs of our members where they are at in their life and allows them to grow in spiritual maturity, fosters spiritual relationships, and brings them closer to Jesus.*
- ✓ *implementing aggressive outreach strategies in our growing area through programs and special events.*

(Vision 2020 Document - Who We Are & Want to Be)

KEY RESPONSIBILITIES & DUTIES

- A. **Oversee Ministry of Christian Education at St. Peter from Cradle to 18**
 1. Attend faculty meetings
 2. Attend Board of Education meetings as pastor representative
 3. Work with the principal to promote the school
 4. Teach Public School And Lutheran Elementary School confirmation classes
 - i. Wednesday night - public school 7&8
 - ii. CDS - 8 grade
 5. Coordinate Confirmation Week activities.
 9. Oversee the Bible Discovery program
 10. Develop catechism curriculum
 11. Promote ministry of FVL at St. Peter
 12. Assist with youth ministry as needed (area overseen by Youth and Family Staff Minister)
- B. **Oversee Evangelism efforts at St. Peter**
 1. Worship visitor follow-up
 2. Monitor weekly communication cards
 3. Coordinate and carry out the instruction of those in BIC class - on-line and in person
 4. Work with SPEC Team (St. Peter Evangelism Committee) to market and build relationships in the community
 5. Foster relationships with prospects that creates opportunities for sharing Jesus
 6. Foster "every member a missionary" and "922" mindset in our church family to carry out our mission
- C. **Assist with Spiritual Growth programs at St. Peter that pertain to Family ministry**
 1. Help with small group program as needed to include our families at St. Peter
 2. Assist with large group Bible study opportunities as needed (Sunday and during the week)
 3. Help coordinate publicity of Bible-study opportunities
- D. **Coordinate Family Ministries at St. Peter**
 1. Help parents and families through special events and workshops
 2. Organize fellowship opportunities for families to network
 3. Equip and involve parents for/in the Christian Education of their children
 4. Assist families with personal devotions

- E. Spiritual Advisor for the following St. Peter Ministries
 - 1. Board of Education
 - 2. Lutheran Elementary School
 - 3. Bible Discovery
 - 4. SPEC Team - Evangelism
- F. Worship related duties
 - 1. Preaching at St. Peter campus - at least 12 times per year, including special services
 - 2. Supervise Sunday Morning Experience as scheduled when not preaching - 1 time/month
- G. Reside in Parsonage (optional)
 - A. Either personally care for the parsonage lawn and landscaping or use members to care for it.
 - B. Keep up the parsonage interior and take care of it accordingly.
 - C. Inform the maintenance committee of repairs that are needed as soon as possible.

EXPECTATIONS FOR ST. PETER'S - Youth & Family Staff Minister

Job purpose: To share and show Jesus in all that you do as you carry out the vision of St. Peter specifically in, but not limited to, the areas of family spiritual growth, assimilation, and technology. This person would work mainly under and with the family pastor assisting him in his various duties relating both to church and school.

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- ✓ *developing creative and energetic ministry for our children and youth by:*
 - *operating a high quality Early Childhood Ministry Center for 3 & 4 year olds.*
 - *providing a high quality Christian Education in our Lutheran Elementary School.*
 - *providing a high quality Christian Education in our Bible Discovery Program.*
 - *supporting the Christian Education at Fox Valley Lutheran High School.*
- ✓ *providing opportunities for spiritual growth that meets the needs of our members where they are at in their life and allows them to grow in spiritual maturity, fosters spiritual relationships, and brings them closer to Jesus.*

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- ✓ *developing and implementing our Beyond Sunday program to personally involve 50% of our members in on-going spiritual growth. To do this to the best of our abilities, we will seriously consider all of the following:*
 - *Offer additional spiritual growth opportunities for youth and teens including activities promoting fellowship, service, and recreation.*

(Vision 2020 Document - What needs to be done)

- A. Partner with the Youth and Family Pastor (Priority #1, approx. 1/2 of time 20-25 hours/wk.)
 - 1. School related duties
 - a. Assist in visitation of new families of the school and church
 - b. Coordinate CDS chapel schedule
 - c. Attend CPTA meetings (spiritual rep and contact)
 - d. Teach Public School and Lutheran Elementary School lower grade confirmation classes
 - e. Help parents and families through special events and workshops
 - f. Organize fellowship opportunities for families to network
 - g. Assist with early childcare activities and special events
 - h. Counseling (assist with principal and family pastor when it involves his area of ministry)
 - 2. Church related duties
 - a. Assist with Confirmation Week activities
 - b. Assist in overseeing the Bible Discovery program

- c. Organize and oversee Vacation Bible School (or summer kids program of some kind)
 - d. Oversee cradle role ministry
 - e. Partner with the CORE on youth ministry on common programs
 - f. Teach bible classes as asked
 - g. Make hospital calls when asked (especially in areas of youth and family)
- B. Guide and direct youth programs of St. Peter (Priority 2, approx. 1/4 of time 10-15 hours/wk.)
- 1. Spiritual advisor of teen groups
 - 2. Organize adult volunteers to help with the programs
 - 3. Work with adult leaders to develop youth programs
 - 4. Attend the youth activities whenever possible
 - 5. Partner with other area youth groups
 - 6. Counseling for those in need of help
- C. Spiritual Advisor for the following St. Peter Ministries
- 1. Youth Groups
 - 2. Vacation Bible School
- D. Oversee technology support of the St. Peter Campus (Priority 3, approx. 1/4 of time 10-15 hours/wk.)
- 1. Oversee the Church/School website
 - 2. Oversee purchase and budget of hardware/software
 - 3. Oversee recording of services
 - 4. Post podcasts and video streams to website
 - 5. Oversee use of social media

ADDITIONAL EXPECTATIONS OF STAFF

- A. Pastors - Shared duties
- 1. Assist with Adult instruction meetings/classes as needed
 - 2. Have a Presence in the Christian Day School (ex: Conduct chapel services as scheduled)
 - 3. Hospital Calls - Share/Make hospital calls
 - 4. Counseling - Share the counseling duties (The members may seek the pastor they wish to contact)
 - 5. Weddings and Funerals (Funerals we will decide as they happen; based on who is preaching, family preference, other circumstances, etc.)
- B. All Church Staff - Other expectations
- 1. Assist leadership team with yearly mission partner project
 - 2. Attend weekly staff meetings with the pastoral staff, Rhonda Dietzler (office manager), Mr. Punzel (school principal), Tom Dietzler (Director of Operations)
 - 3. Have meetings with 2nd campus staff when scheduled - Pastor Mike (lead pastor @ The CORE), Leslye Ulman (personal assistant)
 - 4. Finance Committee – responsible to see that budgeting is done for your ministries
 - 5. Inform staff of membership information; ex. - changes in addresses, etc.
 - 6. Serve as ex-officio members of the various church committees involving your ministry.
 - 7. Newsletter
 - 8. During the first year we will have a 3 month, 6 month, and 12 month reviews will be held to discuss and evaluate the following;
 - a. Where are things at - are we accomplishing the ministry that we need to accomplish
 - b. Where are things going - are we taking the steps to move the vision of St. Peter forward in these areas
 - c. What things need to be tweaked - are there areas that we need to adapt or consider moving around to best use our talents (this one won't be discussed until the 6 month review at the earliest)
 - d. At the 12 month review, evaluations and reviews will be done yearly