



CROSS OF CHRIST
LUTHERAN CHURCH

MINISTRY STRUCTURE & POSITION DESCRIPTIONS

This packet contains a ministry structure diagram and the corresponding position descriptions that coordinate with the revised bylaws proposal to be presented to the congregation on February 4, 2024.

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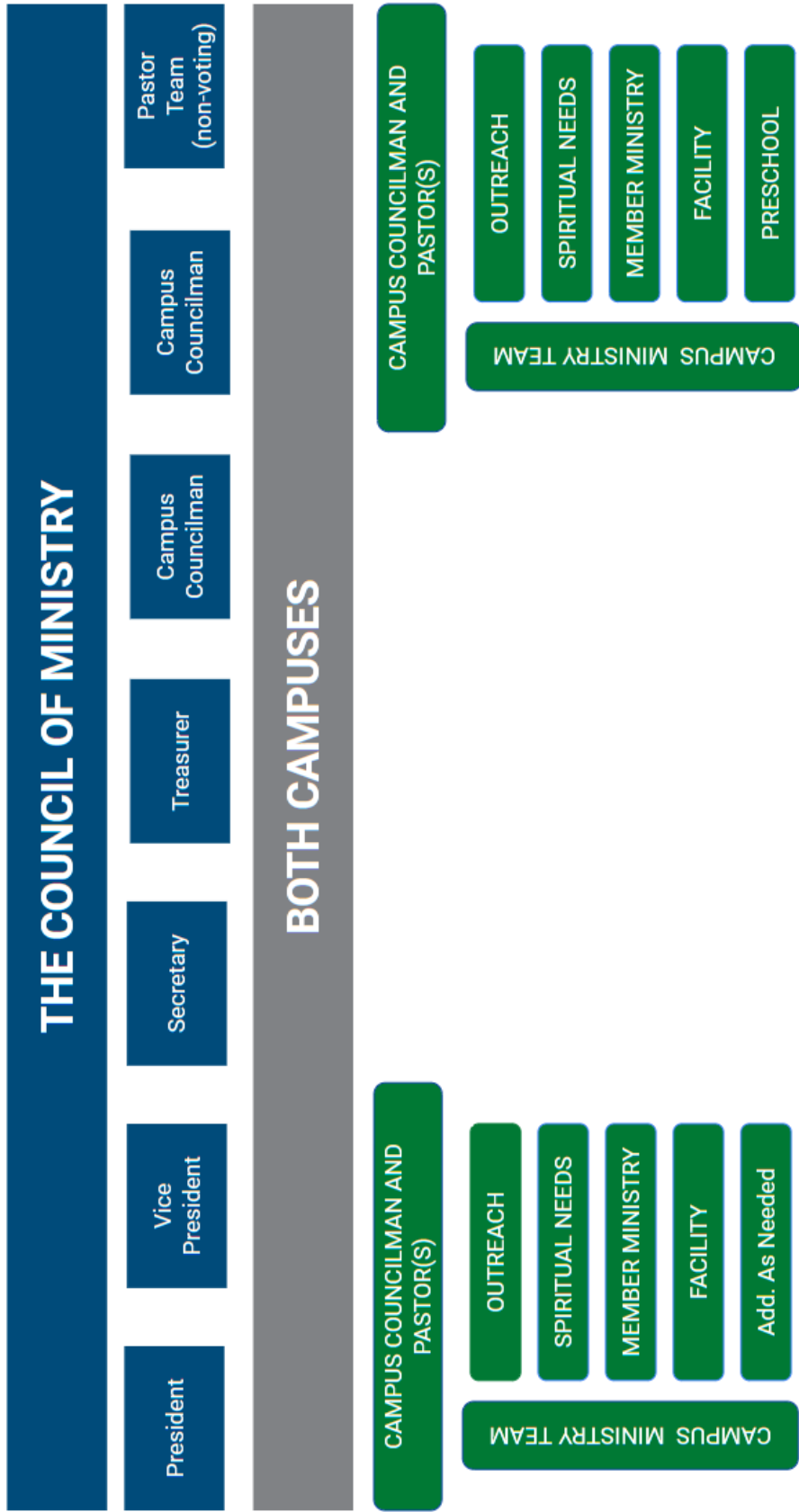
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COC MINISTRY STRUCTURE



PRESIDENT

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The president is one of four administrative positions in the church. The purpose of this position is to chair and coordinate the meetings of the congregation, and to lead and guide the congregation's overall ministry in accordance with the congregation's mission and vision.

