

St. Paul's Evangelical Lutheran Church Consultant's Six-Week Report

Meetings were scheduled with Pastors, church staff, council members, and committee chairpersons for the purpose of understanding the work of the committees, and to examine the challenges. The following tasks were completed by the consultant.

Created a Personnel Policy Guidelines Manual

- Explanation of Personnel Policy Guidelines
- Harassment In the Workplace Policy
- Grievance Policy

Developed General Policy for Pastors

- Annual Review of Pastors

Developed position descriptions for each staff member:

- Director of Music Ministry and Administrative Services
- Director of Youth and Learning Ministries
- Choir Assistants

Researched Principles for Church Excellence

Developed Financial Guidelines and Policies

- Memorial Fund Policies

Developed position descriptions for Church Council Officers

- President
- Vice-President
- Secretary
- Treasurer
- Financial Secretary

Developed committee guidelines and position descriptions

- Archives
- Christian Education
- Evangelism
- Fellowship
- Finance
- Property-Buildings
- Property-Grounds
- Memorial Ash Garden
- Service Ministry
- Staff Support
- Stewardship
- Worship and Music
- Youth

Developed Individualized Performance Evaluation for staff

- Created Evaluation for Employee Performance

- Developed project management requirements for committees
- Developed Record Retention Policy and Records Management Policy
- o Guide for Archives of the Congregation
- Audit Response – St. Paul’s Lutheran Church 2000
- Created guidelines and reporting tools for committee projects in process
- Developed goals and objectives for the Director of Youth and Learning Ministries
- Researched web links for all committees
- Met weekly with the Pastoral Staff
- Worked with individual committees as requested
- Identified and prioritized critical tasks
- Reviewed Web page
- Identified and reported the progress on all committee projects in process
- Initiated an evaluation process of duties and responsibilities for committees and council
- Interviewed pastors and staff to assist in any area of concern
- Met with staff weekly
- Met with Patti Jacocks on an employment matter 9/12/01
- Completed task assigned by President of Council concerning employment matter
- Requested and received \$1,465.00 deposit back from Team Effort Servant Camp

Committee Meetings

- ✓ **Archives**
 - Met with Anne Hutterman 10/01/01
- ✓ **Christian Education**
 - Met with Christian Education Committee
- VBS
- Sunday School
- Nursery
- Library

- Wednesdays Together 9/17/01
- ✓ **Evangelism**
- ✓ **Fellowship**
- ✓ **Finance**
 - Met with Finance Committee 9/17/01
- Audit Committee 10/
- Financial Secretary 9/17/01
- Financial Task Force met several times
- ✓ **Property-Buildings**
 - Met with Property Chairman 9/20/01
- ✓ **Memorial Ash Garden**
 - Met with Chairman 9/24/01
- ✓ **Property-Grounds**
 - Met with Chairman 9/28/01
- ✓ **Service Ministry**
 - Met with Service Ministry Chairman 9/19/01
- Samaritans 9/10/01
- Care Givers
- Men in Mission 9/19/01
- WELCA
- ✓ **Staff Support**
- ✓ **Stewardship**
- ✓ **Worship and Music**
 - Met with Worship and Music Committee 10/12/01
- Altar Guild
- Acolytes
- Decorating Committee
- ✓ **Youth**
 - Met with Youth committee 9/18/01

2nd 6 week Session

Goals and Objectives

The second phase would be conducted in the church setting, and the emphasis will be on team building and fine tuning the operational framework of the administrative function of the church. Work will be on a twenty-hour per week basis.

- Develop a worship planning sub-committee: Pastor, Chairman of Music and Worship Committee, Director of Music, and two members of the congregation.
- Complete Church Operational Plan

- ❑ Create a new model for committee meetings: one meeting, all committees meet in small groups at the church.
- ❑ Plan, implement and execute the Annual Property Inventory and Insurance Audit
- ❑ Plan and execute council retreat for new council
- ❑ Assist hiring Director of Family Youth and Learning Ministries
- ❑ Coach Director of Music and Administrative Services in his new position
- ❑ Create New Employee Orientation format
- ❑ Create guidelines for committees and council
- ❑ Develop training for committees and council
- ❑ Assess resources and requirements for volunteers
- ❑ Develop a manual for volunteers
- ❑ Conduct training sessions for volunteers
- ❑ Identify challenges of the pastoral team
- ❑ Improve staff, committee, council communication
- ❑ Develop a schedule for meetings, office coverage and committee assignments
- ❑ Facilitate leadership sessions
- ❑ Develop an operational plan
- ❑ Document resources and requirements for volunteers
- ❑ Develop Project management requirements

Recommendations:

- ❑ Create Church Wish List
- ❑ Create new chart of accounts
- ❑ Create a better reporting system for accounting
- ❑ Examine “Phone-Tree” proposal
- ❑ Upgrade present phone system
- ❑ Conduct physical property inventory and Insurance Audit
- ❑ Examine need for new equipment
- ❑ Create a Capitol Fund Campaign
- ❑ Create a schedule of maintenance for property
- ❑ Examine deferred maintenance issues

- ❑ Identify the kitchen committee
- ❑ Give email addresses to each congregational council member for better communication
- ❑ Change the By-Laws to reflect separation of Social and Service Ministry
- ❑ Empower the Task Force for Family Life Ministries to examine issues surrounding the nursery. New furniture, toys and learning tools
- ❑ Examine building security issues
- ❑ Create a subcommittee for worship planning
- ❑ Every committee must communicate with the Senior Pastor before setting a date for an event. Committees should communicate with each other whenever possible, so that planned events fit into the schedule. Service times should be coordinated with Music and Worship Committee.