

**2010 Staff Ministry Plans**  
Christ Lutheran Church and School  
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## **Introduction**

The following is an overview of the *key* Church, School, and Preschool Ministry Objectives for 2010. Each objective is connected to one or more of our *Simple Church* design elements: Up (A Worshipful Lifestyle) – In (Biblical Community/Ministry Involvement) – Out (Personal Missional Expression).

Please note:

- Each staff member expresses their plans in a format that is unique to them yet in keeping with the expectations of the process.
- The strategies to accomplish the objectives are not included in these pages because they are part of a much longer document that is used to guide daily ministry activity.
- Each month the Staff submits a status report regarding these objectives to the Board of Directors and Elders.

We invite you to prayerfully consider your partnership in the fulfillment of these objectives and how the Lord will use all of us in accomplishing great things through the ministry of Christ Lutheran to advance the Kingdom of God.

## **PASTOR MIKE GIBSON**

### **Empowering High Performing Staff Partnerships (In, Out)**

- Objective 1: Partner with staff to ensure alignment around outcome statements and ministry plans. Ensure that each is well resourced and supported in ministry activities. Receive monthly status report updates from each staff person regarding their Ministry Plan and provide a summary update to BoD and Elders. On-going dialogue with staff members provides performance review and guidance in plan fulfillment.

### **A Fully-functioning Spanish Language Ministry (worship, small groups, ministry service, and missional expression) will take place on the CLC campus by the end of 2010. (Up-In-Out)**

- Objective 1: Next step development of the 2<sup>nd</sup> Saturday of the Month Food Distribution will take place by March 1<sup>st</sup> with the formation of a Spanish Language Multi-Site Ministry Development Team.
- Objective 2: The team will, by May 15<sup>th</sup>, complete a launch model in keeping with CLC's *Up-In-Out* ministry design.
- Objective 3: A Spanish Language Multi-site Launch Team, fully aligned with this model, will be enlisted and equipped during the late spring and early summer of 2010. Wherever possible, Launch Team members will be Spanish-speaking leaders within CLC. Second-level leaders will be enlisted from among the 40 individuals currently participating in Spanish Language Small Groups.
- Objective 4: Spanish-language worship will begin once there are 100+ people actively participating in Small Groups twice each month (approximately 40 currently participate 1x a month)

### **Multi-site Ministry Development (Up, In, Out)**

- Objective 1: In partnership with the BoD and Elders, realign Pastor Glenn Shelton's areas of ministry responsibilities to provide significant time for him to serve as the *principle driver* of day-to-day efforts for Multi-site. Vicar Lance Irey, under the oversight of Pastor Glenn, will handle the day-to-day ministry activities of Care Ministry, Senior Ministry, and Deacons. (Please note the alignment shifts and the Multi-site plan details in Pastor Glenn's and Vicar Lance's objectives below)
- Objective 2: Multi-site development will result in the establishment of an 11:15 Sunday worship service in the new Fireside Room – used as a second venue/multi-site location – by September 2010. The service will include live worship with a video sermon and other Up-In-Out elements as part of our off-campus multi-site design. (See Pastor Glenn's Multi-site details below.)

### **Stewardship (In, Out)**

- Objective 1: In partnership with CLC/S's Business Administrator, Principal, Preschool Director, and the Board of Directors, ensure that all financial elements of CLC/S are carefully managed and reported so as to achieve a balanced Profit and Loss Statement at FY end, June 30, 2010.
- Objective 2: The 2010-2011 budget process will include initial steps to create a "reserves" line item that will eventually result in 3% of the budget set aside annually for unforeseen financial realities. Additionally, a plan for recurring Capital Expenditures (ex: computers in the computer lab need to be replaced approximately every 5 years) will be created as part of the budgeting plan for 2010-2011.
- Objective 3: A new congregational stewardship emphasis from the LCMS, "*Consecrated Stewards*," will be used in the fall of 2010.
- Objective 4: Closely partner with 4T2C Fulfillment Team to ensure CLC achieves or exceeds the amount pledged by the end of the Capital Campaign in December 2012.

