

CONTINUING RESOLUTIONS
OF
GRACE LUTHERAN CHURCH
OF
SAGINAW, MICHIGAN

May 20, 2007
Adopted:

Continuing Resolutions Table of Contents

	Page
ARTICLE I	
Description of Articles.....	4
ARTICLE II	
Officer and Council Position Descriptions.....	4
Congregational Council Member.....	5
Pastor.....	6
President.....	8
Vice President.....	9
Treasurer.....	11
Secretary.....	12
Director of Worship.....	13
Director of Evangelism.....	14
Director of Christian Education.....	15
Director of Youth Committee.....	17
Director of Stewardship.....	18
Director of Church Property.....	20
Director of Congregational Family Life.....	22
Director of Mission Outreach.....	23
ARTICLE III	
Other Position Descriptions.....	24
ARTICLE IV	
General Descriptions of Responsibilities Congregation Committees...	24
ARTICLE V	
Coordinators – General Position Descriptions.....	25
Office of the Vice President.....	26
Visitations Coordinator.....	26
Pastor and Employee Relations Coordinator.....	26
Pastor Call Coordinator.....	26
Worship and Music Committee Coordinators.....	27
Ushers and Greeters Coordinator.....	27
Altar Guild Coordinator.....	27
Evangelism Committee Coordinator.....	28
Evangelism – External Coordinator.....	28
Evangelism – Internal Coordinator.....	29

Christian Education Coordinator.....	29
Sunday School Coordinator.....	29
Vacation Bible School Coordinator.....	30
Confirmation Class Coordinator.....	31
Bible Study Coordinator.....	31
Youth Committee Coordinators.....	32
Fellowship and Recreation Coordinator.....	32
Christian Education and Counseling Coordinator.....	33
Stewardship Committee Coordinator.....	33
Budget Coordinator.....	33
Financial Secretary Coordinator.....	34
Memorials Coordinator.....	34
Stewardship Coordinator.....	34
Church Property Committee Coordinators.....	35
Maintenance Coordinator.....	35
Protection Coordinator.....	36
Congregational Family Life Committee Coordinators.....	37
Activities Coordinator.....	37
Volunteer Coordinator.....	37
Women of the Church.....	38
Men of the Church.....	38
 ARTICLE VI	
Committee Structures.....	38

CONTINUING RESOLUTIONS
OF
GRACE LUTHERAN CHURCH

ARTICLE I

R1.01. The Congregational Council has enacted the following Continuing Resolutions, which formalize and describe the following:

- a. ARTICLE II. Detailed position descriptions of the Pastor, and all elective positions in the congregation.
- b. ARTICLE III. Detailed position descriptions of the Congregational paid staff positions.
- c. ARTICLE IV. General descriptions of the responsibilities and authority of the Congregational committees indicated in the Constitution, Chapter 13.
- d. ARTICLE V. General position descriptions of the appointed coordinators (Chairperson) who supervise the various committees and organizations within the congregation.
- e. ARTICLE VI. Detailed structure and composition of the committees and organizations shown in R1.01 d. above.

R1.02. ARTICLE VII. Other Continuing Resolutions enacted by the Congregational Council deemed appropriate for the effective administration of the congregation.

ARTICLE II

Officer and Council Position Descriptions

- R2.01. Congregational Council Member
- R2.02. Pastor
- R2.03. President
- R2.04. Vice President
- R2.06. Treasurer
- R2.07. Secretary
- R2.08. Director of Worship Committee
- R2.09. Director of Evangelism Committee
- R2.10. Director of Christian Education Committee
- R2.11. Director of Youth Committee
- R2.12. Director of Stewardship Committee
- R2.13. Director of Church Property
- R2.14. Director of Congregational Family Life Committee
- R2.15. Director of Mission Outreach

R2.01. Congregational Council Member

Qualifications: Christian knowledge, integrity, wisdom, management or administrative experience, inquiring mind, willingness to speak one's mind. Ability to challenge and stimulate, future oriented and a willingness to commit time and energy.

Summary of Duties: Policy setting, long-range program and financial planning of 1-5 years, limited decision-making and limited financial authority. Recruits and trains Directors.

Specific Duties:

1. Meet, normally, once each month. Attendance at special meetings may be required.
2. Lead the congregation in stating its mission and fulfilling its purpose.
3. Perform long-range program and financial planning of 1-5 years and sets goals and priorities.
4. Evaluate the performance of the congregation's activities in achieving its mission and goals.
5. Seek to involve all members of the congregation in worship, learning, service and support.
6. Oversee and provide for the administration of the congregation.
7. Maintain supportive relations with the pastor and staff.
8. Assure the financial integrity of the congregation in meeting its financial obligations.
9. Assure proper maintenance and protection of church property and assets.
10. Promote congregation acceptance of its full share in support of wider ministry in partnership with the synod and church-wide organization.
11. Annually review and recommend the annual budget to the congregation for approval.
12. Recruit and train Directors and motivate them to accept responsibility,

make decisions, as appropriate, and be true leaders and managers of their respective committees.

13. A Director may combine any of the ministry teams within the Director's committee to facilitate overall administration.
14. Represent the congregation in the community as well as keeping the congregation informed of social, political, and economic developments of interest to the congregation.
15. Establish and maintain a continuing program of publicity for the congregation and its programs and activities.
16. Maintain the church bulletin boards, indoor and outdoor, and keep them current with appropriate messages.
17. Work toward the overall enhancement of the congregation's image in the various news media and publications in the community.
18. Maintain the tract rack with timely and useful tracts. Reviews tracts dealing with vital subjects and issues for the congregation and orders such material.
19. Compose, edit, prepare lay-outs, and supervise production and procurement of brochures, special booklets, pamphlets, advertising copy, and other printed matter used by the congregation, and order such material.

R2.02. Pastor

Qualifications: The pastor shall be a member of the clergy roster of the Evangelical Lutheran Church in America or who is recommended for the clergy roster by the synodical bishop. A person of pastoral competence and of good moral and spiritual character. Management or administrative experience is desirable. The Pastor is willing to preach the Word, administer the sacraments, conduct public worship, and provide pastoral care consistent with the faith and practice of the Evangelical Lutheran Church in America.

