**ZION CHURCH COUNCIL RESPONSIBILITIES**

Updated 2/1/21

1. The normal meeting date and time for church council is the second Tuesday of each month at 6:30 p.m. The executive council meets at 6:00 before council meetings if necessary—or at another day and time as needed. If you cannot attend a meeting, please call the church and leave a message or email Pastor Erin at [pastorerin@nvc.net](mailto:pastorerin@nvc.net). This will give you an excused absence.
2. Minutes from the previous council meeting and proposed agenda will be emailed to council members in advance of each meeting. During the pandemic, we also started uploading this information to the Zion website at:

zionlutheranaberdeen.org/caring-serving/council/

(On our homepage, zionlutheranaberdeen.org, click on the “Caring & Serving” tab, then on the “Council” tab. This is a password protected page, and the password is **cityonthehill**.)

1. All council members are responsible for chairing a committee. This is helpful in several ways: (1) You will have help to do the job you were elected to do; and (2) membership on your committee is a way to introduce new people to these responsibilities so that, when your term of office is concluded, there will be a pool of people who know what the job is like and who can be approached by the Nominating Committee to serve as your replacement. You can get members for your committee in several ways: You can ask members who have previously served on this committee to continue serving; you can invite people who you know to serve as members; or you can announce the need for committee members in the weekly bulletin. Work with Pastor Erin to schedule your committee meetings so they don’t interfere with other things happening at the church.
2. Each committee should have regular meetings. Each committee needs to have a person responsible for taking minutes at the meetings (a template for meeting minutes is attached) and getting them to Donna for inclusion in the council packet no later than the Monday before each council meeting. Minutes can be emailed to her at zion@nvc.net.
3. Each council member has a mailbox in the hallway between offices at the church. Any mail that comes that pertains to your committee’s responsibilities will be placed in that box. That’s also where you will find your council packet early in the afternoon on council meeting days (as well as online on our council page). You are encouraged to read through the information in the packet before you come to the council meeting. Please check your mailbox regularly, so items of importance can be handled in a timely manner.
4. Before you schedule an activity that involves the use of church facilities or that needs to be listed in the newsletter/bulletin/social media, check with the church office to make sure that the time and place is available. You can also check the online calendar on the church website at

zionlutheranaberdeen.org/media/calendar/

Also, get your activity listed on Donna’s calendar, which is the official calendar for the congregation. Please do this yourself. Don’t assume that the pastors or staff will do it for you.

1. Please write any publicizing copy for newsletters/bulletins/posters/social media that you wish to have distributed. This will ease the burden on the office staff and will assure that accurate information is shared with the congregation. Once you’ve written the copy, Saundra ([saundra.anderson@nvc.net](mailto:saundra.anderson@nvc.net)) and Donna can make sure it’s shared with the congregation.
2. Take time to read the Constitution, Bylaws, and the church policies and job descriptions with special attention paid to the job descriptions that pertain to you.

**Zion Lutheran Church Committee Meeting Report**

Committee: Meeting date:

Members present:

Committee updates/items discussed (report briefly)

1.

2.

3.

4.

5.

Recommendation for council action, if you have any – (State in the form of a motion(s) to be acted upon by the council)

1.

2.

Report filled out by: