

## CONTINUING RESOLUTION

### CR12.15.B21. DUTIES OF THE CONGREGATION COUNCIL STANDING COMMITTEES

WHEREAS, standing committees of the Congregation Council (B12.15.02.) are appointed (C12.15.) by and work on behalf of the Congregation Council; and

WHEREAS, the Congregation Council desires to set forth the duties and responsibilities of the standing committees of the Congregation Council (B12.15.02.);

THEREFORE, BE IT RESOLVED that the Congregation Council of Trinity Evangelical Lutheran Church, Latrobe, PA (hereafter church) shall establish the standing committees as set forth in the bylaws (B12.15.02.) assigning the following duties and responsibilities:

- a. Children, Youth & Family Ministry - This committee shall strive to involve the children and youth of this congregation in programs geared toward their Christian faith development and at the same time promoting family unity and the strengthening of family relationships (C12.04.b.). This committee shall work for a well-balanced program of spiritual, social, educational, service, and fellowship oriented activities for the children, youth and their families. This committee shall enlist the efforts of all standing committees and subcommittees of the Congregation Council and other organizations within this congregation to involve the youth in the total ministry of this congregation. This committee shall also regularly publicize, encourage, and plan for participation in Lutheran youth activities on the local, conference, synod, and national levels in order to promote involvement with other Lutheran youth and programs of the Evangelical Lutheran Church in America. Some areas of concern for this committee include: the youth groups; youth service projects; synod or ELCA sponsored youth events; youth sport teams in community church leagues; and children, youth and family fellowship activities including retreats and functions that are Christian oriented.
- b. Christian Education – This committee shall oversee the schools and learning programs within this congregation striving to teach the Word of God (\*C4.03.d.). It shall encourage the use of teaching and worship materials published or approved by the Evangelical Lutheran Church in America (C12.04.i.). In addition, it shall seek to introduce the church’s periodicals and books of family devotions into the member homes of this congregation. This committee shall bring the call to the ministry of the Gospel and other full-time Church vocations to the attention of qualified youth in this congregation (C12.04.j.) and promote those colleges and universities affiliated with the Evangelical Lutheran Church in America. Some areas of concern for this committee include: Sunday Church School; weekday church school programs (e.g., Kid’s Day Out, Lutherlyn Day Camp, Day in the Park, and Good Friday Day Camp); Vacation Bible School; catechetical instruction; Baptism and First Communion instruction; congregational life enrichment programs (i.e., Bible studies and camps Agape, Lutherlyn, and Sequanota); leadership training; teaching resources, including audiovisual equipment; and maintaining and appropriately enhancing this congregation’s library of books, periodicals, historical and biblical maps and atlases, videotapes, audio cassettes, CD-ROMs, DVDs, and any “time capsules,” historical photographs, artifacts, and records (the archives) of this congregation.
- c. Constitution & Bylaws - The work of this committee shall be concerned with this congregation’s constitution and bylaws and continuing resolutions of the Congregation Council (C12.06.), and ensuring that the functions and/or structure of various committees or organizations of this congregation and the guidelines, rules, policies, or procedures the Congregation Council desires to employ in the fulfillment of its responsibilities to this congregation are documented as set forth by the constitution. This committee shall see that the constitution and bylaws of this congregation and continuing resolutions of the Congregation Council are available to all members of this congregation and shall assist in the interpretation and understanding of our governance documents. The Constitution & Bylaws Committee shall recommend, as appropriate, amendments to this congregation’s governance documents for consideration by the Congregation

Council and prepare, or at minimum, review to determine no conflict with this congregation's constitution or bylaws (\*C18.01.), any continuing resolution of the Congregation Council prior to consideration by the Congregation Council.