Summary of Duties: In addition to conducting pastoral activities in accordance with the faith and practice of the Evangelical Lutheran Church in America, the pastor speaks publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world. Within the congregation, the pastor offers instruction, confirms, marries, visits the sick and distressed, buries the dead, assures Christian education, installs regularly elected officers and members of the Congregational Council and, with the Congregational

Council, administers discipline. The pastor is a member of the Congregational Council, participates in the administration of the congregation business and is the spiritual advisor in all Congregational Council business.

Specific Duties:

1. Proclaim the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and professed in the Book of Concord.
2. Administer the sacraments in accordance with their divine institution.
3. Discharge, toward all members of the congregation, the functions of a minister and guardian of their souls in an evangelical manner, in particular, visit the sick, distressed, and the dying, and admonish indifferent and erring members.
4. Educate, inspire, and guard the spiritual welfare of the younger members and adults of the congregation during their preparation for acceptance of Holy Communion.
5. Guide the congregation in applying the divinely ordained discipline of the church.
6. Provide spiritual leadership and oversight in the educational agencies, adult and youth organizations, and in the Congregational Council.
7. Serve as an example by Christian conduct and do all that is possible for the up-building of the congregation and for the advancement of the Kingdom of Christ.
8. Share, with the Director of Evangelism, in the entire program of proclaiming the Gospel to the indifferent members and to the unchurched.
9. Advise the Director of Worship in the selection of new forms of worship, liturgies, and hymns for use in public worship and help assure a friendly and spiritual atmosphere during worship services.
10. Take an active part in the planning and policy making functions of the Congregational Council.
11. Hire, train, supervise, and manage the activities of the church secretary and make recommendations concerning the hours of work, hourly pay, and benefits for the secretary, to the Vice President.

12. See to the prompt transfer of all members who move away. Encourage the prompt transfer of new Lutheran families moving into the community who desire membership in Grace Lutheran Church.
13. Other specific duties of the Pastor may be contained in the letter of call.

R2.03. President

Qualifications: Prior church or business management experience is desirable. Christian knowledge and an earnest desire to promote the spiritual work of the Kingdom of Christ through this congregation.

Summary of Duties: The president presides at all meetings of the voting membership. The president is responsible to enforce the Constitution, By-laws, and Continuing Resolutions of the congregation, and to carry out the expressed will of the congregation as embodied in the resolutions of the voting membership. All Committees, Directors, Coordinators, Auxiliaries, groups, etc. in the congregation shall be responsible to the president who will be welcome at any meetings of such groups. The president also calls and presides over the meetings of the Congregational Council and endeavors to coordinate the functions, plans, and activities of the congregation in all its parts for the total furtherance of the work of Christ's Kingdom. After the pastor, the president is the chief spiritual leader in the congregation. The president may on occasion substitute for the pastor. The President is a member of the Congregational Council and is an officer of the corporation. The President may call a special congregation meeting when necessary.

Specific Duties:

1. Enforce the Constitution and By-laws of the congregation.
2. Preside over all congregational meetings and Congregational Council meetings.
3. Carry out the will of the congregation as expressed in the resolutions of the voting membership properly convened in congregational meetings.
4. Endeavor to coordinate the functions, plans and activities of the various congregational organizations.
5. Take an active part in the planning and policy making functions of the Congregational Council.
6. Make appointments to various on-going or ad hoc committees as

prescribed in the Continuing Resolutions.

7. Encourage the communication of congregational policy, procedures, news and events within and outside the congregation. Help, coordinate, and encourage attendance at congregation functions.

R2.04. Vice President

Qualifications: Prior church management experience desirable. Christian knowledge and an earnest desire to promote the spiritual work of the Kingdom of Christ through this congregation. To motivate members and non-members to faithful worship attendance and participation in church functions.

Summary of Duties: Perform the duties of the President in the absence of the President. Is a member of the Congregational Council and is an officer of the corporation. Is chairperson of the Nominating Committee and is responsible for the content of the Constitution, By-laws, Continuing Resolutions, and overall congregation organization. Responsible for the spiritual welfare of the Pastor and congregation members, individually and corporately. Recruit, train, and supervise ministry teams and assume the role of said team if the position is unfilled.

Specific Duties:

1. Assure that the pastor and congregation adhere to all the spiritual requirements of the Constitution and By-laws.
2. Assure that the congregation adheres to responsible fiscal and property management procedures.
3. Review the Constitution, By-laws, and Continuing Resolutions annually and review the organization structure, position descriptions, and committee structure, and make recommendations to the Congregational Council and congregation for necessary changes.
4. Is chairperson of the Nominating Committee for filling elective positions in the congregation and supervise the recruiting, training, and motivation of nominees.
5. Take an active part in the planning and policy making functions of the Congregational Council.
6. Is concerned with the pastor's performance and the spiritual, emotional and physical health and welfare of the Pastor and his family (adequate compensation, housing, free time, vacation, education, assistance in time

of illness), and the Pastor's performance and specifically review these items once a year.

7. Review annually, in conjunction with the Pastor, the performance and salary of the Church Secretary and make appropriate recommendations. In case of a vacancy, along with the Pastor, interview and hire a replacement.
8. Exercise leadership in gathering call lists and calling a new pastor when a need arises. Is a member of the Call Committee when it is activated according to Paragraph 13.05 of the Constitution. If elected, may serve as chairperson of the Call Committee.
9. Assist the pastor in seeing to the prompt transfer of all members who move away. Encourage the prompt transfer of new Lutheran families moving into the community who desire membership in Grace Lutheran Church.
10. Pray for the pastor and other spiritual leaders in this congregation.
11. Encourage the pastor in his work by word and action.
12. Assist the pastor in counseling with difficult cases and in finding God-pleasing and peaceful solutions to personal problems within the congregation.
13. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions, Chapter 15 of the Constitution, and exercise discipline when required.
14. Assure that the congregation functions in accordance with the established doctrine of the Church as described in Chapter 2 of the Constitution.
15. Assure that all actions of this congregation are carried out under the rule and authority of our Lord Jesus Christ as indicated in Chapter 3 of the Constitution.
16. Assure that the ministry of this congregation is dedicated to the spiritual well-being of all who seek the salvation of our Lord Jesus Christ as indicated in Chapter 4 of the Constitution.
17. Maintain an adequate nursery facility. Hire and supervise personnel.

18. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
19. Other duties as assigned.

R2.06. Treasurer

Qualifications: General knowledge of basic accounting procedures is desirable or some practical experience in bookkeeping.

Summary of Duties: Is an officer of the corporation and a member of the Congregational Council. Record congregational receipts and disbursements, budgeted and actual expenditures according to proper accounting procedures. Prepare financial reports for Congregational and Congregational Council meetings.

Specific Duties:

1. Accurately record congregational receipts and disbursements, budgeted and actual expenditures according to proper accounting procedures.
2. Submit a written financial report at congregational meetings and issue preliminary reports at church council meetings.
3. Submit permanent financial records for audit.
4. Make monthly remission of offerings for mission and church agencies and promptly pay salaries and bills authorized for payment.
5. Coordinate the flow of money from the treasury to the various Committees in such a manner that an adequate cash balance is retained for the payment of salaries, benefits, and other recurring expenses.
6. Receive, from the money counting teams, a report of all monies received through worship services, special offerings and from any other sources.
7. Sign all checks, or authorize other church members to sign checks, for payment of all congregational financial commitments.
8. Have available for all Committees, a current record of their accrued disbursements and budget allotment.
9. Prepare necessary tax reports and payment.

10. Has the authority to prepare a breakdown of worker's compensation and fringe benefits.
11. Take an active part in the planning and policy making functions of the church council.
12. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
13. Other duties as assigned.

R2.07. Secretary

Qualifications: Ability to take and transcribe notes of the congregation and Congregational Council meetings, write letters on behalf of the church, congregation, or Congregational Council and have a working knowledge of proper grammar, syntax, and punctuation, typing ability, while not necessary, may be helpful.

Summary of Duties: Officially record minutes of the actions, resolutions, and happenings at all properly called congregation and Congregational Council meetings. Supervise the accurate and timely reproduction of the minutes. Is an officer of the corporation, a member of the Congregational Council, is keeper of the corporation seal and may sign official documents when required. Is responsible for the proper safeguarding of all congregation corporation documents, deeds, and mortgages.

Specific Duties:

1. Take minutes at all congregation and Congregational Council business meetings.
2. Supervise the accurate and timely reproduction of the minutes.
3. Compose, sign, and send letters when directed by the congregational, Congregational Council or president.
4. Take an active part in the planning and policy making functions of the Congregational Council.
5. Affix the congregation corporation seal and sign official documents on behalf of the congregation.

6. Supervise the filing and storage of all official congregational documents.
7. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
8. Other duties as assigned.

R2.08. Director of Worship

Qualifications: Christian knowledge; desire to promote the spiritual work of the Kingdom of Christ. Prior church administration/management experience desirable.

Summary of Duties: Supervise all matters pertaining to congregational worship. Is a member of the Church Council. Recruit, train, and supervise ministry teams or assume the role of said teams if the position is unfilled. Submit, to the Stewardship Committee, an annual budget and be accountable for all expenditures within the Worship budget.

Specific Duties:

1. Provide assistance to the pastor with Communion distribution, reading of Scripture, preaching, etc., as required.
2. Approve and/or disapprove new forms of worship, liturgies, and hymns for use in public worship. In conjunction with the pastor, assure that familiar hymns are selected for worship service, or, if unfamiliar hymns, appropriate congregational training and familiarization is undertaken.
3. Is directly responsible for adequacy of performance of the various teams who, along with the Director, make up the Worship Committee.
4. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
5. Other duties as assigned.

R2.09. Director of Evangelism

Qualifications: Christian knowledge, desire to strengthen the faith of our members, and bring the Gospel to the unchurched. Organizational experience desirable.

Summary of Duties: Encourage the congregation and its various organizations to bring the Gospel to the unchurched, to enlist God's people in the work of spreading the Gospel, and to deepen the faith and activity of the members of this congregation. Is a member of the Congregational Council. Is director and chairperson of the Evangelism Committee. Recruit, train, and supervise ministry teams or assume the role of said team if the position is unfilled. Submit to the Stewardship Committee an annual budget. Approve and account for all expenditures.

Specific Duties:

1. Share with the pastor in the entire program of proclaiming the Gospel.
2. Encourage a sincere evangelistic concern for all people inside and outside the church.
3. Foster a climate of evangelism in the congregation that constantly encourages members to spontaneously share Christ with one another, the indifferent, and the unsaved.
4. Undertake an intensive, every-member evangelism education program periodically.
5. Promote and direct congregation-wide evangelism undertakings.
6. Is responsible for a program of community relations that identifies the congregation with the Gospel of Christ.
7. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.
8. Is responsible for maintenance and follow-up of a prospective member file and visitor sign-up sheets.
9. Conduct visits, in conjunction with the pastor, to prospective members and invite them to attend pastor's instruction class.
10. Be aware of prospective members moving into the community and initiate invitations and follow-up to join in worship with this congregation.

11. Is concerned for the reception, orientation, and integration of new members into the congregation.
12. Encourage an atmosphere of friendliness in the congregation toward members and visitors and adopt ways and means for improvement where necessary.
13. Is responsible for the adequacy of performance of the various ministry teams who, along with the Director, make up the Evangelism Committee.
14. Work with other churches to improve the Christian image in the community and to further the church's mission.
15. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
16. Other duties as assigned.

R2.10. Director of Christian Education

Qualifications: Christian knowledge with the desire to further the Christian knowledge of all members and instill good moral conduct. Teaching and organizational experience desirable.

