



Rooted in God's grace, we joyfully witness and serve.

## Core Values

*Intimacy With God  
Inspiring Worship  
Intentional Faith Development  
Compassionate Outreach  
Caring Community*

### Church Council Meeting Minutes September 17, 2024, 7:00 PM

2024 Elected Church Council Members	Executive Committee	Voting Representatives
<ol style="list-style-type: none"> <li>1. Bill Stoll</li> <li>2. Brian Fisher</li> <li>3. Chrissy O'Farrell</li> <li>4. Rick Gardner</li> <li>5. Tom Neuhaus</li> <li>6. Tracy Blois</li> <li>7. Becky Gilbertson</li> <li>8. Fred Antrim</li> <li>9. Jeanne Kuchera-Sikoff</li> <li>10. Robert Mejia</li> <li>11. Jim Prosser</li> <li>12. Vicky Edell</li> </ol>	<ul style="list-style-type: none"> <li>• Bill Stoll (President)</li> <li>• Tracy Blois (Vice President)</li> <li>• Rick Gardner (Treasurer)</li> <li>• Chrissy O'Farrell (Secretary)</li> <li>• Brian Fisher</li> </ul>	<ul style="list-style-type: none"> <li>• Henry Moraga (CDC Liaison)</li> </ul>

#### Call to order

The meeting was on zoom. The meeting was called to order at 7:01 PM by President Bill Stoll.

#### Council Members Present

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Bill Stoll</li> <li>2. Brian Fisher</li> <li>3. Chrissy O'Farrell</li> <li>4. Rick Gardner</li> <li>5. Tom Neuhaus</li> </ol> | <ol style="list-style-type: none"> <li>6. Tracy Blois</li> <li>7. Becky Gilbertson</li> <li>8. Fred Antrim</li> <li>9. Jeanne Kuchera-Sikoff</li> <li>10. Jim Prosser</li> </ol> |
|---|--|

#### Voting Representatives Present

1. Henry Moraga

#### Staff Members Present

1. Joe Zimmerly
2. Pastor Scott Maxwell-Doherty

**Devotion:** Led by Rick

#### Determination of Quorum

(C12.06) majority of members of the council-majority is defined as one over one-half (7).

- Number of council members present: 10
- Number of voting representatives present: 1
- Number of council members and voting representatives present: 11 of 13

**Caring Conversation:** Who made you smile today and why?



Rooted in God's grace, we joyfully witness and serve.

## Core Values

*Intimacy With God  
Inspiring Worship  
Intentional Faith Development  
Compassionate Outreach  
Caring Community*

### Approval of Minutes

Motion by Rick: *"to approve the minutes from the August 20th, 2024 meeting."*

- Second by Henry
- The minutes are approved via a hand vote, none opposed

### Acceptance of Consent Agenda

Discussion

- Light Bulb replacements in sanctuary
- RIC donations were pass-through ~\$500, donations were directly specified for RIC

Motion by Brian: *"to accept the consent agenda for September 17th, 2024."*

- Second by Tom
- The consent agenda is accepted via a hand vote, none opposed

### Information: 2025 Council (Bill)

Discussion

- Looking ahead at the 2025 council. Bill (Council President) and Brian are terming out, Chrissy (Secretary) is resigning at the end of this year. All three are on the Executive Committee.

### Action: Property Committee (Jim)

Discussion

- Approx. \$3,000.00 in the building fund, otherwise funding will come from the perpetual building fund.

*The Property Committee: "The Property Committee moved that the council approve the appropriation of \$5,000 to have the Sanctuary exterior staircase repaired and waterproofed. The \$5,000 represents the bid of \$4,250 by R&H Waterproofing & Deck Coating plus \$750 for possible contingencies. The motion further requests that the Council President be authorized to execute the contract with R&H. There was a brief discussion about the source of the funding for this project, and the Treasurer advised that there is approximately \$3,000 in the building fund and that the remainder of the funding would come from the Property Perpetual Fund." (bid attached in consent agenda below).*



Rooted in God's grace, we joyfully witness and serve.

