

1. Fr. Mark (paid full-time) Rector
 - a. Parish Visionary
 - b. Equipping the Saints for the work of ministry
 - c. Pastoral care and counseling
 - d. Worship, preaching, fellowship
 - e. Sacraments (Baptism, Communion, Weddings, Funerals, Unction, Confession etc.)
 - f. Vestry
 - g. Committees and ministries:
 - i. Executive Committee
 - ii. Stewardship & Heritage Society
 - iii. Finance
 - iv. Property
 - v. Cemetery
 - vi. Altar Guild
 - vii. Liturgy & Music
 - viii. Church Growth
 - ix. Families Inc.
 - x. Military Ministry
 - h. Oversight of Staff and coordination with Committee Chairs
 - i. Lead Adult Formation sessions as needed
 - i. Communications (weekly electronic bulletin; Voice and other communications)
 - j. Ministries to the greater Church
 - i. White Bear Lake Clergy Association
 - ii. American Red Cross Chaplain
 - iii. Region 6 Representative
 - iv. Diocesan Council member
 - v. African Friends in Need Network
 - vi. Federal Law Enforcement Chaplain
2. Rev. Joanie (paid for 20 hours/week) Associate Priest
 - a. Pastoral care and counseling
 - b. Facilitate Pastoral Ministries
 - i. BeFriends Ministry
 - ii. Healing Ministry
 - iii. Prayer Shawl Ministry
 - iv. Lay Eucharistic Visitors
 - c. Direct Kids Hope Program
 - i. Recruit mentors
 - ii. Train mentors
 - iii. Initiate school activities
 - iv. Fundraising
 - d. Worship, preaching, fellowship
 - e. Sacraments
 - f. Lead Adult Formation sessions as needed
 - g. Supervise Deacon Debra
 - h. Ministries to the greater Church
 - i. Resource Center for Churches
 - ii. Healing Ministry/Touch Coalition
 - iii. Commission on Ministry

- iv. Discernment Committee Trainer for the Diocese
- 3. Rev. Marilyn (paid for 20 hours/week) Associate Priest
 - a. Pastoral care and counseling
 - b. Worship, preaching, fellowship
 - c. Sacraments
 - d. Adult Christian Formation planning and communication
 - i. Coordinate Sunday and Wednesday schedules
 - ii. Baptism workshop
 - iii. Lead/coordinate Anglican 101 (4 sessions, 1-2 times per year)
 - iv. Special events (outside speakers, presentations)
 - v. Arrange for book orders as needed
 - vi. Set up AV equipment as needed
 - vii. Lead Adult Formation sessions as needed
 - e. Welcoming & Evangelism committee
 - i. Coordinate Welcoming materials (packets, bags, mailings)
 - ii. Coordinate Welcoming events and communications (Newcomer luncheons, Easter Morning Continental Breakfast)
 - iii. Special & community events (Marketfest, Super Bowl party, Hugo Good Neighbor Days)
 - iv. Merge usher/greeter duties into Welcoming Ministry
 - v. Oversight of Wednesday supper volunteers; arrange meal if needed
 - f. Voice, Small Voice announcements, outside communications
 - g. Administrative activities related to other duties
 - i. Facilitate Ministry Forum; keep notes
 - ii. Staff meeting clerk
 - h. Supervise Deacon Rick
 - i. Ministries to the greater Church
 - i. Diocesan Commission on Liturgy and Music
- 4. Deacon Rick (unpaid clergy volunteering 10-12 hours/week)
 - a. Worship , preaching, fellowship
 - b. Pastoral care and counseling
 - i. Facilitate Grief Group
 - c. Outreach Committee
 - i. Out To Lunch presence
 - ii. Habitat presence
 - d. Social Justice ministry
 - i. Communicate, coordinate other volunteers
 - e. Lead Adult Formation sessions as needed
 - f. Safeguarding God's Children instructor
- 5. Deacon Debra (unpaid clergy volunteering 10-12 hours/week)
 - a. Worship, preaching, fellowship
 - b. Pastoral care and counseling
 - c. Outreach Committee
 - i. Out To Lunch presence
 - d. Kids Hope Leadership
 - i. Presence at events
 - ii. Prayer partner
 - e. Military Ministry

- i. Cell phone collections
 - ii. Bulletin board updates
 - f. Lead Adult Formation sessions as needed
 - g. Liturgy and Music
 - h. Vestry non-voting presence at the request of the rector
- 6. Matt (paid for 20 hours/week) Music Minister
 - a. Worship activities
 - i. Music planning for services
 - ii. Lead Choirs
 - 1. Senior choir
 - 2. Teens to Twenties Ensemble
 - iii. Children's choir
 - iv. Coordinate soloists, ensembles
 - v. Arrange for outside musicians as needed
 - b. Regular worship duties
 - i. Sundays
 - ii. Special services (Weddings, funerals, special events)
 - c. Liturgy and Music Committee
- 7. Sheila (paid 40 hours/week) Youth and Children's Minister
 - a. Youth ministry coordination
 - i. Confirmation training
 - ii. Celebrating our Faith Through the Arts group; special worship events
 - b. Children's ministry coordination
 - c. Oversight of Sunday School
 - d. Oversight of nursery
 - e. Special events
 - i. Vacation bible school coordination (full week, Intergenerational Sundays)
 - ii. TEC Adult Leader
 - iii. Music Camp
 - iv. Mission Trips
 - v. Lock-ins
 - f. New family incorporation
 - g. Safeguarding God's Children ("Safe Church") instructor, supervisor
- 8. Maureen (paid 40 hours/week) Parish Administrator
 - a. Accounting
 - b. Check writing
 - c. Staff human resources and payroll oversight
 - d. Serve on Finance Committee
 - e. Serve on Stewardship Committee
 - f. Oversee all endowment accounts
 - g. Record keeping and Reports
 - i. Cemetery
 - ii. Membership
 - iii. Transfers
 - iv. Baptisms
 - v. Confirmations, Receptions
 - vi. Marriages
 - vii. Burials

- viii. Parochial Reports
 - ix. Annual Reports
 - x. Create newsletters (Monthly Voice, weekly Small Voice)
 - h. Liturgical bulletins
 - i. Correspondence
 - j. Create and oversee mailings
- 9. Sexton/s: Bob Cessna (10 hours/week); Lorna Cessna (10 hours/week)
 - a. Janitorial duties
 - b. General physical plant maintenance
 - c. Work with parish Property Committee
 - d. Assist with Cemetery duties
 - e. Setup and take down for special events