### **Leadership Development (In)**

- Objective 1: Complete, by April 1<sup>st</sup>, the current year-long Emerging Leaders training program (12 participants every Thursday morning). Begin a new group in September 2010.
- Objective 2: Provide a quarterly "Leadership Community" training component that is available to all ministry team leaders and participants.

## **PASTOR GLENN SHELTON**

**Goal: Care Ministry (In)** Under the oversight of Pastor Glenn and in conjunction with the Board of Elders, Vicar Lance Irey will assure that every shut-in member of CLC has shepherding care and is receiving the Eucharist on a regular basis.

- Objective 1: A Care Ministry team will visit and care for the members of CLC who are hospitalized, homebound, or are living in an assisted care facility.
- Objective 2: A member of the Care Ministry team will coordinate transportation for those who express desire and are able to attend a worship service.

**Goal: Stepping Stones Assimilation (Up, In, Out)** Every member of CLC is implementing a discipleship plan that nurtures a balanced Christian life – Up-In-Out

- Objective 1: Workshops/classes will assist guests in becoming members of CLC and equip members to discover and use their God-given gifts within ministry and mission (1 ½ hour orientation class for seekers and transfers; 8 session class for new believers/Lutherans; four hour Gifted to Serve ministry assimilation workshop; 6 hour Equipping to Share practicum).
- Objective 2: An Assimilation Team will encourage the members of CLC to participate in service and ministry within the congregation.
- Objective 3: In conjunction with Ministry Staff, the team will prepare written ministry descriptions for all ministry areas and annually review them.
- Objective 4: Develop and maintain a minister records and retrieval system.

**Goal: Deacon Ministry (Up, In, Out)** Under the oversight of Pastor Glenn, Vicar Lance will lead the commissioned Deacons of CLC to provide specialized support to and partnership with the Pastors.

- Objective: The Deacons will serve in the areas of Sunday morning intercession, Worship assistants to the Pastors, and coordination of a monthly Senior Adult luncheon.

**Goal: Adult Discipleship Ministry (In, Out)** Every member of CLC is participating in a community where he/she is encouraged to grow in personal discipleship and missional service.

- Objective 1: Life Groups, Sermon-based Bible studies, meet to share, study God's Word, and support one another personally and spiritually. Groups meet in the fall, winter, and spring quarters, each lasting 10-12 weeks.
- Objective 2: Life Groups select and complete one service project/ministry during the quarter.
- Objective 3: Additional adult Bible studies/courses are offered on Sunday morning and during the week that address specific interests and needs, and a summer-season Pastor-led study.

**Goal: Senior Adult Ministry (In, Out)** Under the oversight of Pastor Glenn, Vicar Lance will ensure that the senior adults of CLC are informed of geriatric realities and are encouraged to make appropriate life-style changes in order to live a quality and fulfilling life and to significantly contribute to the mission of the church.

- Objective 1: Schedule ministry, social, and mission opportunities for senior adults
- Objective 2: The senior adults will meet the fourth Thursday of every month (September – May) for fellowship, spiritual growth, learn from a geriatric specialist, and enjoy lunch.
- Objective 3: The senior adults will have opportunities to visit those in the hospital or shut-in, and to provide “adopt-a-grandparent” or classroom assistance.
- Objective 4: Scott Roberts will coordinate a Senior Networking Association of Professionals (SNAP) in order to provide resources that will assist senior adults and their families with important life decisions that require the expertise of multiple professions.

**Goal: Multi-site Ministry (Up, In, Out)** Under the visionary leadership of Pastor Mike, CLC will be one church meeting in multiple locations.