Summary of Duties: Determine the Christian educational needs of the congregation, establish objectives, recommend policies, approve course material and supervise the teaching personnel and the total Christian educational program for the members and organizations within the congregation. Is a member of the Congregational Council. Is director and chairperson of the Christian Education Committee. Recruit, train, and supervise ministry teams or assume the role of coordinator if the position is unfilled. With the pastor, coordinate the training of the confirmation classes. Submit an annual budget to the Stewardship Committee. Approve and account for all expenditures within the Christian Education Committee.

Specific Duties:

1. Be responsible for the Christian education of children, youth, and adults in the congregation and through them, in the community and beyond.
2. Establish objectives, set policies, and supervise the total Christian educational program including the teaching personnel for the Sunday School, Vacation Bible School, Confirmation classes, Bible classes, and other educational groups.

3. Provide for the active expression of Christian love, concern, and moral conduct as an integral part of the total educational program.
4. Approve curriculum, teaching materials, analyze performance of each education agency, and seek improvement where needed.
5. Assure that the Christian educational needs of all age groups and special conditions are served.
6. Recruit, train, place, and continue to train lay teachers and leaders as the congregation's needs require.
7. Establish a system of commendation and recognition of faithful service by all persons involved in Christian education.
8. Encourage Christian educational programs in the various societies of the congregation.
9. Consider special classes, courses, conferences, and retreats for special purposes and special groups.
10. Provide for the growth of the educational staff through conferences, conventions, continuing education, and request necessary funds in the annual budget.
11. Maintain, improve, and cultivate the use of the church library and other educational aids.
12. Study, adopt, and/or adapt "helps" suggested by the education departments of the Synod and the Evangelical Lutheran Church in America.
13. Examine the educational facilities and equipment and make recommendations to the Church Properties Committee for up-keep, repairs, replacements, and suggest new equipment when needed.
14. Is directly responsible for the adequacy of performance of the various coordinators who, along with the Director, compose the Christian Education Committee.
15. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
16. Other duties as assigned.

R2.11. Director of Youth Committee

Qualifications: Christian knowledge, desire to provide for the continuing spiritual growth of young persons in the congregation, enjoys working with young people.

Summary of Duties: Determine the spiritual and moral needs of the young people in the congregation, establish objectives, recommend policy, approve course material and activities, and supervise the youth activities, and the supporting counselors who participate in the young people's organization. Is a member of the Congregational Council and is director and chairperson of the Youth Committee. Recruit, train, and supervise ministry teams or assume the role of coordinator if the position is unfilled. Submit an annual budget to the Stewardship Committee for the Youth Committee. Approve and account for all expenditures within the Youth Committee.

Specific Duties:

1. Promote attendance and involvement of the young people in all youth activities and, where appropriate, in congregational activities.
2. Provide for the continuing spiritual and moral growth of the young people through Bible study, prayer, and expression of Christian love and service.
3. Plan and carry out, with other concerned committees, a year-round program for the young people including a program of social fellowship for both young people and young adults in the congregation.
4. Recruit, train, and supervise ministry teams and counselors as required.
5. Set objectives, recommend policy, and supervise the total young people's program and activities.
6. Plan, organize, and participate, together with the pastor, in an annual young people's Sunday.
7. Provide for the continual education of young people on topics of interest to them.
8. Provide opportunities for Christian service in the congregation and in the community.
9. Plan and coordinate activities of young people with other congregations and with the church at large.

10. Encourage other youth coordinators to open their programs and activities to outside youth and to actively promote such invitations.
11. Plan and coordinate activities for the youth with other youth groups outside the congregation, especially those engaged in the civic, school, cultural, humanitarian, recreational, or social matters.
12. Train and involve, in conjunction with the Evangelism Committee, the young people in bringing others to faith in Christ.
13. Provide counseling for the spiritual, moral, social, and vocational development of young people.
14. Recruit, together with the Christian Education Committee, young people and young adults for full-time service in the church as pastors, teachers, and the like.
15. Provide attendance records of young people's participation in the various parts of the program and follow-up with uninvolved.
16. Establish a system of commendation and recognition of faithful service of all persons involved in young people's work.
17. Examine the "youth room" facilities and program materials and make recommendations to the Church Properties Committee for repair or replacement.
18. Is directly responsible for the adequacy of the various coordinators who, along with the Director, make the Youth Committee.
19. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
20. Other duties as assigned.

R2.12. Director of Stewardship

Qualifications: Christian stewardship knowledge, desire to develop good stewardship attitudes in the members of the congregation in regard to time, talents, and treasure. Prior church administration experience and some understanding of budget and finance.

Summary of Duties: Responsible for good Christian stewardship in the congregation, training, and utilizing members of the congregation in the work of

the church, and for the financial stability of the congregation and its work through a program of dedicated, proportionate, first-fruits giving. Assist the Treasurer with the proper handling and accounting of all funds. Administer the benevolence, education, and memorial funds. Is a member of the Congregational Council. Is director and chairperson of the Stewardship Committee. Recruit, train, and supervise ministry teams or assume the role of coordinator if the position is unfilled. Prepare the annual congregational budget for the congregation's approval and monitor expenditures within that budget. Approve and account for all expenditures within the Stewardship Committee budget.

Specific Duties:

1. Study the Scriptural principles regarding Christian stewardship and share these insights with congregation members.
2. Contact and encourage new members for service in the congregation and endeavor to utilize talents of present members in Christ's work.
3. Develop and maintain a congregational talent file and provide for the recording of talents and abilities of new members.
4. Provide for the development of talents and interests through training courses, workshops, and the like.
5. Conduct an annual program to confront every member with basic Biblical stewardship principles and practices.
6. Encourage the Gospel-motivated practices of joyful proportional giving in response to received blessings and recognized needs.
7. Annually give every member an opportunity to make a commitment for Kingdom work through the congregation.
8. Initiate the preparation and presentation, to the congregation, of an annual church program, determine anticipated receipts and recommend a budget for adoption by the Congregational Council and voters.
9. Supervise and administer the benevolence, Christian education, and memorial funds. Review and make recommendations to accept or decline all offers of non-solicited gifts to the congregation.
10. Evaluate and encourage various programs for endowments, memorials, and remembrances of the congregation in wills, bequests, and the like.

