

# COUNCIL

From our Church's Constitution:

“The voting membership of the Congregation Council shall consist of the pastor(s) and not more than 12 nor fewer than 9 members of the congregation. The congregation will strive to include, a youth and/or a young adult member on the council. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council shall be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the Commonwealth in which this congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.

The members of the Congregation Council except the pastor(s) shall be elected by written ballot to serve for a term of two or three years (one-third of the members will serve a two year term and two-thirds shall serve a three year term) or until their successors are elected. Such members shall be eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are elected.

Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

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:

The Congregation Council shall be responsible for the financial and property matters of this congregation.

The Congregation Council shall see that the provisions of this constitution its bylaws and the continuing resolutions are carried out.

The Congregation Council shall provide for an annual review of the membership roster.

The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference and, to the extent permitted by Commonwealth law, notice of all meetings may be provided electronically.”

- Oversees administration of the parish

# STEWARDSHIP

From our Church's constitution:

“There shall be a **Committee on Stewardship**, of which the treasurer shall be a member. It shall be the function of this committee to evoke and promote the expression of Christian faith in daily living; to teach the Christian use of money; to diffuse knowledge of the congregation's local, national and worldwide ministries; and to lead all its members to higher levels of proportionate giving for the Lord's work. This committee shall also be responsible for the annual congregational efforts which lead to informed and grateful giving.”

- **Stewardship Campaign in October (sign-up forms for volunteers)**
- **Sell Weis and Giant grocery cards after worship services**
- **Transport elderly (who cannot drive) to Church**
- **Worship Mentors to assist new members and visitors**

# CHRISTIAN EDUCATION

From our Church's constitution:

“There shall be a Committee on **Christian Education**. The committee, in association with the pastor, shall conduct and promote the program of Christian Education, the committee shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America, and seek to introduce the church's periodicals and books of family devotion into the homes of the congregation. One of the primary aims of the Committee on Christian Education shall be to bring the ministry of the Gospel and other full-time vocations to the attention of qualified members of the congregation.”

- Oversees Sunday School program – teachers, curriculum
- Oversees Church Library
- Provides Bibles to children in 1<sup>st</sup> Grade and youth in 7<sup>th</sup> Grade
- Provides Children's Easter Party & Children's Christmas Party
- Recognizes High School and College Graduates
- Oversees Vacation Bible School program
- Promotes Camp Mount Luther
- Provides Congregational Picnic
- Provides 1<sup>st</sup> Communion Instruction (5<sup>th</sup> Grade) & Catechetical Instruction (7<sup>th</sup>-8<sup>th</sup> Grades)
- Bible Studies, Lenten Seminars (Pastor does this)

# CHURCH PROPERTY

From our Church's constitution:

“There shall be a Committee on **Church Property**. The committee shall see to the proper maintenance and protection of all property of the congregation, and shall take care that the same is kept in good repair and is adequately insured.”

- **Oversees Church Sexton**
- **Substitutes for Sexton when on vacation**
- **Seeks skilled volunteers for minor maintenance of facilities**
- **Hires professionals for major maintenance of facilities**

# EVANGELISM

From our Church's constitution:

“There shall be a **Committee on Evangelism**. This committee shall stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent, and to reach others, who are as yet unwon, with the Gospel and attach them to Christ's Church. To this end, the committee shall devote itself into deepening spiritual life and shall periodically study the congregation in the context of its surrounding community. It shall also encourage the “mutual fellowship of the Saints” by planning and encouraging fellowship within the congregation and with other Christians.”

- **Table at Kid Connection**
- **Congregational Brochure**
- **Family Movie Matinee**
- **Welcome Notes to Visitors (Pastor does this)**

# FINANCE

From our Church's constitution:

“There shall be a **Finance Committee**, of which the treasurer shall be a member. It shall prepare a draft budget for the succeeding year, including this congregation's full indicated share in support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod, and shall submit such draft budget to the Congregational Council for its action and later presentation to a congregational meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the Synodical treasurer. It shall, subject to the approval of the Congregational Council, be responsible for the congregation's investments, and shall also provide for annual audits of the accounts of the treasurer as well as of the accounts of the schools and organizations within the congregation. It shall provide for and supervise the deposit of all money of the congregation.”

