



The Issue:

- Since Bonnie has left, Mary Lou has been given church attendance tracking in addition to her normal secretarial duties.
- Tricia has been given the desktop publishing responsibilities and has proven to be a great asset in these areas
- In the past 2 years, we have hired a new children's pastor, CE director, small groups facilitator, and increased the role of business administrator. We have increased the workload for our support staff and have not provided them with adequate support growth to match the increased workload. We have hired no additional support staff.
- Due to the additional responsibilities given her and the growing needs of our church ministries, Mary Lou is overloaded and unable to accomplish all the work given to her (7 staff members & 1 admin. Assistant)
- Pastor Jason and Pastor Dan have been doing secretarial work in order to carry out the work of the ministry and not burden Mary Lou with any more work (ie: printing postcards, letters, etc.)
- Attendance tracking, visitor follow-up, and event planning has been suffering due to the lack of administrative assistance in the children's and youth ministry areas.
- With the retirement of Pastor Ken Olson and his removal from the payroll, some finances have been made available.

Current Children's Ministry Numbers: (on average)

- 200 children ages birth thru 6th grade are ministered to each Sunday morning
 - 20 infants in the infant nursery
 - 40 toddlers in the toddler nursery
 - 40 pre-schoolers in super church
 - 100 elementary children in kids church
- over 100 volunteers minister to children on Sunday morning
- 160 children return on Sunday evening to study God's Word in a kids c.e. class
- 25 volunteers teach Sunday evening kids c.e. classes
- 160 children will participate in kids club activities on Wednesday night
- 40 volunteers teach in a kids class each Wednesday night

Current Youth Ministry Numbers: (on average)

- 110 7th – 12th grade students are being ministered to
 - 60 JV students on Wednesday nights
 - 50 Senior High students on Sunday nights
 - 25 students in small groups
- College Ministries
 - 15 – 20 college age students
- Youth Workers
 - 4 – College age
 - 11 – Senior High
 - 17 – JV

The Proposal:

Hire an administrative assistant for the children's and youth departments to alleviate Mary Lou's overload, and allow the level and quality of ministry to young people and families to continue to grow. This could either be a part-time or full-time position, depending on the finances available and workload determined.

Reasons For:

- + Mary Lou's workload will be lightened
- + Free Pastor Jason and Pastor Dan to do the things that only they can do
- + Raise the bar on the attendance tracking and visitor follow-up
- + Enable Pastor Jason and Pastor Dan to better communicate with and provide information to volunteers and parents, thus building our volunteer force and allowing ministries to grow.

Reasons Against:

- Finances available for this individual's salary?
- Lack of available office space



Proposed Weekly Responsibilities for Full-Time Children's/Youth Admin. Assistant



Day	<i>General Duties/Responsibilities</i>
Monday	<ul style="list-style-type: none"> • Attendance & visitor follow-up for Infant Nursery, Toddler Nursery, Super Church, and Kids Church • Attendance & visitor follow-up for Sun. pm. Youth rallies • Work on special projects or upcoming event planning for the youth or children's ministries area.
Tuesday	<ul style="list-style-type: none"> • CLF Staff meeting (morning) • Children's/Youth Pastoral Staff meeting (afternoon)
Wednesday	<ul style="list-style-type: none"> • Office prep for Wed. pm kids clubs • Office prep for Wed. pm youth activities
Thursday	<ul style="list-style-type: none"> • Misc. Office work (phone calls, post cards, mailings, etc.) • Visitor assimilation for children and youth areas
Friday	<ul style="list-style-type: none"> • Office prep for Sun. am kids ministries • Office prep for Sunday pm kids and youth ministries • Filing and organizational house keeping for children/youth • Assist other office staff with production of Sunday bulletin