11. Assist with the treasurer, safe deposit and recording of all funds, prompt payment of salaries, and other obligations, together with the Treasurer as authorized by the congregation and various committees.
12. Encourage stewardship programs in the societies of the congregation and coordinate such efforts with the overall stewardship effort.
13. Evaluate the offerings of the congregation regularly and share these evaluations with the members monthly.
14. Is responsible for the adequacy of performance of the various coordinators who, along with the Director, compose the Stewardship Committee.
15. Together with the pastor, establish guidelines, set priorities, and determine limits of disbursements for Benevolence.
16. Investigate and make recommendations for unusual benevolence need cases.
17. Assure that adequate benevolence is provided in the annual budget.
18. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
19. Other duties as assigned.

R2.13 Director of Church Properties

Qualifications: General knowledge of building maintenance, desire to protect congregation against loss or damage of whatever nature.

Summary of Duties: Inspect and see to the repair, replacement, improvement, or retirement of congregation's physical assets. Protect congregation buildings and property with adequate insurance coverage, security systems, and safety practices. Assure the adequacy and reliability of all congregation equipment and fixtures. Is a member of the Congregational Council. Is director and chairperson of the Church Properties Committee. Recruit, train, and supervise ministry teams or assume role of coordinator if position is unfilled. Hire, train, and supervise custodial help and prepare their list of responsibilities. Submit an annual budget to the Stewardship Committee. Approve and account for all expenditures.

Specific Duties:

1. Make an annual inspection of church properties and equipment and recommend needed repairs, improvements, replacement, or retirement to the congregation.
2. When possible, maintain an inventory of all church properties and equipment, including acquisition date and approximate value of each item.
3. Hire, train, and supervise custodial help and prepare a daily, weekly, monthly, or annual list of maintenance functions for the custodians to perform.
4. Review the custodian's performance and recommend wages and benefits.
5. Assist the Congregational Family Life Committee to develop written policies and rules concerning the use of church property and equipment by members and non-members.
6. Coordinate the schedule of church activities and custodial requirements with appropriate Board Directors.
7. Make, issue, and keep a list of all keys for church property or equipment issued to members.
8. Supervise, control, and recommend storage facilities for all church property, equipment, and supplies.
9. Enlist volunteer work crews for special maintenance projects.
10. Negotiate, obtain bids, and contracts for professional maintenance or building services for approved or budgeted projects or for service contracts where appropriate.
11. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budgeted funds have been allocated.
12. Annually check all property for fire or safety hazards and initiate corrective action where necessary.
13. Represent the congregation with local law enforcement and township officials.
14. Negotiate, obtain bids, and sign contracts for adequate and complete property and liability insurance on behalf of the congregation.

15. Is the chief trustee for the congregation properties.
16. Is responsible for and supervises the proper use of all church property and equipment.
17. Take an active part in the planning and policy making functions of the Congregational Council.
18. Is directly responsible for the adequacy and performance of the various coordinators who, along with the Director, compose the Church Properties Committee.
19. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
20. Other duties as assigned.

R2.14. Director of Congregational Family Life

Qualifications: Outgoing, organizational and promotional skills, and a keen desire to further the spiritual mission of the congregation through fellowship activities.

Summary of Duties: Strengthen the Christian fellowship between congregation members, spiritually and socially; integration of new members into the life of the congregation; and, the building up of mutual cooperation, trust, and enjoyment among the members of the congregation. Is a member of the Congregational Council. Is Director and chairperson of the Congregational Family Life Committee. Recruit, train, and supervise ministry teams or assume role of coordinator if position is unfilled. Submit an annual budget request to the Stewardship Committee. Approve and account for all expenditures.

Specific Duties:

1. Plan, supervise, and implement gatherings of the congregation for which there is not other sponsoring organization.
2. Maintain contact with other Board Directors suggesting ways to further their Board's performance through fellowship activities or draw from them requests and suggestions for such affairs.
3. Maintain an adequate group of willing workers who help plan, coordinate, and execute work necessary to the successful accomplishment of fellowship goals.

4. Provide for the integration of new members and their families through special fellowship activities in cooperation with the Board of Evangelism.
5. Review and adapt resource material and ideas for family nights, plays, fun fairs, bazaars, talent shows, and the like.
6. Assist in developing written policies and rules, in conjunction with the Church Properties Committee, for the use of church facilities by members and non-members.
7. Coordinate, with the church secretary, for the use of the church facilities for weddings, receptions, showers, recreational activities, etc.
8. Receive and approve requests made through the church office in conjunction with Congregational Council for the use of church facilities.
9. Maintain, with the church secretary, a monthly schedule of activities within the church facilities.
10. Take an active part in the planning and policy making activities of the Congregational Council.
11. Is directly responsible for the adequacy of performance of the ministry teams, along with the Director, compose the Congregational Family Life Committee.
12. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
13. Other duties as assigned.

R2.15. Director of Mission Outreach

Qualifications:

Outgoing and willing to speak for and represent the congregation.

Summary of duties:

Is a member of the Congregational Council. Is the Director and chairperson of the Mission Outreach Committee and supervises ministry teams or assume the role of the coordinator if position is unfilled. Submit an annual budget to the Stewardship Committee. Approve and account for all expenditures within the Mission Outreach Committee.

Specific Duties:

1. Develop the congregation's role in the community as servants of the Lord together with the appropriate.
2. Encourage the congregation to carry its spiritual, serving mission into the life of the community.
3. Maintain contact with benevolent and charitable agencies in the community and recommend congregational opportunities for service.
4. Take an active part in the planning and policy making activities of the Congregational Council.
5. Is directly responsible for the adequacy of performance of the various coordinators who, together with the Director, compose the Mission Outreach Committee.
6. Foster support of missions and charities through an ongoing program of information through letters, tracts, bulletin inserts, appearances of missionaries, charity directors and the like.
7. Encourage the communication of congregational policy, procedures, news and events within and outside of the congregation. Help, coordinate, and encourage attendance at congregational functions.
8. Other duties as assigned.

