

Saint Paul Lutheran Committee Make-up and Job Descriptions elections

Committee Make up

Council – elected by written ballot

President – 2 years, not renewable

Vice President – Succeeds President, serves 2 years, not renewable

Treasurer – 1 year, for up to 3 consecutive terms

Secretary – 1 year, for up to 3 consecutive terms

Council Members – 3 year terms, renewable once

** typically meets at 7pm on the third Thursday of each month

Nominating Committee - elected

6 members

3, if possible are outgoing Council members

3 elected at annual meeting

1 year term, not renewable

** typically meets Oct/Nov until slate is full

Audit Committee - elected

3 members elected by the annual meeting

Cannot be members of council or Special Gifts Fund Committee

3 year term, one member elected each year

Renewable

** typically one audit per year

Special Gifts Fund Committee - elected

9 members

3 year term, 3 elected each year

After a lapse of one year, can be reelected.

full-time pastor(s), president or vice-president serve as advisory members

** typically meets once a quarter

Call Committee – elected by “ballot vote” of the congregation

6 members

1 member is Vice- president

1 member confirmed youth

Term complete after installation of new pastor

Personnel Committee - appointed

Members are:

President as chairperson

All full-time pastors

Immediate past president

Vice president

Chairs Adult Education, Evangelism, Youth Ministries, and Worship and Music.

Finance Committee -

The treasurer, financial administrator, President, and Stewardship chair will be members of the Finance Committee.

Cannon River Conference Assembly - elected

Up to 9 voting members

2 alternates

** 2-4pm 2nd Sunday in February

Southeastern Minnesota Synod Assembly - elected

4 Voting Members, at least one male, one female, and one youth or young adult

2 Alternates

** all day Fri and Sat for one weekend usually in early May but sometimes in June

Committee Job Descriptions (paraphrased from Saint Paul's Constitution and Bylaws)

Congregation Council

General Description

The Congregation Council has general oversight of the life and activities of the 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 include:

- Lead the 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.
- Seek to involve all members in worship, learning, witness, service, and support.
- Oversee and provide for the administration of the congregation to enable it to fulfill its functions and perform its mission.
- Maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- Be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- Promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- Arrange for pastoral service during the sickness or absence of the pastor.
- 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.
- Recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- Seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- Submit written reports to the Congregation Council and the Annual Meeting of the congregation
- Submit an annual proposed committee budget for the following year to the Executive Committee.
- Outgoing council members are on the nominating committee.

President – current 2-year term ends Jan 2017

- The president is the chairperson of all meetings of the congregation and the Congregation Council
- The president is the chairperson of the Personnel Committee, and is an advisory member of all Standing and Congregation Committees as well as the Finance Committee.
- The president or vice president convenes the Nominating Committee.
- The president or vice president serves as an advisory member of the Special Gifts Fund Committee

Vice President – current 2-year term ends Jan 2017

- The vice president assists the president in fulfilling their duties and sees that all officers and committees operate according to their duties.
- The vice president presides at all meetings in the absence of the president
- The vice president serves on the Call Committee.
- The vice president becomes President after serving a two year term as vice president.
- The vice president serves on the Personnel Committee.
- The president or vice president convenes the Nominating Committee.
- The president or vice president serves as an advisory member of the Special Gifts Fund Committee

Treasurer – current 1-year term ends Jan 2016

- The treasurer, financial secretary, and financial administrator keeps, in the name of the congregation, in a financial institution designated by the Congregation Council, all monies belonging to the congregation. The position is insured.
- The treasurer works with the financial administrator to pay bills.
- The treasurer and the financial administrator both sign checks.
- The treasurer provides monthly financial reports Congregation Council.
- The treasurer provides an annual financial report to the annual meeting.
- The treasurer serves on the Stewardship Committee.
- The treasurer works with the financial secretary to see that all worship offerings are counted, deposited, and recorded and will present a list of counters and substitutes for annual approval by the Congregation Council.
- The treasurer and financial administrator serve on the Finance Committee.

Secretary – current 1-year term ends Jan 2016

- The secretary keeps the minutes of the Congregation Council, congregation meetings, and oversees the records of the congregation, including up-to-date copies of the constitution and bylaws.
- The secretary oversees all correspondence for the Congregation Council.
- The secretary oversees the publication of Congregation Council minutes to be posted in the fellowship hall.
- The secretary works with the Communications Committee promoting communication and understanding of the life and work of the congregation.

Building and Grounds Committee – current 3-year term ends Jan 2018

• The Building and Grounds Committee is responsible for the general maintenance, appearance, upkeep and repair of the property of the congregation. Some specific duties might include housekeeping, cleaning, sanitization of the facilities, regular maintenance of fire safety equipment and first aid supply boxes on the premises, and keeping a complete inventory of all property for insurance purposes, among many other things.

Communications Committee – current 3-year term ends Jan 2018

The Communications Committee is responsible for promoting communication and understanding of the life and work of the congregation. Some specific duties might include:

- Establishing a relationship among the congregation, local community, churchwide and synod and conference expressions of the ELCA and any other charitable organizations supported by the congregation
- Publicizing activities in and around the community and the church
- Keep member picture current
- Oversees the occasional publishing of a congregational picture directory.

