**CONGREGATIONAL JOB DESCRIPTIONS**

**FOR**

***UNITED IN PRAISE***

**Campaign Chair**  
This leader is responsible for oversight and direction of implementing the *United in Praise* contact effort. The Chair publicly represents campaign matters to the congregation thereby exhibiting a solid understanding of church workings. The chair should have the ability to give a sincere and honest expression of faith in God and is supportive of Christian education. The Chair, along with pastor, recruits congregational members to form the Leadership Team and oversees their work and follow-through. The Chair also serves as liaison with Great Plains Lutheran High School campaign leaders.

The Campaign Chair responsibilities are:

* + To give immediate credibility to the GPL campaign because of their respectability, integrity and standing in the congregation
  + To speak at least once, maybe twice, in worship services
  + To sign letters to members of the congregation on behalf of the campaign
  + To implement the follow-up plan to the campaign
  + To consider a gift to the *United in Praise* campaign and pray for the effort

**Presentation Coordinator**

This Presentation Coordinator is responsible for recruiting 2-4-6 members who are responsible for the *United in Praise* group presentations to the congregation. The Presentation Team attends a training session by Cornerstone Stewardship Ministry. Professionally prepared materials make for easy-to-implement presentations.

The Presentation Coordinator responsibilities are:

* + To secure team members (2-6) for the making of 2 - 4 group presentations during a two-week period
  + To attend a training session held by the Cornerstone consultant
  + To prepare for and study presentation material readying oneself for 2 - 3 presentations as determined by the Leadership Team
  + To consider a gift to the *United in Praise* campaign and pray for the effort

**Congregation Coordinator (may be the church secretary)**

The Congregation Coordinator supports the work of everyone who participates. No position or person will have more impact upon its overall success than the Coordinator. Eventually, everyone who participates will depend upon the Coordinator for assistance, information and resources.

The duties and responsibilities of the Congregation Coordinator:

* + To prepare materials provided by GPL for the overall effort
  + To create a mailing list of all who will receive campaign information
  + To develop and monitor the schedule of Presenters and Presentations in consultation with the Presentation Coordinator
  + To consider a gift to the *United in Praise* campaign and pray for the effort

**Publicity Coordinator**

The Publicity Coordinator is responsible for implementing a comprehensive awareness program for the congregation. He/she is to make use of bulletin inserts, web-site updates, email distributions, and other written pieces. The Publicity Coordinator should have the ability to complete projects in a timely manner. Interest and support for the *United in Praise* campaign will depend upon everyone’s knowledge and understanding of the effort. The goal is to provide repeated information through several platforms.

Publicity Team responsibilities are:

* + To support the Leadership Team
  + To utilize and share already written information (bulletins, Q & A, newsletters)
  + To prepare multiple approach invitations to members for group presentations
  + To share the already prepared prayer effort with the congregation
  + To consider a gift to the *United in Praise* campaign and pray for the effort

**Pastor(s)**

Because of the uniqueness of the position and significance of responsibility, no one can have more to do with the success of the campaign than the pastor. He is in a position to have more influence upon the kind of program that is conducted and the quality of decisions that people make than anyone else. His primary responsibility is to stress and provide encouragement to God’s people in considering special giving.

The pastor is also the gatekeeper for communicating the entire effort and stressing the spiritual benefits of Great Plains Lutheran. If there is one-mistake pastors make during a funding effort, it is not communicating enough. Communicate through sermons, bulletin blurbs, announcements, group meetings, and individual conversations. Encourage people to say, “yes” to participation in teams and activities.

Primary responsibilities of the pastor(s) are:

* + To pray that God blesses the campaign and invite God’s people in their giving choices
  + To help recruit the Leadership Team by selecting people for each position
  + To assist the Publicity Team in writing about the campaign through strategic letters, bulletin announcements, and other material
  + To plan, prepare and preach a Christian education sermon along with Bible studies
  + To consider a gift to the *United in Praise* campaign and pray for the effort