ARTICLE III
Other Position Descriptions

- R3.01. Church Secretary
- R3.02. Custodian
- R3.03. Music Director
- R3.04. Organist/Pianist

ARTICLE IV
General Descriptions of Responsibilities
Congregation Committees

- R4.01. Executive Committee
- R4.02. Nominating Committee
- R4.03. Audit Committee
- R4.04. Call Committee

ARTICLE V
Coordinators – General Position Descriptions

- R5.01. Visitation Ministry Team
- R5.02. Pastor/Employee Relations Ministry Team
- R5.03. Pastoral Call Ministry Team
- R5.04. Ushers Ministry Team
- R5.05. Altar Guild Ministry Team
- R5.06.
- R5.07. Worship and Music Ministry Team
- R5.08.
- R5.09.
- R5.10. Evangelism Ministry Team – External
- R5.11. Evangelism Ministry Team – Internal

- R5.14.
- R5.15.
- R5.16. Sunday School Ministry Team
- R5.17. Vacation Bible School Ministry Team
- R5.18. Confirmation Class Ministry Team
- R5.19. Bible Study Ministry Team
- R5.20.
- R5.21.
- R5.22.
- R5.23. Youth Fellowship Ministry Team
- R5.24. Youth Christian Education/Counseling Ministry Team
- R5.25.
- R5.26.
- R5.27. Budget Ministry Team
- R5.28. Financial Secretary Ministry Team
- R5.29.
- R5.30. Memorials Ministry Team
- R5.31.
- R5.32. Stewardship Ministry Team
- R5.33.
- R5.34.
- R5.35. Church Maintenance Ministry Team
- R5.36. Church Property Protection Ministry Team
- R5.37.
- R5.38.
- R5.39. Church Activities Ministry Team
- R5.40. Church Volunteers Ministry Team
- R5.41.
- R5.42.
- R5.43. Public Relations Ministry Team

- R5.44. Communications Ministry Team
- R5.12 Women's Organization Ministry Team
- R5.13. Men's Organization Ministry Team

OFFICE OF THE VICE PRESIDENT

COORDINATORS

The coordinators under the Vice President shall be responsible for their share of the total objectives of the Office of the Vice President as outlined in the Vice President duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of members to help them carry out their responsibilities. Furthermore, they shall be responsible for the duties listed below under the several coordinator titles:

R5.01. Visitations Coordinator

1. In conjunction with the pastor, recruit, train, staff, and supervise those who are willing to assist the pastor in visiting the sick, shut-ins, and absent members.

R5.02. Pastor and Employee Relations Coordinator

1. Review the adequacy of the pastor and secretary's salary and benefits and make recommendations for change.
2. Conduct performance reviews, recognize good performance, and recommend improvement programs, procedures, or training when appropriate.
3. Recruit, hire, and supervise the organist and music directors of the congregation.
4. Provide for substitute pastors and guest speakers as needed.
5. Recommend the time, schedule, and number of Communion services in conjunction with the pastor.
6. Supervise the budgeted allotment for the selection and procurement of appropriate music in conjunction with the music directors and organist.
7. Annually review the salary and performance of the personnel of the music staff and make recommendations as needed.

R5.03. Pastoral Call Coordinator

WORSHIP AND MUSIC COMMITTEE

COORDINATORS

The coordinators of the Worship & Music Committee shall be responsible for their share of the total objectives of the Committee as outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of members to help them carry out their responsibilities. Furthermore, they shall be responsible for the duties listed below under the several coordinator titles:

R5.04. Ushers and Greeters Coordinator

1. Recruit, staff, train, schedule, and supervise the ushering staff and provide them with written instructions.
2. Inspect sanctuary before and after service for: Good appearance, hymnals, communion cards, attendance records, pencils in place, and service hymns properly posted.
3. Assure a spiritual and comfortable atmosphere at worship services including: proper temperature, ventilation, sound, lighting, safety, security, and freedom from disruptions.
4. Maintain and supervise adequate nursery facilities and personnel.
5. Recruit, train, and schedule greeters for worship services.

R5.05. Altar Guild Coordinator

1. Recruit, train, staff, schedule, and supervise those persons who prepare the altar for worship services.
2. Coordinate with music and worship, all church and chancel decorations, and distribute the altar flowers to the sick and shut-ins.
3. Assure an adequate store of all altar, communion, and pew supplies.
4. Preserve all altar equipment through proper maintenance and storage.
5. Before the worship service:
 - a. Polish brass and silver objects if necessary.
 - b. Uncover altar and remove plastic covers (except clear one on Fair Linens).

- c. Dust.
 - d. Change candles as needed, remove wax spills, and break off burned wicks.
 - e. Match paraments to liturgical colors.
 - f. See that all is in order for the worship services.
6. After the worship service:
- a. Cover the altar, Bible, etc. with clear plastic.
 - b. Remove flowers and give to donors.
 - c. Hand launder any wrinkled or soiled altar, communion, or baptismal cloths.

EVANGELISM COMMITTEE

COORDINATORS

The coordinators of the Evangelism Committee shall be responsible for their share of the total objectives of the committee as outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of members to help them carry out their responsibilities. Furthermore, they shall be responsible for the duties listed below for the several coordinator titles.

R5.10. Evangelism – External

- 1. Be responsible for a program of community relations that invites all to come and share the Gospel of Christ in this congregation.
- 2. Invite those moving into the community to worship with this congregation.
- 3. Be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest changes where necessary.
- 4. Be responsible for the prospect file at all times and follow-up as needed.
- 5. Maintain an on-going visitation program, offering people more than membership in our congregation, i.e., programs designed for them and a saving relationship with Christ.
- 6. Be concerned with the reception, orientation, and integration of new members into the congregation. Review their progress after six (6) months.

7. Sponsor dinners or fellowship events, in conjunction with the Congregational Family Life Committee, which will serve the cultivation, reception, orientation, and integration of new families or individuals.

