

Preface from Jena- not to be inserted into Bylaws. We will be voting to go from 14 voting council members to 9 when we combine these committees. There will be one committee chair for each that will attend the meetings. If a committee has sub-committees, there can be a sub-committee lead, but they will report to the chair who will report at council. I.E. Properties committee - Shane and both Mike B's said they would continue on as that committee, but will report to the Finance chair. President, Vice President, Treasurer and Secretary are the first four members. This document is five pages.

C13.07.02. Faith Formation:

1. Christian Education Team

Purpose: Develop and assist in the education of adults and children of the congregation.

- a. Be responsible for the Christian nurture of adults and children of the congregation.
- b. Make records of all newborns of congregation members and follow up to determine that they are baptized and enter Sunday school at an appropriate age.
- c. Establish objectives, set policies for, and supervise the total educational program of the congregation for adults, confirmed youth, and children, including Sunday School, Vacation Bible School, Confirmation Classes, or other programs.
- d. Annually examine the safety and appropriateness of educational facilities and equipment and make recommendations to the PROPERTIES committee as to upkeep, repairs, and replacements needed, as well as new equipment.
- e. Oversee the maintenance, improvement, and promotion of the use of the church library, in conjunction with the library coordinator.
- f. Encourage our youth to consider our church colleges.
- g. Selecting the high school and college scholarships recipients from the Zion scholarship fund.

2. Youth and Family??

Purpose: Encourage participation of youth in the life of the church to promote continued activity throughout their lives.

- a. Provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, and Christian service.
- b. Involve youth and adults in developing a planned parish youth program.
- c. Advocate the involvement of youth in all aspects of parish life.
- d. Be involved in selection and training of leaders of youth programs.
- e. Plan special recognitions for young people reaching significant milestones in life.
- f. Promote camping and retreats for youth as well as other appropriate activities.

C13.07.03. Finance and Stewardship:

1. Finance

Purpose: Review and record the monetary offerings of the members.

- a. Review monthly the depositing and recording of all funds received in coordination with the Executive Committee.
- b. Make reports of the offerings received and regularly share these reports with the church council and congregation.
- c. Maintain communication with the membership regarding parish budgets, needs, and achievement of financial goals.
- d. Train and supervise all persons involved with the accounting of weekly offerings received.
- e. Annually review the budgeting procedures of the congregation.

2. Stewardship

Purpose: Plan and implement a yearlong, comprehensive stewardship program.

- a. Study the scriptural principles regarding the total stewardship calling of the Christian.
- b. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices.
- c. Annually give every member an opportunity to make a commitment of treasure for kingdom work through the congregation.
- d. Maintain a program to discover and enlist for kingdom service the time and abilities God has given members.

3. Properties

Purpose: Maintain all church property and recommend new property or equipment acquisition.

- a. Make an annual inspection of all church property including the parsonage, equipment, and vehicles; and recommend to the Congregation Council needed repairs, improvements, or replacements.
- b. Ensure that an inventory of properties, equipment, and supplies, including acquisition date and appropriate value of each item, is updated annually.
- c. Recommend employment of adequate custodial help.
- d. Create a list of the required daily, weekly, monthly, or annual maintenance of church facilities and equipment for the custodian.
- e. With the approval of the Congregation Council, establish regulations governing the use of church property.
- f. Supervise and recommend adequate storage for all church property.
- g. Enlist work crews for special repairs, improvements, and cleaning.
- h. Review existing insurance policies to determine adequate coverage for all church property and equipment and make recommendations for updated coverage, if necessary.

C13.07.04. Mission & Outreach

1. Social Concerns

Purpose: Develop, encourage, and support programs to address the special needs of members, community service, and mission goals.

- a. Advocate and help to enable ministries to special groupings and persons with special needs.
- b. Represent and develop the congregation in areas of community service and promote means for becoming a better servant to the community.
- c. Encourage parish support of Food Pantry and other community services.
- d. Foster support for the mission work of the Evangelical Lutheran Church in America.
- e. Oversee the program of support for Lutheran World Relief and the ELCA Hunger Fund.
- f. Screen all outside appeals for funds and make recommendations to the Congregation Council.
- g. Lead in encouraging and planning congregational response to approved mission appeals.
- h. **Expand scope of ministry.**

C13.07.09. Welcome and Caring:

1. Welcome

Purpose: Focus on potential new members and retention of current members.

- a. Contact worship visitors and other prospective members and report on the contacts made and maintain a file on such activity.
- b. Develop, review, and recommend activities for the reception, orientation, and integration of new members.
- c. Determine and review the talents and resources of new members, and make initial referrals to parish committees and organizations.
- d. Maintain the roster of members, along with the pastor(s) and office manager.
- e. Maintain an ongoing program of contact and visitation of inactive members, and attempt to record the reasons for such members inactivity.
- f. Make recommendations to other committees and organizations to assist new member programs and current members to integrate into the congregation.

2. Fellowship

Purpose: Provide a time of socialization for our church members.

- a. Plan Sunday morning fellowship time between church services. Solicit donations of refreshments from congregation members to be used during fellowship time.
- b. Collect, record and deposit freewill offering from fellowship time.
- c. Inventory kitchen supplies (paper products, coffee, etc) and purchase supplies as needed.
- d. Maintain an adequate group of willing workers who will help fulfill the work of the Fellowship Committee.
- e. Assist with social events as requested.

3. Visitation

Purpose: Initiate and maintain contact with members unable to participate in church worship or other activities.

- a. Maintain a current list of members who are homebound, residents of nursing homes, or otherwise isolated from parish life.
- b. Organize and train Lay Visitors to maintain personal contact with such persons, and provide such support as is possible and practical, including distribution of communion to shut-ins.

C13.07.06. Worship and Music

Purpose: Develop and maintain programs for the presentation of worship services through support personnel and complimenting music for such purposes.

- a. Oversee the supervision and scheduling of ushers and van drivers.
- b. In consultation with the pastor(s), oversee the scheduling and training of lectors, acolytes, and other lay worship assistants.
- c. Oversee and encourage the music program, directors, choirs, special music, etc.
- d. Encourage the use of appropriate music for weddings, funerals, etc.
- e. Arrange for and publicize special services and musical events.
- f. Oversee and evaluate the weekly worship experience.