## Core Values

*Intimacy With God  
Inspiring Worship  
Intentional Faith Development  
Compassionate Outreach  
Caring Community*

- The motion is passed unanimously by a hand vote, none opposed

### **Action: Endowment Committee (Brian)**

#### Discussion

- We have already received a check from the CDC for approximately \$12,000 for the playground improvements (not including the shade sail which the CDC paid for themselves).

Motion by Endowment Committee: *“The Endowment Committee moved that the remaining \$9,000 in disburseable income from the Endowment Fund for this year be allocated to fund Mount Cross’ approximate \$12,000 share of the playground improvements undertaken with the CDC. [NOTE: At its July meeting the council approved the motion of the Property Committee “to approve the leveling, installation of artificial turf, planter boxes and deck by EZ Landscaping for \$24,640 to be split between the CDC and church (\$12,320,each).]”*

- The motion is passed unanimously by a hand vote, none opposed

### **Information: Make Bake Celebrate (Brian)**

#### Discussion

- Tickets are on sale!
- All donations are welcome, please deliver Friday the 27th by noon (except perishable items, Saturday the 21th by noon)

### **Action: Personnel Committee (Tom)**

#### Discussion

- Job description has been slightly revised based off job description approved in 2023 - aligning job description with the vision of the Family Faith Formation Committee
- Add a reference to the fact that employment is based upon successful live scan results, modify hourly pay to \$18-25/hour

Motion by Personnel Committee: *“to approve the revised Children, Youth and Family Assistant job description (attached below), as amended by Jim with the addition of a comment on the job description noting that “The successful candidate will need to pass a*



Rooted in God's grace, we joyfully witness and serve.

## Core Values

*Intimacy With God  
Inspiring Worship  
Intentional Faith Development  
Compassionate Outreach  
Caring Community*

*live scan fingerprint background check before commencement of employment."Additionally, the hourly pay will be amended to be listed as \$18-25 hours."*

- The motion is accepted via a hand vote, none opposed

### Information: Audit Committee Recommendations (Fred)

#### Discussion

- Audit committee met and cleared up responses

### Information: Budget & Finance (Rick)

#### Discussion

- First iteration of the budget will be in November, then another in December with the final iteration in January. Stewardship updates pledges but the Budget & Finance Committee looks at historic numbers while firming up numbers for January.

### Reports

- Pastor's Report: No Pastor's report this month
- Children, Youth and Family Report: Joe Zimmerly – report below
- Treasurer's Report: Rick Gardner – report below

### Meeting Dates

- Next executive committee meeting: [October 3rd at 7:00pm via Zoom](#)
- Next council meeting: [October 15th or the 22nd TBD at 7:00pm via Zoom](#)

### Motion to Adjourn

Motion made by Brian: "*to adjourn meeting*"

- Second by Tom
- The motion passed unanimously by hand count, none opposed

Meeting Adjourned at 8:25 PM

**DEVOTIONS**



*Rooted in God's grace, we joyfully witness and serve.*

## Core Values

*Intimacy With God  
Inspiring Worship  
Intentional Faith Development  
Compassionate Outreach  
Caring Community*

<b>FEBRUARY</b> Bill	<b>MARCH</b> Tracy	<b>APRIL</b> Chrissy	<b>MAY</b> Jim
<b>JUNE</b> Tom	<b>JULY</b> Brian	<b>AUGUST</b> Jeanne	<b>SEPTEMBER</b> Rick
<b>OCTOBER</b> Fred	<b>NOVEMBER</b> Becky	<b>DECEMBER</b> Robert	<b>JANUARY 2025</b>

### Joe Zimmerly - Children, Youth and Family September 2024 - Council Report

#### *Middle & High School Youth*

Fall programming began on September 4th. Fun With Faith and Rooted started at 5:00PM. Community Dinner is at 5:45PM and is followed by Confirmation at 6:30PM. Our confirmands have been learning about their baptism and have been getting familiar with their new Bibles. We are asking parents to sign up weekly to help with confirmation. This means an increase in Safe Gatherings trainings as well as Live Scan Fingerprints that will need to be performed.