- d. Evangelism - This committee shall work in leading this community of baptized to carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ (\*C4.03.e.). This committee shall stimulate and lead the members of this congregation in continuous and, from time to time, concerted endeavors to re-awaken the spiritually indifferent. It shall reach out with the Gospel to all, inviting and assisting them to become active members in Christ's Church. To this end, this committee shall devote itself to deepening the spiritual life of this congregation. Some areas of concern for this committee include: greeting of members and guests at worship services; follow-up contact with visitors; hosting Inquirer's Classes and helping to assimilate new members; pictorial directory; making available daily devotional booklets; coordinating the Holy Week Prayer Vigil; Friendship Telecare Ministry; Caring Connections; maintaining contact with our missionaries and Mission Partner congregations; witness training; radio broadcasts and videotaping of the worship services for the shut-ins and hospitalized; newsletter (e.g., Trinity Triangle) publication and mailing; advertising the worship services, activities and social ministries of this congregation on the radio, television, internet, and in local newspapers; maintaining and appropriately enhancing this congregation's website with links to ELCA and local community websites; worship attendance and sacrament records; and contacting inactive members, including those members removed from the voting roll (\*C8.02.c. and B12.15.02.h.) and under consideration for removal from the roll of this congregation (B8.05.01.).
- e. Fellowship – This committee shall be concerned with maintaining and building caring Christian relationships within this congregation (C12.04.f.). A principal method of promoting Christian relationships shall be the sponsoring of Christ-centered social activities for this congregation, such as: post-worship service coffee/dessert fellowships; receptions; congregational dinners, picnics, retreats, and trips; Mother's Day Banquet; Men's Communion Breakfast; Christmas caroling; fellowship groups; ski trips; congregational golf and bowling leagues; sport teams in community church leagues; and other social activities which promote fellowship within this congregation. This congregation's Singles Ministry shall also be an area of concern for this committee.
- f. Finance – This committee shall oversee the financial affairs of this congregation (C12.05.e.). Some areas of concern for this committee include: congregational investments (C12.05.f.), cash reserves, and loans; determination of funding sources for budgeted and unbudgeted expenditures; reporting of funds availability to the Congregation Council with respect to Special Gift requests (B12.16.04.); optimization of operating costs (i.e., evaluation of service and supply contracts) and cash flow; evaluation with the treasurer of his/her reports and the appropriateness of this congregation's expenditures (i.e., against budgeted line items and cost reasonableness); this congregation's total insurance program (C12.05.f.); compilation of the annual budget of this congregation (C12.05.d.); and organization and supervision of the tellers for the contributions made to this congregation. This committee shall also see that the members of the Executive Committee (C13.01.) and all other persons and staff who handle receipts and disbursements for this congregation or who have access to secured areas where money may be kept shall provide corporate surety (fiduciary bonds to insure for defalcation), in amounts determined by the Congregation Council, for which the premium shall be paid by this congregation. The Finance Committee shall also assist and cooperatively work with this congregation's Audit (C13.03.) and Special Gifts (C13.05.) committees, including making no less than semi-annual reports to the Special Gifts Committee about the investments made and income from this congregation's mission endowment funds or bequeathed property holdings, and the use made of the endowment funds income. The Finance Committee shall record and maintain records of all bequests and special gifts received by this congregation and to what mission endowment fund(s) the gifts were applied and provide such information to the Special Gifts Committee (C13.05.) at least semi-annually.
- g. Personnel – This committee shall oversee the work of this congregation's hired staff (employees not rostered with the ELCA) (C12.08.). Some areas of concern for this committee include: hired staff concerns, training, and professional development (C12.04.d.); office operations and efficiency; maintaining/updating the Hired Personnel Handbook and staff position descriptions for this congregation; at least annually providing an evaluation to the Congregation Council on the

performance of the hired staff and reviewing the finalized performance evaluations of the Congregation Council with the hired staff; recommending the hiring and discharging of staff to the Congregation Council in accordance with the Hired Personnel Handbook, constitution, and bylaws (B13.11.01.) of this congregation; and making recommendations to the Congregation Council as to the compensation and benefit packages for the hired staff for this congregation's next fiscal year budget (C12.05.d.). Because many of the hired staff are integral to the concerns of other council committees (i.e., Worship & Music; Property; Children, Youth & Family Ministry; and Finance committees), the Personnel Committee shall work closely and coordinate with other standing committees.