General Expectations of the Council of Ministry Members

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in meetings of the Council of Ministry and the congregation.
4. Be available and accessible to members of your campus for feedback and/or questions, especially after services and at or after various functions.
5. As a multi-site congregation, council members are called to serve the entire congregation. They are to encourage cooperation and unity in the congregation as a whole. Council members are asked to attend and participate in all-campus events and services and functions at other campuses as they are able.
6. Prepare monthly reports for the Council of Ministry, and semi-annual reports for the congregational meetings.
7. Additional duties or special projects may be prescribed or approved by the Council of Ministry.

Responsibilities of the President

1. Serve as an officer of record in accordance with external governmental regulations.
2. Chair meetings of the congregation and Council of Ministry in an agreed upon way that facilitates proper order.
 - a. Familiarize self and the Council of Ministry with Robert's Rules of Order and the Constitution and Bylaws of the congregation.
 - b. Notify the Vice-President in a timely manner if you are unable to chair a meeting.
3. Set the time and place for meetings of the congregation and Council of Ministry.

4. Work closely with the Secretary and pastor(s) to produce an agenda for meetings.
5. Work with the Council of Ministry and pastor(s) to set a vision for the congregation's ministry and aid in the communication and implementation of that vision.
6. Encourage all members to attend meetings of the congregation.
7. Ensure that newly eligible voting members understand and are instructed in any business related voting meetings.
8. Become familiar with all sites of the congregation and their unique needs. When possible, visit sites personally for worship, Bible study and other activities.
9. Monitor the implementation of resolutions and programs approved by the Council of Ministry or the voters' assembly.
10. Appoint special committees when needed or as directed by the voters' assembly.
11. Serve as an advisor to any boards and committees. Offer information and direction as needed to assist with their work. The President may not serve on the Nominating Committee.
12. Hire office staff for the congregation as approved by the congregation and in consultation with the pastor(s).
13. Communicate items of congregational interest with the members of the church.

Time Requirement:

The time required for fulfilling the duties of this position will vary according to the particular gifts and strengths of the individual who serves. Specific information may be available from the pastor(s) and those who previously held this position.

VICE-PRESIDENT

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The Vice-President is one of four administrative positions in the church. The purpose of this position is to fulfill the duties of the President in his absence and to assist in coordinating the programs of the congregation.

General Expectations of the Council of Ministry Members

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in meetings of the Council of Ministry and the congregation.
4. Be available and accessible to members of your campus for feedback and/or questions, especially after services and at or after various functions.
5. As a multi-site congregation, council members are called to serve the entire congregation. They are to encourage cooperation and unity in the congregation as a whole. Council members are asked to attend and participate in all-campus events and services and functions at other campuses as they are able.
6. Prepare monthly reports for the Council of Ministry, and semi-annual reports for the congregational meetings.
7. Additional duties or special projects may be prescribed or approved by the Council of Ministry.

Responsibilities of the Vice-President

1. Serve as an officer of record in accordance with external governmental regulations.
2. If the President is absent, chair the meetings of the congregation and Council of Ministry in an agreed upon way that facilitates proper order. Act in the place of the President as directed by him or the Council of Ministry.
3. Serve as an advisor to any boards and committees. Offer information and direction as needed to assist with their work.

4. Chair the Nominating Committee, appoint the members of the commit, and meet according to the accepted policy.
5. Chair the Called worker Care Committee, appoint the members of the committee, and carry out the committee's work according to accepted policy.
6. Provide written reports to the Council of Ministry and the congregation concerning the activities of the Nominating Committee and Called Worker Care Committee, and on other activities as necessary.
7. Oversee areas in the ministry budget and the congregation's special funds that are not specific to a single campus councilman, and assist the campus councilmen in coordinating their work, including spending.
8. Assist the Treasurer in reviewing the financial standing of the congregation along with the status of the ministry budget in advance of meetings of the Council of Ministry and the congregation. Work with the Treasurer to present possible solutions when income is not meeting ministry spending requirements.
9. Assist the Treasurer in compiling the annual ministry budget for presentation to the Council of Ministry and voters.
10. Serve as a substitute authorized signer on necessary financial accounts.