Our high school youth met on September 5th for youth group. We gathered at Wingstop for dinner and Bible Study. We talked about what "Created To Be" meant in their own lives, a follow up conversation from our National Youth Gathering theme. Later this month on September 22nd we will be having a pool party at the Edward's House for our middle & high school youth.

#### Make Bake Celebrate

- Sept. 25th - Make Bake Prep - 6:30PM (Utensil Wrapping)
- Sept. 27th - Tent Talent Show - Dinner at 5:00PM, Show Starts at 6:00PM
- Sept. 28th - Make Bake Celebrate - 5:00PM
- Sept. 29th - Tent Worship - 9:30AM

#### Children's Ministry

September 1st was Isley Jackson's last day on staff as our Nursery Care Staff member. She was a great asset to our team and we will dearly miss her.

### Treasurer's Report Through August 2024



*Rooted in God's grace, we joyfully witness and serve.*

## Core Values

*Intimacy With God  
Inspiring Worship  
Intentional Faith Development  
Compassionate Outreach  
Caring Community*

### Budget Performance (through August 2024):

Gross income for August was \$35,536 (94% of budget versus 115% last month).

Gross income YTD was \$302,285 (100% of budget versus 101% last month).

Pledged giving for August was \$23,717 (90% of budget versus 121% last month).

Pledged giving YTD was \$204,150 (97% of budget versus 98% last month).

Expenses for August were \$43,254 (99% of budget versus 87% last month).

Expenses YTD were \$342,198 (98% of budget versus 98% last month).

Net income for August was  $\$35,536 - \$43,254 = -\$7,718$  (compared to budget amount of  $-\$5,855$ ).

Net income YTD was  $\$302,285 - \$342,198 = -\$39,913$  (compared to budget amount of  $-\$46,838$ ).

Calculated reserves were \$111,585 compared to \$118,832 in July.

### Analysis:

1. Our financial performance in August was typical of the summer doldrums with gross income below budget. Expenditures were right at budget even though this was a three-paycheck month; this is primarily due to a large refund from our insurance company due to reduced workers comp costs. Net income was a loss of almost \$8,000 compared to our projected loss of about \$6,000.
2. So far this year, our cash reserves are down \$40,800. At this pace, we will lose about \$61,000 for the year, less than the anticipated \$70,000 loss.
3. Our financial performance continues to be somewhat better than projected for the year.

### [Balance Sheet](#)

### [Budget Performance](#)

## Consent Agenda - September 2024

Please notify the Office Manager of any changes in meeting days, times, or locations

### Pastor's Report

Communications Coordinator - Carina ([carina@mountcross.com](mailto:carina@mountcross.com))

Music Director - Carol ([office@mountcross.com](mailto:office@mountcross.com))

September has been a busy month for music ministry, with transitioning to a new accompanist after 22 years. For the first couple of weeks of the month, I was the accompanist since Jessica Helms wasn't able to start at Mount Cross until Wednesday, September 11. I took the opportunity to use some of the features of the Yamaha Clavinova that we purchased earlier this year and try out different electric piano and organ synthesizer sounds and received positive comments from the congregation. I know that Jessica will continue to explore these options. Her many talents are already evident in working with the choir and accompanying our sung prayer, and I'm excited about what she brings to our ministry.

The choir and bell choir are back on a regular rehearsal schedule. The choir sang this past Sunday and we were very blessed to have Jessica's wife, Holly Barber – a wonderful soprano, join us on our anthem and psalm. We love that Pastor Scott Maxwell-Doherty, Brian Stouch, and Carina McVeigh also add their talents to the choir when they are able. Our bell choir will be playing next Sunday, September 22, and we have scheduled a Bell Choir day with Camarillo United Methodist Church for Saturday, February 1, to learn from a clinician and share music-making and fellowship.

