

Gloria's Overall Performance & Issues to Prayerfully Consider Going forward:

First, Gloria does so much for Living Word beyond music. She's our Treasurer and so much more. I don't have enough words to express my gratitude for all the "non-music" things she does at Living Word. In general for 2024, Gloria fulfilled the expectations in the **Job Description** that has been on file at Living Word. Gloria is a very reliable staff person regarding her duties connected with worship. Currently we are utilizing a dual worship format where the band plays 2 times a month and Gloria provides for worship music 2 times a month and additional Sundays. Gloria has had a cooperative spirit as we're trying to develop vital worship for Living Word that speaks to the current congregation as well as can be capable of drawing in seekers into our church. To that end, we've been trying to develop a worship band to connect more with seekers who are desirous of worship band type music which is widely popular in many churches these days. Gloria has been *patient, compliant, and helpful* as we experiment with worship at Living Word. It is unclear if it will be wise to continue with 2 worship formats (Band/Worship Team) in the future. Just the practicality of enough help has been a concern. Moving towards a band-only model probably fits our church's vision going forward. The idea of *still* having piano music from time to time and hand bells would definitely be important. I'm open to hearing Gloria's input both for the church and for her personally. (Would she want to continue as a staff person doing music albeit with a different job description? Would it be better to discontinue the staff relationship?) These are just things on my mind at this time.

Gloria's relationship with Pastor:

I think Gloria and I have a mixed relationship. *I think we deeply care about each other.* Gloria was a great advocate for making sure I was compensated fairly as Pastor of Living Word, coming up with a 403b plan for retirement which I am thankful for. Gloria and I have worked together for probably over 11 years. I'm not sure our styles of music or vision for worship have ever fully aligned. That's not a bad thing; it's just my observation. In my humble opinion, the result of that has been two faithful servants who love Jesus but perhaps are not fully yoked together for the Glory of God and the work in the worship lane at Living Word. I don't really know what to do with this observation. These thoughts are not meant to cause hurt feelings. We can surely talk and pray about it going forward.

Gloria's new role as "Pastor's Spouse":

Gloria also *now* has the unique identity of being a *Pastor's Spouse*, a role that she's probably trying to figure out. Does God want Gloria to put more of herself into that new role or is status-quo the calling? It's hard to be in 2 spiritual realities at once. Our calling isn't to a particular building even though we love our building, but to God which is intangible. Perhaps something for Gloria to keep praying about. Jennifer might be helpful to Gloria in that regard. They enjoy each other's company.

Gloria's areas of improvement:

Gloria is a great musician, incredibly reliable worship provider, and individual of impeccable character let alone love for Jesus Christ and this new church. I think doing more special music regularly on the Sundays that she's developing worship music, would be welcomed. I've always appreciated Gloria's pursuit and recruitment of the "average worshipper" like an Art Day or Judy White, getting people who ordinarily wouldn't be a singer but can do a song for Jesus. Getting younger kids to do that like Daniel LeFevre is very moving when it happens.

**Job Description for
Director of Music/Worship Team Leader
10 hours/week.**

Purpose: To coordinate a plan for a blended music ministry and to lead the worship team of the Living Word of Plum.

Accountability: The Director of Music/Worship Team Leader is accountable to the Session and the regular direction of the pastor in ordinary time.

Director of Music/Worship Team Leader Responsibilities:

- Along with the pastor, coordinate and provide for the music needs for all services, including wedding and funerals if needed
- Coordinate and provide for the direction of all musical groups
- Schedule regular maintenance of all church-owned musical instruments (piano, organ, handbells)
- Act as a resource for music needs that come through other staff members and committees, such as VBS
- Provide soloists and ensembles as needed, both instrumental and vocal
- Provide organists as needed
- Maintain a church music library for praise and worship music
- Rehearse regularly with vocalists and/or instrumentalists
- Attend Worship Committee meetings

Director of Music/Worship Team Leader Responsibilities (activities that vary yearly):

- Coordinate with Christian Education to provide a children's Christmas ministry
- Dramatic ministry (optional)

Overall Qualifications: Must have a personal faith in Jesus Christ and a heart for delivering a music ministry that is Christ-centered and includes all those willing to participate. Recommended is the ability to read music and have a basic knowledge of music theory.

