

**Report and Recommendations of the Union Church  
Staffing Committee – Part II  
July 2010**

**Members:** Gene Chao, Betty Hibler, Nancy Hindman, Michelle Tooley

**Background:**

This Committee's work has built on the Report of the Staffing Work Team (Part I) that met over the late fall/early winter of 2009-2010. (Report Attached) Our goal was to develop specific Position Descriptions and Salary/Benefit estimates to present to Church Council for its deliberations, in order to make a recommendation to the Congregation as part of the Building the Vision Capital Campaign.

Staffing Teams/Committees I and II have operated on the premise that in order for Union Church to be the vibrant ministry in our community that we hope it to be, we need to grow our membership and we feel there is great opportunity to do so. But we are currently at the active membership cusp of requiring additional staff, based on research that indicates that once you reach 100 – 150 active members, you need a second full-time pastoral staff person to even maintain, but especially to grow, the membership and programs.

Our original thought was to present a number of options – combinations of several different full and/or part time positions that would complement our current staff. However, as our research, conversations, and meetings with several current staff members and officers proceeded, and following a general discussion at the June Church Council meeting, our Committee focused on a full-time Associate Pastor position and a half-time Building Superintendent/Technology/Financial Management position.

**Title: Associate Pastor**

**Purpose:** A generalist with emphasis on ministering to the young adult population – singles, couples, and young families; duties to include faith development, community outreach based on demographic data, an additional contemporary worship service, social action initiatives.

**Education and Experience:** Preferably an M.R.E. or M. Div. with CPE or comparable training and 3 – 5 years experience, including young adult ministry and/or faith development.

**Overview:** The role of the Associate Pastor is to work in harmony with the Senior Pastor, have a firm grasp of the mission and values of Union Church, and align lay leadership teams with its mission. The Associate Pastor will work alongside the Senior Pastor and lay ministers to carry out this mission as a member of a team in ministry. The main responsibilities of this position are faith development, pastoral

care, and outreach to the young adult members and friends of Union Church and to this population in Berea.

**Responsibilities:** 1) Develop goals and objectives for young adult ministry, in concert with the Community Life and Growth Board; 2) Assess faith development needs for all ages, setting goals for education and faith formation, in concert with other staff and the Faith Development Board; 3) Develop with lay leaders an additional worship service featuring contemporary elements; 4) Assess and develop social action initiatives based on interests of young adults; 5) Assist Senior Pastor with pastoral care and preaching.

Salary: \$36,000 - \$39,000, based on education and experience, plus benefits equivalent to those provided Senior Pastor (roughly an additional \$10,000 - \$12,000).

**Title: Church Administrator- ½ Time**

**Purpose:** To provide oversight and work with lay leaders to maintain the building and its systems, including heating/cooling; office equipment (computers, phones, copy machines, etc.); sanctuary sound system, hearing devices, video production; website development; assist Treasurer and lay leaders with financial management and cash flow analysis; committed to working as part of a church staff with commitment to the mission and values of Union Church.

**Education and Experience:** B.S./B.A. or Associate's degree in Technology or Business; 3 - 5 years experience with facility management, technology, and financial management in a non-profit or faith-based organization preferred, or combination of transferable skills and experience.

**Responsibilities:** 1) Work closely with Properties, Administration, and Stewardship and Finance Boards, as well as staff members, to ensure maintenance and proper functioning of the building and its systems, and provide assistance to the Treasurer, as appropriate; 2) meet with persons/groups wishing to use church facilities to discuss building use policies and provide instruction, as needed; 3) meet with personnel and oversee contracted maintenance work; 4) prepare manuals, training, and maintenance schedules for equipment and systems; 4) understand budget items that relate to maintenance of building and systems and recommend a multi-year maintenance plan; 5) assist with budget development and cash flow analysis.

Salary: \$15,000 - \$17,000, with prorated benefits for ½ time position - (\$5,000 - \$6,000).

**Please Note: These positions descriptions are only provisional at this time.**

**Total needed from Building the Vision Capital Campaign over 3 years:  
\$150,000.**

Estimated 3-year declining amount from capital campaign funds:

Based on the higher end of the above range for salary and benefit estimates, three years' funding would be allocated as follows, with the Operating Budget picking up 1/3 and 2/3 of the totals in years two and three:

- Year 1: \$75,000
- Year 2: \$50,000
- Year 3: \$25,000

This would not allow for annual increases if both positions were at the high end of the range.

The Committee recommends allocating the full amount of \$150,000 over three years, even if the positions are not hired until later in 2011, because the hoped-for increase in membership will take time to accomplish.