Another joy for me was the start of our Three Congregations Taizé on September 13. We had a small but very prayerful attendance, including participants from St Columba's. Thank you to Dan Nelson, Pastor Scott, and additional singers (Emma Zandbergen and Maria Neff) from St Mary Magdalen for helping to lead the prayer! All are welcome for our next Taizé prayer on Friday, October 11, 7pm.

Next week, we'll have another "Talent Night," this time in collaboration with the Make, Bake, Celebrate! Festivities, and I can't wait to see what talents our folks will offer.

### Youth Report - Joe

## September 2024 - Council Report

### *Middle & High School Youth*

Fall programming began on September 4th. Fun With Faith and Rooted started at 5:00PM. Community Dinner is at 5:45PM and is followed by Confirmation at 6:30PM. Our confirmands have been learning about their baptism and have been getting familiar with their new Bibles. We are asking parents to sign up weekly to help with confirmation. This means an increase in Safe Gatherings trainings as well as Live Scan Fingerprints that will need to be performed.

Our high school youth met on September 5th for youth group. We gathered at Wingstop for dinner and Bible Study. We talked about what "Created To Be" meant in their own lives, a follow up conversation from our National Youth Gathering theme. Later this month on September 22nd we will be having a pool party at the Edward's House for our middle & high school youth.

Make Bake Celebrate

- Sept. 25th - Make Bake Prep - 6:30PM (Utensil Wrapping)

- Sept. 27th - Tent Talent Show - Dinner at 5:00PM, Show Starts at 6:00PM
- Sept. 28th - Make Bake Celebrate - 5:00PM
- Sept. 29th - Tent Worship - 9:30AM

#### Children's Ministry

September 1st was Isley Jackson's last day on staff as our Nursery Care Staff member. She was a great asset to our team and we will dearly miss her. However, the Family Faith Formation Committee and myself have designed a path forward. Right now, we will be looking for volunteers to help each week inside Children's Church on Sundays. Volunteers will need to be Safe Gathering Trained and perform a clean Live Scan Fingerprint. We will be looking to hire a Children & Youth Ministry Assistant now called the "Faith Formation Assistant". This person will take leadership of the Children's Ministry program while providing support to our Youth Ministry program when needed.

- A copy of the job description is shared in the personnel section of this consent agenda.

#### **Deacon Cecelia Report-Senior Adult Ministry**

#### **Treasurer's Report - Rick**

Budget Performance (through August 2024):

Gross income for August was \$35,536 (94% of budget versus 115% last month).

Gross income YTD was \$302,285 (100% of budget versus 101% last month).

Pledged giving for August was \$23,717 (90% of budget versus 121% last month).

Pledged giving YTD was \$204,150 (97% of budget versus 98% last month).

Expenses for August were \$43,254 (99% of budget versus 87% last month).

Expenses YTD were \$342,198 (98% of budget versus 98% last month).

Net income for August was  $\$35,536 - \$43,254 = -\$7,718$  (compared to budget amount of - \$5,855).

Net income YTD was  $\$302,285 - \$342,198 = -\$39,913$  (compared to budget amount of - \$46,838).

Calculated reserves were \$111,585 compared to \$118,832 in July.

#### Analysis:

1. Our financial performance in August was typical of the summer doldrums with gross income below budget. Expenditures were right at budget even though this was a three-paycheck month; this is primarily due to a refund from our insurance company due to reduced workers comp costs. Net income was a loss of almost \$8,000 compared to our projected loss of about \$6,000.
2. So far this year, our cash reserves are down \$40,800. At this pace, we will lose about \$61,000 for the year, less than the anticipated \$70,000 loss.
3. Our financial performance continues to be somewhat better than projected for the year.

#### **Balance Sheet**



## [Budget Performance](#)

### **Committee Reports**

#### ***Audit Committee***

#### ***Worship & Music -***

#### ***Adult Ed –***

#### ***Altar Guild -***

#### ***Budget & Finance***

The B & F Committee met on August 13th to develop a response to the Audit Team. The response was presented to the Church Council at the August meeting and to the Executive Committee in September. Here is the response ...

