



**Title: Ministry Staff**

**Policy #: 53**

**EXPIRES: When Replaced**

**ISSUED BY: Church Council**

**SIGNED:**

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## 1 History

VERSION	DATE APPROVED	UPDATED BY	PURPOSE FOR CREATION/UPDATE
1.0	1/19/21	STEFANIE TRAKEL	SET GUIDELINES FOR MINISTRY STAFF

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## 2 Scope

This policy is part of St. Paul Lutheran Church's organizational policies. This policy applies to all ministry staff.

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## 3 Policy

Outside of the Pastoral Office, there are two other classifications of staff, Minister of Religion Commissioned and Associate in Ministry.

The Minister of Religion Commissioned office is the authority conferred upon a person by God through a divine call of the congregation to perform the duties associated with this office according to the Word of God and the needs of the congregation. The person shall be on the Minister of Religion Commissioned roster of the Lutheran Church-Missouri Synod.

The Associate in Ministry Office is the authority conferred upon a person by the congregation through an offer of employment to perform the duties associated with this office according to the Word of God and the needs of the congregation. The person need not be synodically trained.

Each staff member is obligated to:

- Uphold the teachings of the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord of 1580.
- Live their life, by the grace of God, according to the pattern given in 1 Timothy 3:2-7 and Titus 1:6-9
- Seek to equip the members of St. Paul for the work of ministry as outlined in Ephesians 4:11-16

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## 4 Procedure

In the event of a staff vacancy or if a new staff position is created in which a Minister of Religion

Commissioned or an Associate in Ministry person may serve, the following procedure shall be followed:

- If needed (as in the case of creating a new staff position), the Church Council shall receive approval for the position from the Voter's Assembly.
- For Director positions, the Congregation President shall appoint a Search Committee of at least 5 and no more than 9 members.
- The Search Committee shall prepare a list of candidates for the ministry position by advertising the position through appropriate channels, soliciting names of candidates from the congregation and when appropriate, contacting the District President for suggestions.
- After interviews and due consideration of all of the candidates, the Search Committee shall select who they would like to Call/hire.
  - For a Minister of Religion Commissioned, the Search Committee shall present its recommendation to the Church Council for approval to extend a Divine Call.
- In coordination with the Director of Church Administration, a job offer will be extended.
  - For Director level positions, the Personnel Team will be consulted by the Director of Church Administration for salary determination.

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## 5 Forms

None