- Objective 1: A multi-site development team will share the compelling vision with the congregation and identify and campus/site leaders and launch team members during the spring of 2010.
- Objective 2: The campus/site leader, in partnership with the pastoral staff, will follow an appropriate matrix as he develops his ministry team and launch plan.
- Objective 3: The initial launch team will begin work at a multi-site location *on* the CLC campus during the fall of 2010, using the new Fireside Room as a second campus venue, and treat this site as a training venue. This venue will provide real-life ministry/training opportunities for the team, the development of a true multi-site ministry, and a third Sunday morning worship service that will benefit the whole church.
- Objective 4: The entire multi-site team will work to ensure that there is alignment: one vision, one budget, one big idea, one board, one staff as this vision develops.

## **VICAR LANCE IREY**

**Goal: Worship assistance (Up, In)**

- Objective 1: Provide pastoral support/assistance in planning and executing worship services, Teaching Bible classes, Visitation
- Objective 2: Coordinate and schedule Lay Readers and Childrens' Messages

**Goal: Lead the commissioned Deacons of CLC to provide specialized support to and partnership with the Pastors (oversight by Pastor Glenn). (In)**

- Objective: The Deacons will serve in the following areas: Sunday morning intercession; Worship assistants to the Pastors; coordination of a monthly Sr. Adult luncheon; and additional ministries as needed and assigned.

**Goal: Implement Advancing Recovery in the Kingdom - a recovery program based on the principles of *Alcoholics Anonymous* with a focus on 'who God is'. (In, Out)**

- Objective 1: Conduct a weekly meeting each Saturday, 7AM on CLC campus.
- Objective 2: Increase participation to 10 people from CLC and 10 people from the community by the end of 2010

**Goal: Continue Seminary studies under the mentoring of Pastor Joe Strubbe and Vicarage Supervisor under Pastor Glenn and Pastor Mike. (In)**

## **New Goals For 2010**

- Objective 1: Senior Ministry and Care Ministry as outlined in Pastor Glenn Shelton's Goals/Objectives (above) (In, Out)
- Objective 2: Participate in Multi-site development/training as assigned (Up, In, Out)

## **RICHARD NORDMEYER, PRINCIPAL, CHRIST LUTHERAN SCHOOL**

**Goal: Complete the WASC Accreditation Process to set educational goals for the next five years. (In)**

- Objective 1: Committees will complete the review process by May 1, 2010.
- Objective 2: Compile and complete the WASC report by June 30, 2010.
- Objective 3: Mail the complete WASC report to the visiting committee by September, 2010.
- Objective 4: Prepare for the WASC visit by November, 2010.
- Objective 5: Finalize a five year budget to support the WASC goals by January, 2011.

**Goal: Increase enrollment (In, Out)**

- Objective 1: Develop a marketing plan for continued growth of 2010-2011 and the 2011-2012 school years by April, 2010.
- Objective 2: Secure funds to complete the marketing plan through budgeting and third source funds, ongoing.
- Objective 3: Provide ongoing networking and training opportunities for the admissions counselor through LCMS and District.

**Goal: Develop an intentional plan to make sure we are living our mission of “Connecting People to Jesus” and offering care to our families with needs. (Out)**

- Objective 1: Identify children in the school who are not baptized and follow-up with parents by March, 2010.
- Objective 2: When families are in crisis CLS will offer assistance through staff and/or referrals.
- Objective 3: By August 2010, develop a tracking system so we can evaluate how successfully we care for our CLS families.

**Goal: Investigate the possibility of beginning a Home Schooling program for families in the community. (Out)**

- Objective 1: By April 2010, develop a survey for community and congregation to determine level of interest.
- Objective 2: Investigate programs that we could sub-contract to provide online curriculum by August, 2010.
- Objective 3: Identify and evaluate the elements currently present in our Day School in which home school children could participate: band, choirs, chapel, sports programs, field trips, art lessons.
- Objective 4: Report to the Board of Education, by October of 2010, the results of the above.