#### **[Finance Committee's Audit Response](#)**

#### ***Care Team -***

Report of the Care Team – Submitted by Susan Prosser, Chair

- Thanks to the generosity of Diana Hagen, the Care Team had the opportunity to hold an Estate Sale at the home Diana recently vacated in favor of residing at Alma Via. Collectively over 30 people made up of Care Team members, other church volunteers and friends participated in making this sale possible on August 24th. Additional effort involved making donations of remaining items to local charities toward the goal of emptying the house. Select items of Diana's artwork will also be included for sale at Make Bake Celebrate. Diana's wishes are that the proceeds from these undertakings benefit Care Team efforts. The exact total amount for the Care Team can be determined after MBC and a deduction is made for a new mattress at Diana's request. We will report the total given the Care Team for the next Council meeting.
- Care Team members participated in an Ecumenical gathering regarding Caring and Health Ministries on August 29<sup>th</sup> which included a broad array of faith representatives both Christian and Jewish. Mount Cross was pleased to have two well received speakers and to learn from others who shared information about their programs. It was agreed that this group will most definitely meet again most likely early in 2025.
- Careful monitoring of the financial requirements for the Tuesday Meal program has been undertaken by the Care Team. We have been blessed with the Diana Hagen funds and another gift that is in process, so this is not to suggest any current funding issue. However, as a part of the congregation as a whole

and as the development of the 2025 Budget soon will be discussed, the Care Team will continue to review financial requirements and resources.

- The Care Team is grateful for the addition of new members Fred Antrim, Herb Holler and Vicky Edell and thanked outgoing member Patricia Lewis for her service as she has left the Care Team but retains her connection to our Friendly Visit program.
- The Team has started to consider how they can best present their variety of opportunities at the upcoming Rally Day (yes, we are old fashioned and cannot keep from calling it that).
- All members of the Council are encouraged to share any needs that they are aware of that might be met by the Care Team to either **Susan Prosser, Care Team Chair** or **Evonne Kuchera, Health Ministry Nurse**. THIS IS PARTICULARLY IMPORTANT DURING PASTOR JULIE'S ABSENCE

### ***Endowment - Brian***

[Endowment Statement](#)

### ***FFF - Tracy***

### ***Welcome/Fellowship Committee***

### ***Personnel - Tom***

The Family Faith Formation Committee is looking to hire a Children and Youth Assistant, now called "Faith Formation Assistant". We would like the Faith Formation Assistant job description to be reviewed and approved by the church council. The scope of responsibilities expected from this hiring would be similar to those held previously by Jessica Easter and Katie Robinson. Their focus would be primarily in our children's ministry programs leading on Sundays and Wednesdays. I have attached a copy of the job description that we used most recently for Tiana Stouch who worked for Mount Cross during the summer months. **(note from Bill - This action item has been added to the regular agenda)**

[Faith Formation Assistant - Job Description](#)

[Previous - CYFM Asst. Job Description](#)

### ***Property – Jim Prosser***

PROPERTY COMMITTEE REPORT (9/17/2024)

The Property Committee met on September 5, 2024, and reviewed the status of the ongoing projects. In attendance were Cy Johnson, Joan Brundage, Marilyn Gardner, Craig Blois, CDC Rep Amy Vega, Tom La Calamita and acting chair/Council liaison Jim Prosser. Mary Kienitz was absent.

**Playground Improvements.** The remodel of a portion of the playground began on August 12 and EZ Landscape Service will be finishing up next week. Got shade has installed the shade sails

**New exterior door from the Sacristy:** Cy Johnson got 3 bids for this project ranging from \$1850 to \$5857. The committee discussed that since only a small strip at the top of the door is rusting, that it would be far less expensive to apply a stainless steel plate to the top portion of the door and paint it to match. The committee voted to proceed with this repair instead of replacing the door. **This repair can be handled within the existing budget for repairs.**