Vacation Time: 3 Weeks Per Year and Additional Time off as requested in advance.

Salary & Benefits: Commensurate with experience, based on average or higher current salary rate for music directors and joint agreement between parties.

Current Salary as of 011725:

Music Director Salary \$6,500

Music Director S.S./Medicare/dental \$497

Tina's Overall Performance

Tina has been an amazing answer to prayer. It's very difficult to find a staff person for such a technically "small" position of limited hours because of budget constraints. To me the sign of a good staff person or leader in the church is when the Pastor, Supervisor or Head of Staff doesn't really have to give *much direction!!* Sometimes Tina and I pass like ships in the night. My hours are all over the map depending on off campus meetings or evening times. Tina has been instrumental in maintaining and developing all of the various business and administrative needs at Living Word. A big "test" was for our Church Treasurer to *relinquish duties* and feel comfortable with the new staff person. Tina has batted 100% with Gloria, our Elders and Deacons, really everyone. Tina goes above and beyond with her regular duties, and contributes to the Living Word mission beyond what is asked. No church has better bulletin boards than Living Word! They are always current and updated! I have talked to our Treasurer who is extremely confident and comfortable with Tina's abilities with our business needs. Tina has risen to the occasion and is very helpful to our cause at Living Word. I could go on and on saying the same thing again and again. Like Tina often uses an economy of words when speaking, I'll just leave it at that. We had a departing Church Member who owns his own business say "If you don't hire her I will!" I appreciated that outgoing advice from said individual. In the future maybe we can increase Tina's hours. We are hopeful that the job is helpful to Tina financially and meaningful to her spiritually. She and her husband Jim seem to love our Church, and we love them!

Tina's Areas of Improvement

We do have some "higher tech" software programs or platforms like our *Program Calendar* that we want Tina to become more familiar with in 2025. Deacon Joyce LeFevre has offered to run her through usage of the program. Only other thing I can think of to *gently* ask Tina is to try to **smile more** when Church Folk come into her office or when she sees them while working. (Key is "While Working!" LOL) Tina is a very kind and caring person. Sometimes her affect doesn't show her heart and people who do not know her like I do, can misunderstand her. Not a big thing to obsess about but Tina as staff is an extension of the hospitality and kindness we try to convey to the outside world. When answering the phone, the same thing would apply but hard to show a *smile* through the phone! Lol! If Tina can also continue to communicate as a Facebook Administrator, posting things she feels are appropriate for communication purposes, that would be great. She does that now. Just keep building on this!

Summary

Tina is a major unspoken cog in our mission here at Living Word. She's a personal friend and amazing person to work with. Praying that Tina feels the same! Serving Jesus is the most rewarding thing we can all do!

Business Administrator, Living Word of Plum
12 Hours/ Week

About the position: This position will likely *develop* over time as Living Word establishes what its needs are. It may end up being a very traditional Administrator Position; it may remain unchanged depending on the development of the Church's ministries and opportunities for congregation members to volunteer their time. This job description as it stands will be reassessed yearly to reflect fairness for the employee in relationship to the tasks and time spent in the job.

Summary of the position: The Business Administrator will utilize his or her gifts to assist Living Word with various administrative and financial tasks as defined in the job description.

Accountability: The Business Administrator will be immediately supervised by the Pastor and fully accountable to the session.

Salary: Business Administrator (BA) \$11,232 (as of 011725)

Vacation: *Negotiable*

Expected Tasks:

Calendar/Events/Facility Coordinator

Coordinate/take part in counting the offering after Sunday services.

Work with donations recorder (Janet Wood) at end of year for record agreement and contributions questions.

Take deposits to bank

Retrieve mail from post office. Deliver anything not aimed at the treasurer to the proper addressee.

Buy stamps, address labels, paper for office use. Also purchase items, set up accounts, etc. at people's request for church needs. (examples – water jugs, plumbing supplies)

Pay the church bills, including completion of payment request forms (when needed) for additional "eyes" on what's going out

Maintain the church checkbook and balance it.