## **KYLE FRAZIER, DIRECTOR OF STUDENT MINISTRIES**

**Goal: Create a New Structure for Leadership within the Student Ministry Program (In-Out)**

- Objective 1: Establish, by March 1<sup>st</sup>, a Student Ministries Board comprised of parents (from each of the three ministry groups: 5/6, Jr. High, and Sr. High) and volunteers involved in the Student Ministries program. This group will focus on the vision of the program as well as big picture planning and will meet regularly throughout the year.
- Objective 2: By May 2010, establish a Student Leadership Team for both the Jr. High and Sr. High groups. They will help to schedule and create events and assist in the evaluation process for the ministry.
- Objective 3: By September 2010, establish teams of Student Leaders who will serve in other programs within the Student Ministry Program (i.e. High School Juniors and Seniors with Jr. High Students). These groups have the potential to serve in other ministry areas throughout the congregation. (See Goal 4, Objective 1).

**Goal: Develop a Small Group Focus within Jr. High and Sr. High Ministry (Up-In-Out)**

- Objective 1: By October 2010, four High School Small Groups will meet on Small Group Night (the first Sunday night of every month), an increase of two groups.

- Objective 2: By November 2010, establish a mid-week group for both male and female High School Students. This is a weekly meeting focusing on students truly searching for an in-depth study.
- Objective 3: Start a small group(s) for students currently in Jr. High. This is above and beyond our Sunday program and the aim is for it to be gender-based.
- Objective 4: As these small groups develop a stronger sense of purpose an element of service and outreach will be added. Students will invite new members to join the group as well as perform service projects.

**Goal: Strengthen the Organizational and Communication Aspects of the Student Ministry Program (In-Out)**

- Objective 1: By May 2010, have an detailed calendar for Club 56, Jr. High, and High School programs for the 2010-2011 school year. Develop promotional material to be distributed to students and families within each program as they return to school at the end of summer.
- Objective 2: By April 2010, have a contact plan in place for each student and/or parent involved in our ministry. This ensures that information to students and parents by way of phone, e-mail, text, mailing, or any other form of communication is offered in that person's communication preference.
- Objective 3: By September 2010, Jr. High and Sr. High Leadership Teams will contact students on a regular basis to share information on upcoming events and opportunities for the students to get involved in the program. Students contacted will be those who are currently actively involved, students who were at one time but are not currently, and students who are searching for a church home.

**Goal: Create a Culture in Which Students are Actively Involved in Missions and Service (Out)**

- Objective 1: Students will become involved in current Christ Lutheran Servant Events. These can include, but are not limited to, Monthly Food Distribution, Mission Trips, Thrivent Builds, etc.
- Objective 2: One trip per school year will be planned for High School Students that targets Missions and Service.
- Objective 3: Jr. High Students will participate in an annual One Day Service Event in the local community.

**KRIS HUSTON, MINISTER OF WORSHIP  
CHURCH**

**A Worship-Centered Ministry (Up)**

- Objective 1: Worship times will be included in meetings and rehearsals
- Objective 2: Prayer teams for services will be developed and launched
- Objective 3: Focus and direction for each service will be defined and improved

**A Discipling Ministry (In)**

- Objective 1: Resources, support and training will be provided to our current artistic directors via bi-annual Worship Arts Ministry meetings
- Objective 2: SYNK articles will regularly discuss worship
- Objective 3: Youth Worship will be improved and grown with student leadership
- Objective 4: Second-site worship will be developed
- Objective 5: Technical Ministry will recruit and train lay leaders in areas of Audio and Video

**A Training Ministry (Out)**

- Objective 1: Website will be developed with interactive resources in training materials.
- Objective 2: Will develop 2-4 leaders from 9:45 Adult Worship Team and equip them to lead
- Objective 3: Training seminars will be held at CLCS for music and technical production, including recording live

## **SCHOOL**

### **A Worship-Centered School Ministry (Up)**

- Objective 1: Chapels will be fun, truth-centered, spiritually-driven, student-focused, and engaging, so that students look forward to it every week.
- Objective 2: Worship leaders will be trained and launched to lead worship in the classrooms
- Objective 3: Chapel Planning Crew will take more leadership in chapels

