

Proclamation of the Gospel & St. John's Windish Lutheran Church

Staffing Sub-Committee Report

Tuesday, February 2nd at 7:00 PM

Committee Members:

Joe Boligitz (Chair), Tony Villani, Mary Mann, Ken Remaly, Chris Kunkle, Jodi Fliter, Pastor Trump, Pastor Kulp

Committee Charge:

To project what our staff would look like for our future community of faith.

Our Mission Statement:

To develop staffing recommendations for a new, consolidated, community of faith that provides a framework for maintaining staffing levels required to support the pastors and the congregation in the overall mission of worship and service to God.

Recommendations:

The committee reviewed current staffing at UPG and St. John's Windish and projected consolidated staffing requirements. The recommendations, as noted below, are based on current needs:

- One rostered pastor for every 150-average worshipping membership based on synod requirements and guidelines (current model in effect)
- Administrative Staff – one in support of each rostered pastor
- Office Staff - Physical consolidation of current office administrative positions, services and facilities where feasible.
- Fiduciary staff position (new position) governed by Council Bylaws and procedures, including any third-party (i.e., auditors) consultation recommendations/requirements.
- Music Ministry – refer to Worship and Music Report for staffing needs statement
- Christian Education and Youth Ministry Coordinator Leader (Deacon) having additional staffing support for additional youth subgroup programs (e.g., Family/Young; Jr/Sr High Youth) as warranted.
- Technology Staff providing for technology-based ministry (web and internet streaming) based on Worship and Music sub-committee report recommendation/requirements
- Consolidated Building and Grounds Maintenance as required for proper asset preservation based on the number of facilities still owned by the consolidated congregation.
- Adjunct Staff – Lead Ministry Coordinator (paid staff) – sub-positions are voluntary
 - Parish Nurse
 - Visitation Coordinator
 - Adults Ministry Coordinator (New) per Active Ministries Report
 - Social Justice Coordinator

General Guidelines for all positions (paid and volunteer):

- Require position description for each position detailing all duties and expectations. Current position descriptions and responsibilities on file should be reviewed for currency and for any consolidation of similar positions.
- Require annual personnel reviews at a minimum or more frequently as needed, based on the position description on file as noted above.
- For paid positions, salaries to be determined by Church Council via the Finance Committee, unless salary stipulations are superseded by synod guideline requirements.

This sub-committee report is submitted to the Transition Team as our contribution to the success of the consolidation effort.

Respectfully submitted,

Joe Boligitz

Sub-committee Chair