Produce and submit payroll every other week. (Intuit and Quickbooks)

Pay payroll taxes when due. Distribute W-2s by January 31.

Produce profit and loss reports for session meetings.

Liaison/contact person between the two homeschool groups, the robotics club, the various renters and Living Word.

Liaison/contact person between the insurance company and Living Word.

Get church/gym keys to those who need them, or arrange lock box access. Maintain list of who has campus keys.

Provide assistance to the Church Treasurer where needed.

Other administrative tasks as they arise which will be negotiated annually.

Overall Performance

No pastor is perfect; the congregation will tell you that! Lol! That being said, I feel like I'm doing some of my best work in nearly 30 years of ministry. It is too bad that it often takes a life-time to learn how to do your job. I feel like I have a great ability to manage many moving pieces and put them in the same direction. There are many things to manage at Living Word on a regular basis as Head of Staff that no one including the elders will ever see at any given time. I've been able to manage the deacons with the overall ministry programming of the church. The result is that Living Word, while small, offers a dynamic and vital palette of programs and activities that many larger churches do not have. I've been able to manage the operational aspect of Living Word as a campus comprised of 26 acres and several buildings. While I work with Building and Grounds to accomplish much of this management, as Pastor you are always self-aware of everything. I feel like my ministry gifts help to put forward a "face" to Living Word that makes our ministry attractive to the outside world that we are trying to reach. My genuineness and personableness seem to make people feel cared for and comfortable. (By the way, I'm a dirty rotten sinner that greatly cares for the lost. It's not just a job for me.) Sometimes I feel like the people who started up Living Word think that they did *me* more of a favor by offering *me* a full-time job than I *did for them*. It feels like my contribution to developing this new church goes overlooked by some of the people who came from Plum Creek Church. While God gets all the Glory, I feel like my contribution to the success of Living Word has been critical. I don't share these things to brag or be full of myself. At the same time, if an evaluation is about looking at performance, these comments are warranted.

Satisfaction with Living Word's Progress

I'm very pleased with how much we've accomplished in nearly 7 years. Between improving the campus, establishing a congregation, implementing Christ Centered Programming and more, Living Word is at a great place. I'm also pleased with the development of our current worship band. I know there are some in our congregation who are still trying to get used to "drums in church" but to be a relevant player in reaching the lost, we have to have good music and good worship. It's not your grandmothers' church anymore. I mean that generally of the church landscape. It's been a little bit difficult getting our congregation to "buy into" this more laid back, contemporary kind of worship, but it is KEEPING US current with the harvest field that we are trying to reach and develop. For these reasons I remain committed to our current vision.

Pastoral Concerns

I do think there are some in our congregation who want our church to "go back to" being a traditional Presbyterian Church in every sense of the word. Stricter, more formal worship, stricter, more formal committee meetings, stricter more formal rules and rhythm of how

42 we conduct ourselves. When we burned our mortgage deed, I warned us to be careful not
43 to become just another *Presbyterian Church*. While we love the tradition of what we come
44 from, the model for ministry and outreach **has changed** and our growth, attendance, and
45 participation has proved that the way we are “doing church” is on the right track. I’m
46 hoping that those who are conditioned over decades and decades as “old-style-
47 Presbyterians” will see the greater vision and potential of how we are doing church and
48 acquiesce their personal desires. We’re not trying to railroad our current vision over
49 anyone. We try to be sensitive to our heritage and past worship styles (Old Hymns etc.).
50 We just need some people to buy-in more to what we are doing.