### **An Artistic-Driven School Ministry (In)**

- Objective 1: Chapel Band will continue in musical growth, leadership, and student participation
- Objective 2: Special music program will be implemented for student musicians who would like to play in chapel
- Objective 3: Music curriculum will be evaluated by teachers
- Objective 4: Choral programs will outline objectives and educational goals for all grade-level choirs
- Objective 5: Concert Band program will set objectives and grow in participation
- Objective 6: Events that promote the overall program will continue to grow in participation and quality (events such as Talent Show, Winter and Spring Recitals, and Friday Recitals)
- Objective 7: Music lessons will continue to grow in participation through promotion and increased contact with parents
- Objective 8: Music Booster Team will continue to develop in more leadership for music program promotion, support, and growth

### **A Missional School Ministry (Out)**

- Objective 1: School music group(s) will schedule an outing to play or sing at an outside event.

## **BRITT ANDERSON, DIRECTOR, CHRIST LUTHERAN PRESCHOOL**

**Goal: The preschool will create opportunities for church members to volunteer in our program. (In)**

- Objective: Church members will be asked to help with a specific activity in one of the 3 classrooms. This can be an on-going activity that covers the entire school year or as a one-time event.

**Goal: The preschool will intentionally connect our current Hispanic preschool families to our church Hispanic Ministry program. (In, Out)**

- Objective 1: The preschool will invite our Hispanic families to a Spanish-speaking Bible study.
- Objective 2: The preschool will encourage our families to help with the food distribution.

**Goal: The preschool will provide more opportunities for parent education. (In)**

- Objective 1: The three lead teachers will conduct an "Ask the Teacher" night twice a school year. Parents will be able to ask the teachers specific questions concerning their child's development.
- Objective 2: The preschool director will offer several parent nights throughout the school year which will include special speakers and resources.

**Goal: The preschool director will lead quarterly staff meetings, focusing on topics such as outreach, discipline/conflict resolution, and multi-cultural curriculum. (In)**

**Goal: The preschool director will work on creating more opportunities for the preschool and school to come together; to help promote one another. (In, Out)**

- Objective 1: The Kindergarten and preschool will conduct their Christmas program together.
- Objective 2: The preschool children will attend a couple of elementary chapels throughout the year.
- Objective 3: Elementary parents will be paired up with preschool parents and meet periodically throughout the year.
- Objective 4: The preschool director will meet with our admissions counselor and develop a plan to communicate school activities and Christ Lutheran School enrollment opportunities to preschool parents.

## **ERIKA AUGUSTINE/NOEL FAIRCHILD, CO-DIRECTORS CHILDREN'S MINISTRY (part-time)**

**Goal: Sunday school at Christ Lutheran will provide a Biblical worldview and unite children with a community of believers who will foster their commitment to God's truth and establish personal accountability for a faith-driven existence.**

- Objective 1: On any given Sunday, children/teachers, using Group's Hands-on-Bible curriculum will:
  - Sing Praise songs in family worship (Up)
  - Learn Biblical truths using everyday objects, the way Jesus taught (In)
  - Learn to apply Biblical truths to their everyday lives (In, Out)
  - Memorize the books of the Bible and Bible verses (In)
  - Learn how to witness God's love with their families through dialog and family time (In, Out)
  - Learn how to share God's love by bringing a friend to Sunday school (Out)
  - Use their offerings to foster mission ministries, including For Those to Come (Up, Out)
- Objective 2: Training for Children's Ministry Volunteers will be held at least three times during the year to build confidence, camaraderie, and support for all who participate. (Up, In, and Out)

**Christ Lutheran Children's Ministry will Host Family Fun Events that will foster commitment to God's Great Commission as we encourage outreach to non-believers in our area.**

- Objective 1: Trunk-or-Treat Family Fun Night (Oct. 31<sup>st</sup> 6-8pm) and Easter Play Day (Saturday before Easter)
  - Invite the Christ Lutheran School and Church community (In)
  - Invite the community around CLC to this event (Out)
  - Register visitors and provide CLC ministry information (Out)
  - Represent our Christian community in loving and friendly interaction (In, Out)

## **KAREN CULP, DIRECTOR OF PARISH ADMINISTRATION**

**Goal: Provide accurate and timely financial documents to Senior Pastor, Board of Directors, and Senior Staff. (In)**

- Objective 1: To complete the financial statements on a monthly basis and e-mail for review to Financial Treasurer and to Board of Directors prior to their monthly meeting.
- Objective 2: To work with the Senior Staff to provide support and planning of relevant financial data to help them accomplish their ministry objectives.
- Objective 3: To maintain the accounting documents : A/P, A/R, Payroll, Benefits, etc. in an accurate and timely manner.
- Objective 4: To create and maintain a streamlined A/P process to ensure timely payment to vendors and customers.