**New deck on exterior stairway of Sanctuary-** The committee discussed the 3 bids: National Deck and Stair, \$4,611; R & H Waterproofing and Deck Coating, \$4,250; and, All Climate Roofing, \$13,670. Based on a preliminary review Cy was asked to have R&H clarify whether replacement of any dry rot and replacement of the drain was included. Cy reported that R&H indicated that these items were included. Based on that representation, the committee approved the R&H bid for the work. [Subsequent to the meeting R&H provided a written bid reflecting the inclusion of these items at the same price.) **The committee requests that the Council approve the bid of R&H for \$4,250 plus \$750 contingency for a total of \$5,000. Attached at the end of the Consent Agenda. (note from Bill - This action item has been added to the regular agenda)**

**Lighting for the Cross.** The committee is still investigating what lights to use to replace the existing fixtures. Tom is now the lead on this and will report back in October. Deadline for completion of this project is November 30. This project has previously approved funding of \$1500.

**Saturday workdays-** The Sunday, September 8, workday was canceled due to high temperatures. The previously scheduled workdays for October 5 and December 7, remain on calendar.

**New CDC /request for a small shed.** The CDC has made a request to put in a 6'x6' shed in the playground area at their own expense. The proposal and possible locations were discussed. **The committee voted to recommend that the Council approve locating the shed adjacent to the Parish Life Center where the playhouse was previously located.**

**Removal of the playground drinking fountain.** The CDC requested removal of the drinking fountain to facilitate placement of the new shed. The committee approved the request.

**Church Office improvements.** The project to remove the door between the Pastor's office and the bathroom had 1 bid of \$1800. The committee took no action on that bid. Since the meeting, the committee inquired whether Gordon and Melissa Henry could do the painting to lessen the scope of work required. In response the Henry's said they and Cy Johnson would do the entire job, needing only reimbursement for out-of-pocket expenses. Absent some unexpected change, the Henry's completion of the door removal and replacement will be completed before November 30. Lastly, because of the recent carpet cleaning no carpet squares require replacement.

**Kitchen updates/renovation-** The renovation is on hold. In the meantime, the committee hired Ben Kohn of "From Sinks To Sewers" to camera the drain line from the Easterly floor sink to a point just short of the connection to the city sewer line. He also snaked out a portion of the line to remove some obstructions. Based on this work it was determined that a new line was not necessary at this time. Total cost was \$400. It was also determined that some reports of flooding from dishwasher use was actually a fault in how the dishwasher drains into the floor sink. Travis Nunn is scheduled to correct the pipes that flow into the floor sink to avoid this problem. The kitchen is scheduled for a deep clean this coming week by Flue Steam, Inc. (*This has now been postponed to the first week of October.*) The estimated cost is \$450 for the overhead fan and \$975 for the remainder of the kitchen.

**Sanctuary Lights.** It was reported that 7 ceiling lights are out and need replacing. The committee is taking inventory of replacement lights and will order additional lights and will proceed with the replacement when a lift can be arranged.

**Re-landscaping the front yard-** \$20K, This project is on hold. However, the committee is working on maintenance of the sprinklers for the lawn, And is looking into removing the lawn in the parkway strip East of the driveway and replacing it with zero-maintenance material.

**Pavilion lighting and other improvements-** pending, Craig Blois is investigating.

**Grounds Maintenance-** reviewing current arrangement and scope of work with the contractor

**Temp Signage for Handicap and/or Senior parking spaces-** pending further information gathering.

-0-

**Safety -**

**Peace & Justice/RIC - [Becky](#)**

***RIC Task Force and Peace and Justice summary:***

***It has been about 10 months since Mount Cross voted affirmatively to intentionally welcome LGBTQIA people. We have continued beyond the vote to meet almost monthly since then to continue communications and to focus on working towards a Mount Cross presence in our community and at Camarillo Pride this past June. Having a booth at Pride was a very successful and rewarding experience in listening to those in our community.***

***The RIC team/task force was initially formed to accomplish a specific objective. The expectation was that the group would disband when the objectives were completed. As a rally day for MC committees is being planned for the end of October, a few of us discussed that this would be a great time to transition the RIC work to likely the Services and Missions committee. It is important that there be a continued focus on RIC as well as Peace and Justice at MC. We have briefly discussed this with a few members of the Service and Missions committee and they agree that this might be appropriate. One member is already on the S&M committee and another is interested in joining. We will continue these conversations with the S&M at one of their meetings this Fall.***

**Service & Missions -**

**Stewardship – [Fred](#)**

**Tech - [Bill](#)**

New remote camera seems to be working well. We have a couple more services on our trial period but so far looks promising.