- h. Property – This committee shall have oversight of the buildings and grounds of this congregation, seeking to maintain and improve the facilities and property (C12.05.). This committee shall also seek to maintain qualified contractors, in accordance with the bylaws of this congregation (B13.11.01.), to provide emergency or rapid repair services for the structures, utilities, and environmental controls of this congregation's facilities. This committee shall bring to the attention of the Congregation Council the need for major repairs or renovations. Other concerns of this committee include: physical plant operations; helping to coordinate/direct the work activities of the sexton(s), especially minor repairs; grounds beautification; maintaining this congregation's equipment [i.e., office, kitchen, lawn, and people movement (elevator and stair lifts)] and warranty information; furnishings; telecommunication systems; public address systems; and security and safety of the premises, including security system, fire detection and extinguishing systems, and snow/ice removal from walkways and parking areas.
- i. 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 in body and soul (\*C4.03.f.). It shall strive to enlist in those efforts as many as possible of the individual members and organizations of this congregation. This committee shall study social conditions, primarily in the local community, in order to bring the light of Christian truth to bear upon critical problems through thoughtful discussion of facts and issues. Some areas of concern for this committee include: hospital/shut-in visitation, clothing drives/disaster relief, hunger appeals, parish assistance, Thanksgiving Day dinners, Christmas baskets, Shepherd Shop, Safe Haven for Children Ministry, Simeanna Visitors, Stephen's Ministry, Shepherds of Service, Super Cupboard, Card Ministry, Health Ministry, and operation of the Counseling Center.
- j. Stewardship - It shall be the function of this committee to evoke and promote the expression of Christian faith in daily living (C12.04.b.); to teach the Christian use of spiritual gifts (time, talents, and possessions/money); and to diffuse knowledge of this congregation's local, national and worldwide ministries (i.e., Mission Interpretation) (\*C4.03.g.). Some areas of concern for this committee include: membership financial pledging (e.g., Every Member Response); time and talents inventory (e.g., Shared Ministries); promotion of planned giving (establishing this congregation as a beneficiary of member estates and insurances, charitable trusts, etc.); memorial gifts; membership contribution envelopes, records, and statements; membership automated contributions (e.g., Simply Giving); annual review of membership records (C12.07.) and determination of those persons on the role of voting members (\*C8.02.c.); and stewardship of creation programs. Because the time and talents responses of this congregation are integral to the concerns of other committees, the Stewardship Committee shall either diffuse the inventory results or work closely with the Nominating Committee (C13.02.) of this congregation and other standing committees of the Congregation Council. The Stewardship Committee shall also provide an annual report to the Evangelism Committee (B12.15.02.b.) of those persons/families who were removed from the roll of voting members (\*C8.02.c.) due to their inactivity in the life and mission of this congregation.
- k. Worship & Music - This committee shall see that the services of God's house are conducted regularly (\*C4.03.a.) and in accordance with the liturgy of the Evangelical Lutheran Church in America (\*C6.02.), and assist the pastor(s) with his/her (their) call to preach the Word and administer the sacraments to this congregation (\*C9.03.a.). This committee shall also supervise, striving to advance the welfare and effective service of, the musicians and choirs of this congregation. Some areas of concern for this committee include: music (choirs and instruments); vestments; paraments and altar linens; altar guild; communion guild; lectors; liturgical assistants;

acolytes; ushers; assisting nursery attendants; chancel flowers and adornments; Church art; hymnals; worship bulletins; the Trinity Players; and helping to coordinate/direct the work and providing recommendations for the continuing education/training of this congregation's music director, organist, and paid nursery attendant.