



Missouri District

THE LUTHERAN CHURCH — MISSOURI SYNOD

Calvary Lutheran Church and School, Kansas City Principal

As an employee of the church, you represent this ministry in both your work life and private life. Our hope is that you will always be sensitive to how others may see you as you live out your daily life. We encourage you to strive toward living a life that is an example to others of your relationship with God and your understanding of the Church's Mission Statement.

CHURCH MISSION STATEMENT

We are here to share the love of Christ, and to share the message of salvation through Him.

CHURCH VISION STATEMENT

We are seeking, by the Grace of God, to grow in love as committed disciples of the Lord Jesus Christ calling, nurturing and empowering Christians for service.

CALVARY LUTHERAN CHURCH AND SCHOOL CORE VALUES

Word & Sacrament - We believe that the Bible is the inspired and infallible Word of God, that it has power to work faith in the hearts of those who hear it, that it is useful for teaching, correcting, and training and that it is to be read and studied. We believe that the Sacraments of Baptism and Holy Communion are means of grace through which faith is created and strengthened. (Deuteronomy 8:3 (Matthew 4:14); 2 Samuel 22:31; Psalms 119:11; Isaiah 55:11; John 17:17; 2 Timothy 3:15-17; Hebrews 4:12)

Teaching - We believe the education of children should include instruction in the Word of God and commit ourselves to the support of that ministry. We affirm that all believers should be committed to life-long reading and studying of the Word through which we are led, comforted, and strengthened and others are led to salvation. (Deuteronomy 4:9, 11:19; Titus 2:1).

Discipleship – We believe in guiding, encouraging and empowering fellow believers to mature in their faith and thereby become stronger in discipleship to Christ, identifying and employing all their God-given gifts for the good of all people. (John 8:31, 13:55, 15:8; Ephesians 5:1-2).

Evangelism - We believe that all people everywhere, regardless of race, ethnicity, cultural background or any other factor, matter to Jesus Christ and, therefore, matter to us. We believe that we are commanded by God to be His witnesses and to share the message of redemption

through faith in Jesus Christ in our communities and throughout the earth and for that reason are committed to personal witness and support of missions across the world. (Acts 1:8; Mathew 28:19-20).

Worship - We believe that God desires that we come together regularly as a body to worship Him in spirit and in truth. (Psalms 95:6; Psalms 100:2; John 4:23). We believe that essential elements of true worship are the reading and teaching of the Word of God as found in the Scriptures and regular participation in the Sacrament of Holy Communion.

Prayer – We believe that God desires that we come to Him continually in prayer to give thanks, praise Him, seek His guidance, acknowledge, and repent of our sin and petition Him on behalf of others and ourselves. We trust in God's promise that he answers prayer and believe that it holds the power to change hearts and minds. (Psalms 32:6; 2 Chronicles 7:14; Ephesians 6:18; 1 Thessalonians 5:17; James 5:13-16).

GENERAL DUTIES AND RESPONSIBILITIES ARE AS FOLLOWS:

Life and Conduct

1. Be faithful in use of Word and Sacrament.
2. Have own house in order as a means of witnessing to Christ's Lordship in their personal affairs.
3. Be a good steward of time, talents, and treasures as an employee of this Christian congregation.

Ministry in the Church and School

1. Each worker is to strive to be a productive, caring and sharing member of the team, showing Christian love to students, fellow employees, and the congregation.
2. Each worker strives to endeavor to minister to the families of the students, staff, or congregation entrusted to them as the opportunity arises.
3. Each worker is to keep foremost in their mind and heart that each child, staff, or congregation member is someone for whom Jesus died; therefore, they deserve our love and the best we have to offer in ministry.
4. To exemplify the Christian faith and life, to function in an atmosphere of love and order characteristic of the Body of Christ at work, and to lead others toward Christian maturity.
5. To show a due concern for all the phases of ministry, especially to work for the promotion and improvement of all efforts in Christian education.
6. To exemplify Christian discipleship and witness, to live in Christian unity with the members of the congregation and co-workers, and to seek earnestly the advancement of the kingdom of God at home and abroad.

To provide for good order and clear communication of expectations, Calvary Evangelical Lutheran Church has outlined your calling.

SPECIFIC DUTIES AND RESPONSIBILITIES

ACCOUNTABILITY – The principal of the Day School is responsible to the Board for Christian Education for the fulfillment of responsibilities assigned in the ministry description. Both Board of Christian Education and administrator will work cooperatively to fulfill their roles and functions and observe their accountability relationships.

The principal will work as a team member with the pastor(s) of the congregation in accord with congregational policy in developing and implementing an effective ministry. Team relationships will be characterized by loyalty and cooperation in a common purpose and ministry for Christ. The team is accountable to the Parish Planning Council and the congregation.

The principal is responsible for conducting annual evaluations in each area of responsibility to the end that he/she can bring reports and recommendations to the Board for Christian Education.