R5.11. Evangelism – Internal

1. Promote, develop, and direct congregation-wide evangelism undertakings.
2. Study, recommend, adopt, and help adopt suggestions by the Evangelism Departments of the Evangelical Lutheran Church in America and Synod.
3. Encourage prayer in church and home for sincere evangelistic concern toward all people inside and outside the church.
4. Foster a climate of evangelism that encourages congregation members to informally and spontaneously share Christ with one another, the indifferent, and the unsaved.
5. Emphasize evangelism through an intensive every member educational program annually.
6. In conjunction with the Christian Education Committee and Youth Committee, encourage children and youth to participate in the evangelism efforts of the congregation.

CHRISTIAN EDUCATION COMMITTEE

COORDINATORS

The coordinators of the Christian Education Committee shall be responsible for their share of the total objectives of the committees outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of teachers and helpers so that they may carry out their responsibilities. Furthermore, they shall be responsible for the duties listed below under the several coordinator titles.

R5.16. Sunday School Coordinator

1. Recommend objectives, policies, curriculum, training material, and supervise the total educational program for the Sunday School.
2. Enlist, train, place, and supervise the lay teachers and helpers for the Sunday School as needs require.

3. Be concerned with the assimilation of newly confirmed young people and new members into the Sunday School program.
4. Keep attendance records. Make analyses by age groups to determine degree of participation of the total membership in the Sunday School program.
5. Provide for the recruitment of pupils into Sunday School.
6. Establish a system of commendations for and recognition of faithful service of the Sunday School staff.
7. Provide for the growth of the Sunday School staff through classes, courses, retreats, conferences, etc.
8. Prepare and submit to the Christian Education Committee, an annual budget request for the Sunday School.
9. Requisition, through the Director of Christian Education, all supplies and materials needed for the Sunday School.
10. Be responsible to hold and conduct regular teacher information and training meetings.
11. Prepare a short informative report, covering Sunday School activities, for each Christian Education Committee meeting.

R5.17 Vacation Bible School Coordinator

1. Recommend objectives and policies and supervise the total educational program of the Vacation Bible School, including personnel.
2. Provide for an active expression of Christian love and moral behavior as an integral part of the Vacation Bible School.
3. Recommend the curriculum and material. Analyze the performance of the Vacation Bible School, and seek constant improvement.
4. Maintain attendance records and seek the attendance of the uninvolved.
5. Enlist, train, place, and supervise lay teachers and personnel for the Vacation Bible School as needs require.
6. Establish a system of commendations for and recognition of faithful service of the Vacation Bible School staff.

7. Prepare and submit to the Christian Education Committee an annual budget request.
8. Requisition all supplies and materials needed through the Director of Christian Education.
9. Have a short informative report of Vacation Bible School activities ready for each Christian Education Committee meeting.

R5.18. Confirmation Class Coordinator

In conjunction with the pastor:

1. Recommend objectives, policies, and criteria for the training, development, and advancement of the confirmands.
2. Provide for an active expression of Christian love and moral behavior in the training of confirmands.
3. Recommends the curriculum and material to be used in the confirmation classes and also in the supporting Sunday School class.
4. Supervise the involvement of confirmand's parents and encourage their participation whenever and wherever possible.
5. Replace the pastor as confirmand's instructor in the pastor's absence.
6. Enlist students for the confirmation class, maintain attendance records, and provide special tutoring for students having difficulty.
7. Plan, organize, and encourage fellowship activities for confirmands i.e., picnics, camping, social activities, etc.
8. Prepare and submit to the Christian Education Committee an annual budget request.
9. Requisition all supplies and materials through the Director of Christian Education.
10. Have a short, informative report of confirmation activities for each Christian Education Committee meeting.

R5.19. Bible Study Coordinator

In conjunction with the pastor:

1. Recommend objectives, policies, and criteria for the Bible Study classes.
2. Recommend the course material and curriculum to be used in bible study classes both in church and at home.
3. Teach Bible Study classes or recruit, train, and supervise Bible Study teachers to substitute for the coordinator as Bible Study teacher or leader.
4. Enlist students for Bible Study classes. Maintain attendance records and analyze course results for possible improvement.
5. Prepare and submit to the Christian Education Committee an annual budget.
6. Requisition all supplies and materials through the Director of Christian Education.
7. Have a short, informative progress report of Bible Study class activities for each Christian Education Committee meeting.

YOUTH COMMITTEE

COORDINATORS

The coordinators of the Youth Committee shall be responsible for their share of the total objectives of the Youth Committee as outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of counselors to help carry out their responsibilities. Furthermore, they shall be responsible for the duties listed below under the several coordinator titles.

R5.23. Fellowship and Recreation Coordinator

1. Develop a program for the social fellowship of both the youth and young adults of the congregation, including various recreational programs.
2. With the pastor, plan, organize, and supervise youth participation in a yearly youth Sunday service observance.
3. Plan a special event to welcome the newly confirmed youth of the congregation and to invite them to join the Youth group.

R.5.24. Christian Education and Counseling Coordinator

1. Provide for the continuing spiritual and moral growth of the youth of the congregation through Bible Study, prayer, and Christian service.
2. Actively engage in the selection and training of leaders and counselors for the youth program.
3. Provide for continual education of youth on topics of current interest to them.
4. Provide counseling for the spiritual, moral, social, and vocational development of the youth.
5. Secure outside speakers, counselors, and vocational specialists whenever possible to add interest to the youth meetings.
6. Recruit, together with the Christian Education Committee, youth for full-time service in the church as pastors, teachers, and the like.

STEWARDSHIP COMMITTEE

COORDINATORS

The coordinators of the Stewardship Committee shall be responsible for their share of the total objectives of the committee as outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of members to help carry out their responsibilities.

Furthermore, they shall be responsible for the duties listed below under the several coordinator titles.

R5.27. Budget Coordinator

1. Be responsible, together with the President, Treasurer, Vice President, Secretary, Financial Secretary and two (2) or more members of the congregation at large for the preparation and presentation to the congregation of an annual church program. Determine receipts and recommend a budget for adoption by the Congregational Council and the congregation voters.

2. Exercise caution that those involved in the budget process faithfully represent church program proposals in the annual budget and do not use their budget proposal authority to modify, alter, or veto reasonable program fund requests.