- **Annual Budget**
- **Annual Audit**
- **Weekly Counting and Deposit of Church Offerings**
- **Receives and Pays Bills**

# SOCIAL MINISTRY

From our Church's constitution:

“There shall be a **Committee on Social Ministry**. The purpose of this committee shall be to extend Christian compassion and helpfulness to the ill, the aged, the orphaned, the underprivileged, the imprisoned and, in general, to persons of all ages in need of aid to body or soul. It shall strive to enlist in those efforts as many as possible of the individual members and organizations of the congregation. This committee shall further have the duty to study social conditions, primarily the local community, in order to bring the cleansing and healing light of Christian truth to bear upon critical problems through thoughtful Christian discussion of facts and issues.”

- **Friendly Visitors – regular visits to homebound, home-delivered meal once yearly**
- **Prayer Shawl Ministry**
- **Collects non-perishable food gifts for Mother Hubbard's Cupboard**
- **Community Meals**
- **Giving Tree Project at Christmastime**
- **Summer Fellowship after Worship**

# WORSHIP & MUSIC

From our Church's constitution:

“There shall be a **Committee on Worship and Music**. It shall assist the congregational Council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America that competent ushers (lay assistants) are recruited and trained, and that hymnals and other devotional materials are provided and properly cared for. This committee shall supervise, and strive to advance the welfare and effective service of the choirs of the congregation. It shall arrange for the care of paraments, vestments and musical instruments and, shall furnish music supplies appropriate for use in the worship of a congregation of the Evangelical Lutheran Church in America.”

- **Schedules Lay Lectors, Ushers, Acolytes, Communion Assistants**
- **Assists Pastor with Bulletin supervision**
- **Oversees Choirs – Celeste, Youth, Handbell, Chancel**
- **Oversees Altar Guild**
- **Oversees Sound System Operation**
- **Homebound Communion by Lay Eucharistic Ministers**
- **Prepares Church for Weddings, Baptisms, Funerals**

# CEMETERY

From our Church's constitution:

“There shall be a **Cemetery Committee**, to which shall be entrusted the management, operations, and maintenance of the cemetery.”

- **Oversees Cemetery Caretaker**
- **Sells Grave Spaces**
- **Keeps Record Books updated**

# YOUTH

From our Church's constitution:

“There shall be a **Youth Committee** to plan and oversee youth group activities and youth-affiliated organizations within the Church. Officers of the youth group shall be members of this committee.”

(a.) “This congregation affirms and supports Pack No. 2 of the **Cub Scouts** and Troop No. 2 of the **Boy Scouts**, and shall provide guidance as needed, and include in the Congregational Budget monies for the annual chartering and support of the pack and troop.”

- **Provides Youth Group leaders**
- **LUMINA Board Members**
- **Liaisons for Boy Scouts, Family Scouts, Girl Scouts if active**

# PERSONNEL

From our Church's constitution:

“There shall be a **Personnel Committee**, whose duties shall be to advise the Council as a whole on the operation and administration of the employment and supervision of the salaried lay workers and employees of the congregation.”

- **Oversees and evaluates church employees**

# MUTUAL MINISTRY

From our Church's constitution:

“There shall be a **Mutual Ministry Committee** to evaluate the goals of the congregation for both ministry within the congregation and to the world (including the immediate community). The committee is not responsible for the goals, but rather monitor the effectiveness of the congregation's ministry. The committee will seek to find ways for the pastor(s), other leaders, and congregation to work together for the sake of the Gospel. Address conflicts among members that may affect the congregation's ministry, as well as between members of the congregation and the pastor or other leaders. They will be a source of support and care for the pastor and other leaders in times of personal or professional stress. Be alert to the early warning signs within a congregation of misunderstanding that may eventually lead to difficulty.”

(a.) *Mutual Ministry Committee(s)* consisting of three members shall be appointed jointly by the president and the pastor. Term of office shall be three years, with one member to be appointed each successive year. Committee members will hold no other office in the congregation during their term.