Time Requirement:

The time required for fulfilling the duties of this position will vary according to the particular gifts and strengths of the individual who serves. Specific information may be available from the pastor(s) and those who previously held this position.

SECRETARY

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The secretary is one of four administrative positions in the church. The purpose of this position is to serve as the official record keeper and document custodian for the congregation and to be the principle archive officer/historian of the church.

General Expectations of the Council of Ministry Members

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in meetings of the Council of Ministry and the congregation.
4. Be available and accessible to members of your campus for feedback and/or questions, especially after services and at or after various functions.
5. As a multi-site congregation, council members are called to serve the entire congregation. They are to encourage cooperation and unity in the congregation as a whole. Council members are asked to attend and participate in all-campus events and services and functions at other campuses as they are able.
6. Prepare monthly reports for the Council of Ministry, and semi-annual reports for the congregational meetings.
7. Additional duties or special projects may be prescribed or approved by the Council of Ministry.

Responsibilities of the Secretary

1. Serve as an officer of record in accordance with external governmental regulations.
2. Keep attendance records for all meetings of the Council of Ministry and the congregation.
3. If the president and vice-president are absent, chair the meetings of the congregation and Council of Ministry in an agreed upon way that facilitates proper order.
4. Keep the minutes of each meeting of the Council of Ministry and congregation and submit them for approval at the following meeting of those respective bodies.

5. Publish or post minutes and other information for the Council of Ministry and congregation as directed.
6. Maintain a record of meeting minutes for future reference.
7. Coordinate with the president, vice-president, and pastor(s) to prepare meeting agendas, including necessary motions. Publish congregational meeting agendas one week prior to those meetings.
8. Prepare and deliver correspondence required and/or approved by the Council of Ministry and the congregation.
9. Ensure that a record of legal and church documents is maintained. This may be done in cooperate with the church staff.
10. Compile and maintain a current list of members of the Council of Ministry and campus ministry teams.
11. Serve as a substitute authorized signer on necessary financial accounts.

Time Requirement:

The time required for fulfilling the duties of this position will vary according to the particular gifts and strengths of the individual who serves. Specific information may be available from the pastor(s) and those who previously held this position.

TREASURER

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The Treasurer is one of four administrative positions in the Church. The purpose of this position is to serve as the chief financial officer, to oversee the banking and investment accounts, to oversee accurate accounting records of all transactions for the congregation, and to encourage the membership to financially support the ministry through offerings and special gifts.

The Treasurer shall form and maintain the Financial Team which is charged with the day-to-day operations of the financial systems of the Church. Additionally, the Financial Team will at all times adhere to appropriate separation of duties and financial controls. At an interval not to exceed three years, The Treasurer shall appoint or contract a Financial Review committee to perform a review of financial records of the church. Additional responsibilities are outlined in the position description.

General Expectations of the Council of Ministry Members

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in meetings of the Council of Ministry and the congregation.
4. Be available and accessible to members of your campus for feedback and/or questions, especially after services and at or after various functions.
5. As a multi-site congregation, council members are called to serve the entire congregation. They are to encourage cooperation and unity in the congregation as a whole. Council members are asked to attend and participate in all-campus events and services and functions at other campuses as they are able.
6. Prepare monthly reports for the Council of Ministry, and semi-annual reports for the congregational meetings.
7. Additional duties or special projects may be prescribed or approved by the Council of Ministry.

Responsibilities of the Treasurer

1. Serve as an office of record following external governmental regulations and ensure the congregation is in compliance with all regulations.

2. Record all receipts and disbursements in the congregation's financial records.
3. Ensure the payroll processing is completed timely and all tax agency reports are filed.
4. Prepare monthly financial statements and present them to the Council.
5. Annually, prepare the operating budget for the congregation.
6. Ensure a review of the congregation's financial records is conducted by an independent committee at least once every three years. The committee shall communicate any findings to the Council.
7. Serve as liaison with WELS Synod regarding all financial matters of the congregation.
8. Keep the members informed as to the financial position of the congregation.