51

52 **Help from the Elders**

53 In any church the leadership fields criticisms from the pettiest of things, “I don’t like how
54 the Pastor says ‘Amen’!!” to more concerning issues. Overall, Living Word has mostly had a
55 host of petty concerns from time to time crop up which are largely connected with **the**
56 **number one sin: PRIDE!!** Pride says “*I want this or that done my way and I’m mad that It’s*
57 *not being done my way.*” Maybe they already do this, but in case they don’t, it would be
58 helpful if our elders didn’t just LISTEN TO CRITISICM about the pastor or about the church
59 **but that our elders would try harder at promoting peace.** It’s important that the elders
60 defend their pastor in the face of some of these petty criticisms and **more importantly try**
61 **to explain to people why we are or are not doing a certain thing.** I get a sense that our
62 leaders are good at LISTENING to complaints but we need to listen, **explain and re-direct**
63 **people.** For example, when people complain about my worship deacon, I say to people, “I
64 appreciate your feedback but we are all different and do you know how many hours
65 behind the scenes that she works and tries her hardest to make sure our sanctuary is God
66 honoring? Have you considered volunteering?” Things like that. Or when I field a
67 complaint about our CONNECT deacon where a few people say “She talks too fast.” The
68 attitude of the person saying this is so awful. I try to explain our Connect Deacon’s heart
69 and how hard she works.

70

71 **Improvement as a Pastor**

72 Everyone can improve. I am an emotional person. That is good and challenging. It’s good
73 in that it carries me in how I connect with people and makes worship interesting! Lol! I will
74 listen to constructive feedback from people who genuinely love me and can present things
75 to me in a way that I would present something to someone else, with love and the desire
76 to make me the best at what I do. *I’m open to your suggestions as a committee.* Where can
77 I improve? Maybe some of you wouldn’t think it, but honestly being more decisive in
78 decision making. Sometimes I try *so hard* to not hurt the feelings of some in the
79 congregation, that I won’t implement a needed change. I consider myself a “massage
80 therapist.” As a pastor you are trying to massage 100 or more opinions and attitudes to
81 create unity in the Church. I can’t please everyone and need to accept that while still being
82 kind and loving.

Job Description for
Pastor of the Living Word of Plum
40 Hours/ Week

Purpose: To work in concert with the Session/Leadership Body of Living Word to provide for and oversee the leadership and regular activities of the congregation and to provide spiritual direction for the congregation.

Accountability: The Pastor is immediately accountable to the Session of Living Word and comprehensively accountable to the Rivers of Life Presbytery (ECO).

Pastor's Responsibilities:

- Preach and Lead Worship Services at Living Word on Sundays and other days
- Direct and work collegially with the staff of Living Word to accomplish the mission of the congregation in various areas such as worship, youth ministry, etc.
- Moderate Session meetings of Living Word of Plum
- Oversee the Ministry Teams of Living Word and provide direction to the deacons of each team. Report regularly to the session with regards the teams and their progress.
- Provide Pastoral Counselling to individuals, couples and families as needed.
- Provide Pastor Care Visits to homebound and nursing home members.
- Teach Bible Study Classes regularly.
- Lead up membership classes for prospective members as needed. Work with Christian Education when needed for Confirmation Classes for Age/Maturity appropriate youth.
- Provide Marriage Counselling and Planning to Couples seeking to be married.
- Lead Funerals for Deceased Members providing grief support to families.
- Communicate Regularly with the Congregation in various ways (Pastoral Visits, Electronic Communiques, Social Media etc.)

Additional Pastor Responsibilities:

- Participate where appropriate in the Plum and Surrounding Community for a Pastoral presence and support.
- Participate in the Rivers of Life Presbytery by attending meetings, conferences and assisting Presbytery in its work where appropriate.

Overall Qualifications: Masters of Divinity in an accredited ECO approved seminary, 5+ years of Pastoral Experience, Demonstrate a sincere faith in Jesus Christ.

Salary & Benefits: Commensurate with experience and Rivers of Life Presbytery (ECO) requirements.

Pastor Allan's Current Financial Packet

**Unchanged since Living Word came to 200 Elicker Road*

Pastor's Combination

*Salary \$51,000

*Housing allowance \$15,000

Discretionary Fund \$750

Health/dental/eye \$25,000

Life insurance and disability \$2,520

Retirement plan \$6,600

*Social Security/Medicare \$10,980

Travel \$100

Study Leave \$500

Total Pastor's combination \$112,450

2 Weeks Study Leave

4 Weeks Vacation