**Goal: To provide budget information and guidance to Pastors and senior staff to give them the tools they need to budget for the fiscal year. (In, Out)**

- Objective 1: To create a budget structure that allows each senior staff member a clearer knowledge of their financial responsibilities and regular updates in their areas of responsibilities.
- Objective 2: To begin the budgeting process for the next fiscal year with preliminary formats by January of each calendar year.
- Objective 3: To provide a cyclical budget for 2010-2011 that is more reflective of actual campus trends and offers a 3-level budget for growth, flat, and declining economic trends.

**Goal: To structure and lead the front office to powerfully serve the congregation, community, staff, and volunteers. (In, Out)**

- Objective 1: To organize a responsibility flow in the front office and guide them in structuring volunteer support and clearly define procedures and work flow.
- Objective 2: To streamline and create a unified database to improve efficiency in operations.
- Objective 3: To maintain monthly office staff meetings to encourage and expand customer service and maintain a consistent level of excellence.
- Objective 4: To guide Senior Staff in structuring their volunteer support, their individual areas of responsibilities with clearer procedures and structure.

**Goal: Facilities: To maintain the facility, planning and incorporating regular repair, and maintenance. (Up, In, Out)**

- Objective 1: To work with Miguel to create a preventative maintenance plan.
- Objective 2: To re-key facility and create procedures for key reservation and check-out.
- Objective 3: To constantly evaluate and control costs within budget for facilities.

**PETER BOUFFARD, DIRECTOR OF TECHNOLOGY**

**Goal: Continue with improvements to the Church and School website. (Up, In, Out)**

- Objective 1: Work on improving the appearance and usefulness of the web pages.
- Objective 2: Strive to make the site more useful for first-time users, as well as to make it a greater resource for congregation and school members.
- Objective 3: Continue to improve my technical skills in web-crafting through self-study and attending seminars.
- Objective 4: Dedicate more time to keeping the web pages current and informative. I hope to use feedback from staff members and other users of the website to guide me in formulating future improvements.

**Goal: Improve the quality of computer education for CLS students. (In)**

- Objective 1: Place more computers into the classrooms which students can use for research and school work. 10 to 12 computers will be installed for this purpose when funds become available.
- Objective 2: Spend more time improving the instruction in computer classes. Keep the material fresh and up-to-date. I will attend seminars and conferences related to classroom instruction in technology and devote more time reading the many books and periodicals, which I already have.
- Objective 3: Continue to make the computer lab available to students after school and assist them with projects and other school work.
- Objective 4: Explore opportunities for raising the funds to replace the computers in the computer lab thereby enabling students to be more productive. These machines are nearing six years old and, due to their age, perform poorly and run very slow.

**Goal: Provide better tech support for staff members. (In)**

- Objective 1: Improve response time to staff requests for assistance with technology issues. I will make this a priority in scheduling my time outside of my classroom instruction.
- Objective 2: Provide training opportunities for staff members on the use of computers, software programs and related technology. I could provide this training myself at staff in-service sessions or bring in outside trainers.
- Objective 3: Further coordinate computer lab time with classroom curriculum in order to assist teachers in presenting the strongest material possible. I will meet with individual teachers in order to implement this objective for the next school year.
- Objective 4: Staff members are also dealing with the same issue of aging computers and equipment which is mentioned above with respect to the machines in the computer lab. Most staff members are using computers which are six to eight years old. I need to find the funds to replace all this aging technology.