PERSONAL QUALIFICATIONS – Regular church and communion attendance. S/he gives ample evidence of a lifestyle that reflects a dynamic relationship with Christ. The principal is open-minded and tolerant and has a happy and positive outlook on life. The principal should clearly articulate the objectives of our Christian school and evidences a love for teaching children. S/he makes a good appearance in terms of dress and style and attends and participates in church activities and is encouraged to participate in community activities. S/he is sensitive to the needs of others, cares about the feelings of others, shows Christian concern for all, maintains confidences, and is respectful of others. S/he uses correct language and written forms. S/he is tactful, warm, and courteous and is an effective listener. The physical and emotional health of the principal is good, and s/he is poised, punctual, and enthusiastic. S/he is skilled in handling the day-to-day disputes and personal problems between parents, children, and teachers.

PROFESSIONAL QUALIFICATIONS – The principal of the Day School will serve as:

1. the school's spiritual leader;
2. the executive administrator of the Board for Christian Education;
3. the manager of the school;
4. the director of the school's educational program and ministry;
5. the leader of school climate.

The principal will fulfill these responsibilities in accordance with the school's purpose and in harmony with established policies. The principal will develop and carry out plans and programs to achieve the responsibilities assigned. S/he will consult and confer with the Board for Christian Education in developing plans and carrying out responsibilities. The principal will report regularly to the Board of Christian Education regarding the progress and effectiveness of those plans and programs.

1. SCHOOL'S SPIRITUAL LEADER

It is evident from the school's statement purpose that Calvary Lutheran School is a ministry for Jesus Christ conducted in His name.

The principal's important role and function is to provide spiritual leadership so that the school might achieve its purpose according to God's Word and will and under His blessing.

The principal will in all relationships with students, parents, faculty, staff, and all others associated with the school seek to speak and abide by the Word and will of God so that God's will may be done, His name be glorified, and His Kingdom come.

The principal will therefore seek to live as a disciple of Jesus Christ thus providing example and encouragement to members of the school community.

The principal will, in carrying out the responsibilities assigned by this ministry description, seek to bring honor to God's name and to enhance the ministry of Jesus Christ.

2. EXECUTIVE ADMINISTRATOR

The principal will provide leadership and assistance in helping the Board for Christian Education prepare, establish, and communicate appropriate policies and procedures necessary to help achieve the school's purpose. The principal will assist the Board for Christian Education in planning its meetings and activities, so that the Board for Christian Education can fulfill its responsibilities. The principal will serve as a spokesperson for the Board for Christian Education, its policies, and programs.

3. SCHOOL MANAGER

a. PUBLIC RELATIONS AND COMMUNICATIONS

The principal will develop and carry out a program of printed and personal communications for the constituent groups of the school community to keep them informed about the school, involve them in the work of the school to enhance their goodwill, support, and confidence in it.

b. OFFICE MANAGEMENT

The principal is responsible for managing the office and affairs of the school, including:

- keeping records regarding students, faculty, and staff
- filing minutes of the Board for Christian Education including official and legal transactions
- filing data and information appropriate for maintaining a school history file
- maintaining correspondence with church and state offices and otherwise as appropriate for conducting the affairs of the school
- conducting the business affairs of the school.

c. **STUDENT ADMISSIONS**

The principal will maintain data regarding the number and names of prospective students in the congregation, and, if so directed, for children in the school community. Based on that data, the principal will annually set enrollment goals and five-year projections. The principal will develop and carry out recruitment plans to achieve enrollment goals to the end that an increasing number of children and families of the congregation (and community) can be nurtured and educated in the Christian setting of Calvary Lutheran School.

d. **FINANCIAL PLANNING AND ACCOUNTING**

The principal will provide leadership and help in the fiscal management of the school to assure quality Christian education accord with good fiscal procedures.

e. **DAILY OPERATIONS OF THE SCHOOL**

The principal will handle daily school operations including teacher attendance and scheduling, substitute scheduling, calendar planning and execution, handling discipline issues, parental relationships, financial adherence, and other activities as required.

4. DIRECTOR OF THE SCHOOL'S EDUCATIONAL PROGRAMS AND MINISTRY:

The principal will ensure current curriculum standards are being adhered to and will conduct routine standardized testing to ensure Calvary students are performing at expected levels. The principal will ensure long-range planning of curriculum occurs and budgetary considerations are identified. The principal will ensure budgeted development/fundraising efforts are executed annually, and new development efforts are identified as necessary.

5. LEADER OF THE SCHOOL CLIMATE

The principal will dictate the school climate through his/her actions, attitude, and communications. The principal will build a strong Christian environment which builds up the children, parental community, and congregation. The principal will work cooperatively in a unified and joint effort to promote Christian education at Calvary and at Christ's Kingdom at large.

ADDITIONAL DUTIES

All staff members should be willing to help with addition duties as may be assigned by the supervisor or board chairman to assist in fulfilling the ministry at Calvary Lutheran Church and School.

CHURCH RESPONSIBILITIES

This staff member as a member of the Body of Christ at Calvary and a professional church worker should regularly participate in the worship and fellowship activities of Calvary Lutheran Church, Kansas City, MO.