Evangelism Committee– current 3-year term ends Jan 2018

The Evangelism Committee is responsible for the out-reach program of the congregation. This committee will work to include all youth and adults in the evangelism of this congregation. Other duties include, but are not limited to:

- Organize a welcome for new members to the congregation.
- Assist during the organization and implementation of the every member visitations.
- The Chairperson is a member of the Personnel Committee.

Stewardship Committee – current 3-year term ends Jan 2016

The Stewardship Committee will promote Christian stewardship of time, talents, and finances on the part of all members of the congregation, including:

- Encouraging proportionate/percentage giving.
- Annual updating of time and talent sheets
- Work with the Evangelism Committee in planning and implementing every member visitations.
- The chairperson is a member of the Finance Committee.

Worship and Music Committee – current 3-year term ends Jan 2016

The Worship and Music Committee is responsible for promoting Christian worship in a meaningful way that adds depth to the worship life of the congregation. Their duties include, but are not limited to:

- Securing ushers, greeters, communion assistants, lay readers, and children sermon presenters.
- Providing and encourage education for those involved in the worship service.
- Assist the pastor(s) in promoting Christian worship in liturgy, music for services, and worship material.
- Provide for maintenance musical instruments.
- Provide for the use of banners and other works of art in the sanctuary.
- The Chairperson of this committee is a member of the Personnel Committee.

Youth Education Committee – current 3-year term ends Jan 2016

The Youth Education Committee is responsible for providing input and assistance to the Education Director(s) for the effective education of the youth (age 3 – 7th grade) of the congregation. Some Education Committee duties include:

- Recruiting and training teachers and staffing of all education subcommittees (ex: Sunday School, Vacation Bible School, Christmas Program, Teacher Recruitment, Seder Meal, and Curriculum).

Youth Ministries Committee – current 3-year term ends Jan 2017

The Youth Ministries Committee is responsible for involving youth grades 6-12 in the life and work of the congregation.

- The Chairperson is a member of the Personnel Committee.

Adult Education Committee – current 3-year term ends Jan 2017

The Adult Education Committee is responsible for the life-long learning of members of this congregation. Some of their duties include:

- Selecting materials classes offered for post-confirmation (high school) and adult study
- Recruiting and training teachers
- Make bible study and adult forums available
- Work with other staff responsible for education.
- The Chairperson is a member of the Personnel Committee

Mission Committee – current 3-year term ends Jan 2017

The Mission Committee is responsible for developing the awareness of mission within the congregation. Members of this committee are encouraged to view mission in the broadest sense of outreach in the world and to challenge the congregation to meet needs in the world community. Committee duties include, but are not limited to:

- Oversee Responson Fund
- Inform the congregation about global mission like active missions of the ELCA, its World Hunger program, Lutheran World Relief, and other opportunities to participate in global mission.
- Address physical and spiritual needs of the local community.
- Address relevant social issues.

Congregational Committees

Audit Committee

The Audit committee is responsible for auditing the financial records of this congregation, prior to the annual meeting and/or at other times as requested by the Congregation Council or the congregation.

Call Committee.

The Call Committee will conduct its business according to the guidelines in C6.03.c., C9.01, and C13.05 of Saint Paul Lutheran Church's constitution.

Nominating Committee

The Nominating Committee will be convened and instructed of its nominating duties by the President or Vice President. A Chairperson will be appointed from the members of the committee.

Personnel Committee

The Personnel Committee is chaired by the president of the congregation. The committee is responsible for the development of policy, general oversight of the regular staff performance reviews, annual salary reviews, and development and maintenance of the congregation's Personnel Manual.

Special Gifts Committee.

The Special Gifts Committee will encourage, receive, and administer gifts given to the congregation bequests in wills, charitable remainder and other trusts, charitable gifts annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate). The purpose of the Special Gifts Fund is to enhance the work and mission of the congregation apart from the general budget fund expenses of the congregation

Other

Cannon River Conference Assembly

Saint Paul is a member of the Southeastern Minnesota Synod. The synod is divided into five conferences, each named after rivers in the area. Saint Paul's is one of the 40 congregations within the Cannon River Conference. The conference provides its member congregations a means for more localized cooperative ministries and mutual support. Each conference also has the privilege of nominating people for certain synod positions and the churchwide assembly. These nominations appear on the ballot at the synod assembly. These conference nominations ensure that the synod is evenly represented from across its territory in its leadership. Conferences may also produce resolutions for the synod assembly's consideration.

Southeastern Minnesota Synod Assembly

The Southeastern Minnesota Synod is a faith community of 131,000 baptized people in 185 congregations as well as related institutions of the Evangelical Lutheran Church in America, (ELCA). The Southeastern Minnesota Synod is one of 65 synods which make up the ELCA. Its geographic area includes 15 counties in the southeastern corner of Minnesota.

The Synod Assembly is the highest legislative authority in our synod. The synod's rostered leaders (pastors, associates in ministry, diaconal ministers, and deaconesses), lay voting members, and visitors come together once a year to work on the synod's business. Those assembled debate and vote on resolutions (see below); elect members to serve on synod committees, boards, and task forces; elect voters for the biennial ELCA

Churchwide Assembly; worship; learn; and enjoy fellowship time together. The Synod Assembly is a wonderful time for voters and visitors to get to know people from around the synod. Anyone who is a confirmed member can attend so that means youth can go.