**CDC**

---

**R&H Revised Bid**

Proposal and Contract

R & H WATERPROOFING AND DECK COATING Lic. # 641686

PHONE AND FAX # (805) 522-2637 2470 STERNS ST #365

Simi Valley, CA 93063

PROPOSAL SUBMITTED TO MOUNT CROSS LUTHERN CHURCH

We hereby submit specifications and estimate;

TO INSTALL DECK COATING SYSTEM AT STAIRS AND THREE LANDINGS

TO INCLUDE REMOVAL AND REPLACEMENT OF BAD PLYWOOD AT BOTTOM STEP.

TO INCLUDE SEALING DRAIN AT TOP OF STAIRS WITH MULTIPLE LAYERS OF DECK COATINGS.

A. MATERIAL TO BE INSTALLED-ACRI-DECK FIBERGLASS REINFORCED DECK SYSTEM, SIKA FLEX URETHANE

CAULKING, ELASTOCRETE AND GALVANIZED DIAMOND METAL LATH.

B. ALL FLASHINGS TO BE CAULKED WITH URETHANE.

C. TO INCLUDE INSTALLATION OF ELASTOCRETE AND DIAMOND METAL LATH.

D. TO THEN INSTALL ¾ OZ FIBERGLASS OVER ENTIRE DECK SURFACE.

E. TO THEN INSTALL BASE COAT OVER FIBERGLASS MESH.

F. TO THEN INSTALL TEXTURE COAT (WEAR COAT).

G. TO THEN INSTALL FINISH COAT.

H. COLOR TO BE DETERMINED.

I. SYSTEM TO BE WARRANTED FOR THREE YEARS.

PRICE \$4250

TERMS;50% UPON STARTING AND 50% UPON COMPLETION

---



## Children, Youth, and Family Ministry Assistant Job Description

The children, youth, and family ministry program is an important ministry in the life of Mount Cross. This position works as a leader in ministry activities that reach out to the children and families of the congregation and community.

This is a non-exempt, part time position, and that in performing the specified duties of the Faith Formation Assistant, the position is not to exceed 8 hours per day, or average more than 10-12 hours per week, unless specifically authorized by the position's supervisor. The pay range for the position is \$18-\$25 per hour, based upon the level of experience of the applicant. The Employee's concern for children and youth in our ministry must exemplify the religious spirit of this congregation. The principal responsibilities of this position are to:

1. Implement developmentally appropriate lessons for the children's ministry program including Fun With Faith, Children's Church, and other activities within the ministry that arise.
2. Maintain a safe environment for children, volunteers, and families in accordance with church policies and procedures. Ensuring the children's safety both physically and developmentally is our priority in all we do.
3. Communicate weekly with parents and volunteers in regards to content and curriculum in the classroom.
4. Maintain open communication with the Director of Children, Youth and Family Ministries in regards to the spiritual growth and development, behavior, etc. of the children as needed.
5. Assist in other church related duties as assigned by the Director of Children, Youth, and Family Ministries.
6. Attend professional development opportunities as discussed with the Director of Children, Youth and Family Ministries.
7. Participate in other church related duties such as assisting with middle school and high school youth groups as assigned by the Director of Children, Youth and Family Ministries.
8. Required to be available to work Sunday mornings from 8:30am - 11:00am and Wednesday evenings from 4:00pm-6:30pm.
9. Required to arrive at least 30 minutes prior to each gathering or event.

The successful candidate will need to pass a live scan fingerprint background check before commencement of employment.