R5.28. Financial Secretary Coordinator

1. Responsible for the accurate and prompt counting, recording, and depositing of all receipts for the congregation in the proper financial institution.
2. Recruit, train, and supervise members who count, deposit, and record receipts.
3. Provide for the safety of all congregational receipts.
4. Furnish the Treasurer with a duplicate deposit slip for all deposits.
5. Issue regular quarterly statements to members, showing their offerings to date.
6. Be responsible for ordering and distribution of regular and special offering envelopes.

R5.30. Memorials Coordinator

1. Three members, together with the pastor, make recommendations to the Congregational Council from the Memorial Fund.
2. Investigate, determine priorities, and assure that projects to be funded from the Memorial Fund are in good Christian taste of a semi-permanent nature, and acceptable to the donor.
3. Establish a procedure and follow-up to assure that all Memorial Fund donations are acknowledged and that suitable observance is made when the memorial is in place. The donor or a representative should be invited to the observance to receive the thanks of the congregation.

R5.32. Stewardship Coordinator

1. Develop and maintain a congregational talent file and provide for the recording of talent and interest of new members.
2. Provide for the development of talent and interest through training courses, workshops, and the like.

3. Encourage the Gospel-motivated practices of joyful proportionate giving in response to received blessings and recognized needs through an annual program.
4. Evaluate and encourage various programs for endowments, memorials, and remembrance of the congregation in wills, bequests, and the like.
5. Encourage stewardship programs in the societies of the congregation and coordinate such efforts with the overall stewardship effort.
6. Evaluate the offerings of the congregation regularly and monthly share these with members.
7. Determine the overall annual budget needs of the Board of Stewardship and recommend to the Director.

CHURCH PROPERTY COMMITTEE

COORDINATORS

The coordinators of the Church Property Committee shall be responsible for their share of the total objectives of the Board as outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of helpers so that they may carry out their responsibilities. Furthermore, they shall be responsible for the duties of the several coordinators listed below.

R5.35 Maintenance Coordinator

1. Make an annual inspection of church properties and equipment and prepare a formal recommendation to the director for needed repairs, improvement, replacement, or retirement.
2. Supervise custodians and prepare daily, weekly, monthly, or annual lists of maintenance functions to be performed by the custodians.
3. Review the custodians' performance and recommend wages and benefits.
4. Supervise, control, and recommend storage facilities for all church property, equipment, and supplies.
5. Enlist volunteer crews and supervise their activities for special maintenance projects.

6. Assist the director in negotiating and obtaining bids and contracts for professional maintenance services for approved or budgeted maintenance projects or service contracts where appropriate.
7. Annually check all property for fire or safety hazards and initiates correction where necessary.
8. Arrange for the immediate repairs of an urgent nature and all normal repairs and alterations for which budgeted funds have been approved.
9. Respond to security alarms when necessary.
10. Is a Trustee for the congregation's property.
11. Other duties as assigned.

R5.36. Protection Coordinator

1. Maintain an inventory of all church properties and equipment, including acquisition date and actual or approximate value of each item.
2. Assist the Congregational Family Life Committee in developing written policy, regulations, and costs or fees for the use of church property and equipment for members and non-members.
3. Coordinate the use of church facilities and custodial requirements for church activities with the Maintenance Coordinator, the Congregational Family Life Committee and the various directors involved.
4. Make, issue, and keep a list of all persons to whom keys have been issued for church property and equipment.
5. Represent the congregation with local law enforcement, township, or other governmental officials.
6. Negotiate and obtain bids for adequate and complete property and liability insurance for church property and equipment.
7. Negotiate for building security contracts and respond to security alarms when necessary.
8. Is a Trustee for the congregation's property.
9. Other duties as assigned.

CONGREGATIONAL FAMILY LIFE COMMITTEE

COORDINATORS

The coordinators of the Congregational Family Life Committee shall be responsible for their share of the total objectives of the Committee as outlined in the Director's duties as previously mentioned. The coordinators will recruit, train, and supervise an adequate number of helpers so that they may carry out their responsibilities. Furthermore, they shall be responsible for the duties listed below.

R5.39. Activities Coordinator

1. Plan, supervise, and implement gatherings of the congregation for which there is no sponsoring organization.
2. Maintain contacts with other Committees suggesting ways to further their performance through fellowship activities or drawing from them requests and suggestions for such affairs.
3. In cooperation with the Evangelism Committee, provide for the integration of new members and their families through special fellowship activities.
4. Review and adapt resource material and ideas for family nights, plays, fun fairs, bazaars, talent shows and the like.
5. Coordinate, with the church secretary, the use of church facilities and equipment for weddings, receptions, showers, recreational activities, community projects, and the like.
6. With the church secretary, maintain a monthly schedule of activities within the church facilities.
7. Other duties as assigned.

R5.40 Volunteer Coordinator

1. Maintain an adequate group of willing workers who will help to plan, coordinate, and execute work necessary to the successful accomplishment of fellowship activities.
2. Develop written policies and rules in conjunction with the Church Property Committee for the use of church facilities by members and non-members.

3. Receive and approve requests for the use of church facilities and equipment.
4. Is responsible for and supervises the use of church property and equipment for which the coordinator has given prior approval.
5. Promote the best and full use of the church building facilities by members and outside organizations.
6. Other duties as assigned.

R5.12. Women of the Church

1. Emphasize evangelism and encourage evangelism programs in and through the Grace Lutheran Women of the ELCA organization and suggest evangelism projects for their consideration.
2. Participate in the affairs of the Women of the Church and apprise the Director of all matters requiring representation with the Congregational Council.
3. Furnish other assistance to the Women of the Church that may be appropriate.

R5.13. Men of the Church

1. Emphasize evangelism and encourage evangelism programs in and through the Acts 1:8 Men's Group and suggest evangelism projects for their consideration.
2. Furnish other assistance to the men and women of the church.
3. Administer Grace Lutheran Church Acts 1:8 Scholarship Fund.

ARTICLE VI

Committee Structures