

RESPONSIBILITIES OF CONGREGATION COUNCIL MEMBERS

The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- d. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize partnership with the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

JOB DESCRIPTION OF THE OFFICE OF TREASURER

* Note: because of the increasing demands of the financial officer of St. Luke Lutheran Church, the hands-on work of bookkeeping has been designated to the Business Manager (currently part of the job description of Pastor Bohan). The Treasurer still maintains oversight in collaboration with Pastor Bohan.

The responsibility of the treasurer of a congregation is usually stated in the Bylaws of the congregation. This statement usually includes the following description of the treasurer's position:

- Serves as financial officer of the congregation
- Is responsible for payment of all bills, invoices and charges
- Performs or oversees all of the bookkeeping functions
- Prepares the monthly (or quarterly) financial reports for the church council
- Files all of the required Federal and State tax forms
- Monitors the cash position of the congregation and invests available funds as directed
- Is empowered to borrow funds as directed by the church council
- Provides the congregation with any requested financial information
- Assists in the preparation of the Annual Budget for the church council

JOB DESCRIPTION OF COUNCIL PRESIDENT

The president shall:

- Chair the meetings of the Congregation Council and Congregational Meetings.
- Chair the meetings of the Executive Committee.
- Assure that the actions of the Congregation Council and Congregational Meeting are conducted according the guidelines of the Congregation's Constitution.

JOB DESCRIPTION OF COUNCIL VICE PRESIDENT

The vice president shall:

- Chair the meetings of the Congregation Council and Congregation Meetings in the absence of the president.
- Chair the Personnel Committee of this congregation.

JOB DESCRIPTION OF COUNCIL SECRETARY

The secretary shall:

- Keep the minutes of all meetings of the Congregation Council and the Congregational Meetings, be responsible for the printing and distribution of such minutes, and perform such other duties as this congregation may from time to time direct.
- Be authorized and empowered, in the name of this congregation, to attest all instruments which require the same, and have been authorized by the Congregation Council or the Congregation in official meeting.

JOB DESCRIPTION OF THE FINANCIAL SECRETARY

(Not required by constitution. Not a member of Congregation Council.)

- Adhoc member of the Stewardship Committee.
- Oversees guidelines for accounting of contributions and attests individual giving records of members.

CONGREGATION COMMITTEES

By Constitutional Mandate:

- **Executive Committee** – comprised of the 3 officers of the Congregation Council and the Pastor.
- **Nominating Committee** of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.
- **Audit Committee** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection.
- **Mutual Ministry Committee** (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the pastor. Term of office shall be two years, with three members to be appointed each successive year.

Other Committees:

- **Worship** oversees the preparation and materials needed to conduct worship (in collaboration with the Senior Pastor).
- **Education** (under the direction of the Christian Education Director).
- **Stewardship** develops communication means to inform and appeal to the congregation in matters of servanthood of time, talent and treasures. (In collaboration with the Associate Pastor and the Financial Secretary).
- **Hospitality** (under the direction of the Ministries Coordinator).
- **Youth** (under the direction of the Associate Pastor)

- **Goals** plans for an annual review of the congregation goal plan and a biannual preparation of a short and long term goal plan.
- **Benevolence** oversees the requests and appeals for special projects and needs that benefit charitable needs of the community, the congregation, and the church at large.
- **Personnel** chaired by the vice president of the congregation council, oversees the implementation of the employee policy manual. Recommends to the budget committee salary guidelines of employed staff.
- **Spiritual Health** works with the Senior Pastor to develop member ministries to provide networks of support and spiritual care.
- **Finance** (Congregation Council Treasurer and Associate Pastor are adhoc members) oversees the financial responsibilities of the congregation; appoints Budget Committee to establish expenditure budget for the coming year.
- **Property** oversees the maintenance and upkeep of the church facility.

In addition I would recommend the development of the following committee:

- **Staff Support**_to provide support to the employed staff members and appropriately address any grievances brought forth by staff members.

It is my recommendation that the underlined committees need not have a council person attached to them insofar as they have oversight by a staff member. Written reports shall be submitted to the council by the respective staff member noting any items for action.

In addition I would recommend that written reports be submitted by Council members from their assigned committee noting any items for action.