Time Requirement:

The time required for fulfilling the duties of this position will vary according to the particular gifts and strengths of the individual who serves. Specific information may be available from the pastor(s) and those who previously held this position.

CAMPUS COUNCILMAN

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The campus councilman is responsible, along with the pastor(s) at the campus, for the ministry there. He oversees the campus ministry team and represents the campus on the ministry board.

General Expectations of the Council of Ministry Members

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in meetings of the Council of Ministry and the congregation.
4. Be available and accessible to members of your campus for feedback and/or questions, especially after services and at or after various functions.
5. As a multi-site congregation, council members are called to serve the entire congregation. They are to encourage cooperation and unity in the congregation as a whole. Council members are asked to attend and participate in all-campus events and services and functions at other campuses as they are able.
6. Prepare monthly reports for the Council of Ministry, and semi-annual reports for the congregational meetings.
7. Additional duties or special projects may be prescribed or approved by the Council of Ministry.

Responsibilities of the Campus Councilman

1. Assist the pastor(s) in administering Word and sacraments as needed and according to ability.
2. Assist the pastor(s) and work with the campus ministry team to encourage Christian attitudes and guide the site according to God's Word, keeping the mission of the church before God's people.
3. Maintain discipline and good order at the campus.
4. Assist the pastor(s) in recalling and reaching out to straying or inactive members.
5. Work to ensure that the called workers and their families are cared for, bringing any concerns or request for help to the Vice President and the Called Worker Care Committee.

6. Work with the pastor to appoint and oversee the campus ministry team and schedule a quarterly meeting with them to review and plan ministry.
7. Work with the pastor(s) and campus ministry team to bring forward ministry budget recommendations to the Council of Ministry.
8. Establish and direct committees and volunteers for ministry at the campus as needed.
9. When approved by the congregation, hire necessary staff, in consultation with the campus pastor(s), to care for the campus' facility.
10. Monitor the campus' expenses according to the approved ministry budget and related planning documents and approve expenses.
11. Represent the interest of the campus to bring forward campus concerns and requests to the Council of Ministry and the congregation as a whole.

Time Requirement:

The time required for fulfilling the duties of this position will vary according to the particular gifts and strengths of the individual who serves. Specific information may be available from the pastor(s) and those who previously held this position.

MINISTRY TEAM COORDINATORS

At the beginning of the ministry calendar year, the campus councilman and pastor(s) will work together to appoint men and women to serve as coordinators for areas of ministry at their campus. These coordinators will serve for at least one year, and they make up the campus ministry team. These are functional positions of service, not authoritative. The coordinators serve under the authority of the pastor and the campus councilman.

The way the work is carried out may be different at each campus. In all cases, communicating with the campus councilman is important. He is the liaison with the Council of Ministry and the voters. A good working relationship with the pastor(s) is also necessary.

A quarterly meeting at each campus that includes the coordinators, the pastor(s), and the campus councilman will allow for updates on each area of ministry and planning for the overall ministry team.

An annual meeting at the start of the fiscal year between respective ministry coordinators from each campus along with the corresponding ministry pastor will allow for sharing of plans, ideas, and best practices between the campuses.

OUTREACH COORDINATOR

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The purpose of this position is to coordinate at a particulate campus a program of activities which is designed to reach out with the gospel to the unchurched and to train members in evangelism. The outreach coordinator is also asked to communicate synod mission and outreach information and opportunities to members at the campus.

General Expectations of the Campus Ministry Team Members:

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in quarterly meetings of the campus ministry team with the campus councilman.
4. Be available and accessible to members of the congregation for feedback and/or questions, especially after services and at or after various church functions.

Responsibilities of the Outreach Coordinator:

1. Work with the campus councilmen and the pastor(s) to carry out the annual program for outreach and evangelism.
2. Coordinate the activities and events for outreach and evangelism for the campus by recruiting volunteers, making use of approved funding sources, and ensuring follow up on prospects.
3. Promote mission awareness among members at the campus.
4. Prepare a written report for the quarterly campus ministry team meeting. This should include completed outreach activity and upcoming plans.
5. Participate in each semiannual outreach meeting along with the other campus outreach coordinators and pastor with outreach oversight.

