

September 18, 2011

Dear Hope Lutheran Church Council,

It is with mixed emotions that I write you this letter. I request to be reduced to quarter-time (approximately 10 hours per week) effective October 1, 2011.

My heart is heavy because of the great honor it has been to work full-time at Hope Lutheran Church for these past five years. It has been a joy to work with such an exceptional group of young people. Every year my expectations are always exceeded as our youth demonstrate high levels of maturity and spiritual growth. Mission trips, Bible studies, small groups, fellowship events, and one-on-one conversations demonstrate to me that they are growing into their call to know, follow, and serve Jesus.

It is my desire to remain employed at Hope, focusing primarily on the spiritual growth of our high school students. After consulting with Pastor Joel, we have decided that the attached job description would represent approximately one quarter of my current responsibilities.

Pastor Joel has also been an exceptional colleague in ministry. I have heard many stories from other youth ministers about their difficult relationships with their senior pastors, and know that Joel is the exception to the rule. Working under him has been all blessing and no burden. This desire to reduce my hours has nothing to do with my working relationship with Pastor Joel.

Though my heart is heavy, it is also filled with excitement at what God has in store for the future. I have decided to start my own business, which will focus on helping other small businesses grow by using my technical and strategic skills on the web. It has been a curiosity of mine to experience what it is like to live out my faith in a profession that is not full-time church ministry. I look forward to the new people I will meet and those with whom I can share the gospel as I move into a new career field.

I have great confidence that the ministry of Hope will continue to grow and flourish as a result of the Holy Spirit's work. It has been an honor to participate as a full-time employee for the last five years. I look forward to continuing to be a part of it for years to come.

I ask you to please vote to accept the attached job description.

With Grace and Peace,

Matt Cleaver

Matt Cleaver  
Part-Time Job Description  
Effective October 1, 2011

1. Primary Responsibility: To continue to nurture the spiritual growth of Hope Lutheran Church's high school students. This position is meant to require approximately ten hours per week, including time for lesson planning.
2. Office hours: No office hours at Hope Lutheran Church.
3. Assigned duties:
  - a. Sunday School
  - b. Wednesday night High School
  - c. Inner Mission (approximately twice a month)
  - d. Devo nights during Summer
  - e. Spring Retreat to Sky Ranch
  - f. Co-leading, co-planning Mission Trip
  - g. Administration and maintenance of the HLC website
  - h. Setting annual youth ministry budget
  - i. Availability for one-on-one counseling
4. Duties no longer assigned (Pastor Joel to assume responsibility for oversight):
  - a. Fellowship events, including Youth Night Out
  - b. Service events, including Feed My Starving Children, Food Pantry, etc.
  - c. Confirmation
  - d. Confirmation Retreat
  - e. Soul Emergence
  - f. Maundy Thursday
  - g. Fundraising, including pancakes breakfasts
  - h. Vacation Bible School
  - i. Summer Retreats
  - j. Administrative oversight and support for Church Secretary
    - i. Email list administration
    - ii. Bulletin proofreading
    - iii. Newsletter proofreading
    - iv. Decision-making related to administrative matters
  - k. Any ministry development responsibilities
  - l. Quarterly preaching
  - m. Other duties not listed in Section 3