Being in a leadership position within an ELCA congregation, it is our responsibility to exemplify these standards in our work, provided by the ELCA Youth Ministry Network. A supporting document for the Leadership Competencies is attached to the back of this job description.



## **Leadership Competencies for Faith Formation**

### **Introduction**

As part of its vision and mission, the ELCA Youth Ministry Network has developed Leadership Competencies for excellence in children, youth and family ministry.

The spirit that surrounds these Leadership Competencies is about creating a learning community of children and youth ministers—a community that seeks to support and network with each other, as we live out our calls in ministry. The Competencies will never be complete, nor will anyone master all of them. As a learning community, we will seek to faithfully attend to these realities.

Personal and professional growth is vital to the development of ministry leaders. Growth happens within the framework of personal renewal, continuing education, networking and relational support. The Leadership Competencies are not intended as a checklist to fully complete; rather they are an essential set of core understandings and competencies for vocational development.

### **Competencies:**

Children, Youth, and Family Ministry leaders are lifelong learners who continually deepen their competency in all areas of ministry throughout their vocation. It is our expectation that an adult who works with young people and families will demonstrate understanding and growing competency in the following areas:

- I. Faith and Spiritual Practice
- II. Knowledge
- III. Ministry Skills
- IV. Administrative and Organizational Skills
- V. Leadership Skills
- VI. Commitments

### **I. Faith and Spiritual Practices**

It is critical that those who work with young people and their families have an understanding of the seven marks of discipleship identified by the Evangelical Lutheran Church in America:

- Worship
- Study
- Invite
- Encourage
- Pray
- Serve
- Give



This core competency includes practicing these disciplines themselves, as well as being able to communicate and teach them to others.

In addition, a theological understanding and a commitment to living out the ELCA's five baptismal "gifts of discipleship" is vital.

## **II. Knowledge**

Theological thought and reflection necessarily shape an understanding of ministry. Effective children, youth and family ministers are competent in these three areas:

### 1. Biblical Studies

- Understanding of the overall biblical narrative
- Ability to apply and teach biblical understandings within our changing culture

### 2. Lutheran belief and doctrine

- A solid understanding of Lutheran theology
- Ability to articulate that understanding and apply it to life situations

### 3. Theology

- An understanding of different theological positions
- Ability to engage these different positions in dialog

### 4. Human development

- Understanding of developmental stages of children, youth and their families

## **III. Ministry Skills**

Children, youth and family ministry is by its nature interdisciplinary. Leaders should work toward competency in these vital areas:

- Intergenerational ministry
- Marking faith and life transitions and milestones
- Effective teaching and learning methods
- Relational Ministry
- Pastoral care
- Leadership development
- Ministry in alternative settings (retreats, mission trips, etc.)

- Multicultural skills

#### **IV. Administrative and Organizational Skills**

Administration, planning and leadership are vital aspects of any ministry, and include: •

Safe-haven (child and youth safety) Management

- Ministry Administration and Communication
- Strategic Planning

#### **V. Leadership Skills**

At the heart of ministry with young people is the ability to gracefully move between theory, theology and praxis. It is critical that all children, youth and family ministry leaders develop and expand upon baseline skills in each of these areas:

- Create nurturing relationships
- Communicate and teach effectively
- Create and tend collaborative leadership
- Read cultural landscape and contextual realities
- Effectively communicate the Gospel to a variety of audiences

#### **VI. Commitments**

The ELCA Youth Ministry Network seeks to be a resource in supporting children, youth and family ministry leaders in their personal and professional growth. The Network strongly suggests the following:

- Living a vibrant life of faith in Jesus Christ.
- Membership and active participation in a faith community.
- Maintaining annual membership in the ELCA Youth Ministry Network. • Participating in at least one Network Extravaganza or other ELCA Network event at least every three years.
- Participating in at least 20 contact hours of quality continuing education annually. • Participating in coaching or mentoring relationships
- Networking with other children, youth and family ministry professionals • Participating in local, synodical, regional, and churchwide continuing education and networking events.

*Adopted by the Network Board of Directors, December, 2017*