SPIRITUAL NEEDS COORDINATOR

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The purpose of this position is to assist in the areas of worship and Christian education. The spiritual needs coordinator is also asked to communicate worship and Christian education information and opportunities to members of the campus.

General Expectations of the Campus Ministry Team Members:

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in quarterly meetings of the campus ministry team with the campus councilman.
4. Be available and accessible to members of the congregation for feedback and/or questions, especially after services and at or after various church functions.

Responsibilities of the Spiritual Needs Coordinator:

1. Work with the campus councilman, the pastor(s), the staff minister, and the office administrators to fulfill the campus' needs for worship and Christian education.
2. Recruit, train, and schedule members for altar prep, worship A/V, greeters, and ushers.
3. Promote Christian education at the campus: adult and youth opportunities.
4. Prepare a written report for the quarterly campus ministry team meeting. This should include completed spiritual needs activity and upcoming plans.
5. Participate in each semiannual spiritual needs meeting along with the other campus spiritual needs coordinators and pastor with spiritual needs oversight.

MEMBER MINISTRY COORDINATOR

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The purpose of this position is to involve members in service to one another in addition to and outside of worship and Bible study, and to promote and foster fellowship among members at the campus.

General Expectations of the Campus Ministry Team Members:

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in quarterly meetings of the campus ministry team with the campus councilman.
4. Be available and accessible to members of the congregation for feedback and/or questions, especially after services and at or after various church functions.

Responsibilities of the Member Ministry Coordinator:

1. Work with the campus councilman and pastor(s) to carry out the annual program for member ministry.
2. Coordinate and promote campus-specific fellowship events and those held at the campus for the congregation as a whole.
3. Recruit members for service roles in the campus' local ministry and for larger congregational events as needed.
4. Prepare a written report for the quarterly campus ministry team meeting. This should include a completed member ministry activity and upcoming plans.
5. Participate in each semiannual member ministry meeting along with the other campus member ministry coordinators and pastor with member ministry oversight.

FACILITIES COORDINATOR

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The purpose of this position is to ensure that the campus' property and equipment are properly maintained and repaired as needed so that they may be used in the Lord's service

General Expectations of the Campus Ministry Team Members:

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in quarterly meetings of the campus ministry team with the campus councilman.
4. Be available and accessible to members of the congregation for feedback and/or questions, especially after services and at or after various church functions.

Responsibilities of the Facilities Coordinator:

1. Oversee the regular maintenance and repair of the campus' physical property, including buildings and equipment.
2. Recruit members to assist in the regular maintenance of the campus' property and special maintenance and repair projects of the campus.
3. Prepare a written report for the quarterly campus ministry team meeting. This should include completed facility activity and upcoming plans.
4. Participate in each semiannual facilities meeting along with the other facilities coordinators and pastor with facilities oversight.

PRESCHOOL MINISTRY COORDINATOR

Objective:

The objective of all church positions is to uphold and to fulfill Cross of Christ's mission statement. This is accomplished by carrying out the duties of the position and serving as an example of Christian faithfulness by regular church attendance (1 Timothy 3:8-13).

Purpose:

The purpose of this position is to support the preschool called worker(s) and staff in their goals and activities to engage preschool families with the gospel mission of Cross of Christ.

General Expectations of the Campus Ministry Team Members:

1. Regular participation in public worship.
2. Participate in at least one weekly Bible study offered by the church in addition to regular worship, both for one's own personal spiritual growth and as an example of leadership to other Cross of Christ members.
3. Participate in quarterly meetings of the campus ministry team with the campus councilman.
4. Be available and accessible to members of the congregation for feedback and/or questions, especially after services and at or after various church functions.

Responsibilities of the Preschool Ministry Coordinator:

1. Meet regularly as needed with the Preschool Director and corresponding ministry pastor to determine plans and strategies for connecting the preschool ministry to the community and preschool families to Cross of Christ members.
2. Coordinate the execution of these plans by recruiting volunteers and making use of approved funds.
3. Participate in and attend preschool ministry focused events.
4. Prepare a written report for the quarterly campus ministry team meeting. This should include a completed member ministry activity and upcoming plans.
5. Participate in each semiannual member ministry meeting along with the other campus member ministry coordinators and pastor with member ministry oversight.