

MOUNT CARMEL LUTHERAN CHURCH
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Continuing Resolutions

Proposed Continuing Resolutions – moved from Bylaws

Adopted: (put date here when we adopt)

In accordance with Section 18 of the Constitution, Continuing resolutions not in conflict with the constitution or bylaws of the Evangelical Lutheran Church in America may be adopted or amended by a majority vote of the Churchwide Assembly or by a two-thirds vote of the Church Council. Such continuing resolutions become effective immediately upon adoption. Matters related to the administrative functions of the churchwide organization shall be set forth in the continuing resolutions

Part VI – Congregational Committees/Financial Secretary/Congregational Historian

Specific Areas of Responsibilities of Committees, Financial Secretary and Congregational Historian

Committees 1 – 3 and 5 did not have specific duties moved in to Continuing Resolutions

4. Trust/Endowment Fund Committee

The duties of the Trust/Endowment Committee are as defined in attached Appendix A and shall include:

- a. The Trust Fund Committee *will research all options and manage all funds, property, and other assets; exercise due diligence and provide all recommendations to church council for approval with regards to the following: take, have, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and, in all other respects, handle, manage, and control the Trust Fund elements as they, in their judgement and discretion, deem wise and prudent.*
- b. Pay administrative and necessary expenses in connection with the management of the funds. Expenses may be paid from the Trust Fund account(s).
- c. Provide performance updates to the Congregational Council quarterly and to the Congregation annually.
- d. ~~Review written proposals from members of the congregation~~ *Provide a Grant application for use of funds and forward proposals to the Congregation Council for implementation and action as appropriate.*
- e. Provide a full and complete annual accounting of the trust funds for use by the Congregation Treasurer in presentation at the annual meeting of the congregation.
- f. The committee will cause a review of this resolution to be performed annually to ensure that it is in compliance with current federal, state and local governing agencies, or successor organization regulations regarding administration and operation of tax-exempt funds.

6. Facilities Committee

The duties of the Facilities Committee shall include:

- a. Oversee and operate rental property, keeping the Council advised.
- b. Coordinate and oversee custodial services.
- c. Ensure repairs of the church-owned facilities and equipment.
- d. Provide and maintain an inventory of church equipment.
- e. Coordinate a grounds care program.

- f. Schedule and coordinate all maintenance activities.
- g. Coordinate with the Financial Management Committee as appropriate.
- h. Establish regulations and procedures for the operation, care and administration of the Memorial Garden.

7. Financial Management Committee The duties of the Financial Management Committee shall include:

- a. Manage all insurance policies and prepare a schedule of the insurance coverage for review by the Congregation Council.
- b. Manage securities and investments and prepare a schedule of the securities and investments for review by the Congregation Council.
- c. Manage all contracts related to the property of the church, including those for office equipment, insurance policies and other legal documents, keeping the Congregation Council advised.
- d. Maintain a Facility Use policy and rates, keeping the Congregation Council advised.
- e. Establish a schedule of rates and charges for use of the Memorial Garden.

8. Personnel Management Committee The duties of the Personnel Management Committee shall include:

- a. Maintain and administer a personnel policy specifying vacations, holidays, sick leave, working condition and other fringe benefits for all paid staff positions.
- b. Update the Personnel Manual annually for review and approval by the Congregation Council.
- c. Recommend salary levels and salary adjustments for all staff positions.
- d. Maintain current job descriptions for all staff positions and annually review job descriptions for all staff positions.
- e. Staff all paid, non-rostered staff positions.
- f. Provide for annual performance evaluation of all paid staff positions.

9. Financial Secretary The duties of the Financial Secretary shall include:

- a. Record the giving of each household of the congregation and keep all individual commitments and contributions confidential.
- b. Determine statistics on the membership giving at least annually and at the request of the Congregation Council.
- c. Provide giving records periodically and an end-of-the-year summary to each member and provide specific giving records to individual members upon request.
- d. Serves as a member of the Financial management Team.
- d. Serve on the Stewardship Team.

e. Supervise and train the counters.

10. **Congregational Historian** (appointed by the Council President) The duties of the MCLC Historian shall include:

- a. Recruit a team of interested people who can help with the work of the historian.
- b. Update and preserve the historical materials and collections of the congregation.
- c. Research and solicit contributions from members of the congregation to document historical events.
 - o Solicit photographs and other documents/items from members.
 - o Collect oral histories as appropriate.
- d. Work with ministry teams to document current events.
- e. Establish and maintain systems to safely store and preserve digital and physical historical documents/items.
 - o Determine needs to update, preserve, and interpret the material for people of all ages.
 - o Keep records in good order.
- f. Participate in the planning of events to celebrate the congregation's history.

Part VII - Ministry Teams

Specific Areas of Responsibilities of Ministry Teams

1. **Children and Teen Ministry (CAT) Team** - In coordination with appropriate Staff persons, responsible for providing opportunities that nurture and support the spiritual development of all children through high school age and their families.
 - a. Provide quality programs, activities and ministries including but not limited to Sunday School, Children's Church, Confirmation, First Communion, teen leadership training, midweek programs, and Vacation Bible School.
 - b. Recruit and/or appoint and train appropriate staff and volunteers
 - c. Select curriculum materials that promote an understanding of and appreciation for the Lutheran heritage and Christian faith.
 - d. Provide for the regular communication of programs, activities and ministries to participants, their families and to the congregation.
 - e. Develop an annual calendar of events.
 - f. Identify facility and equipment needs.
 - g. Provide for the accurate record keeping of all participants.
 - h. Provide nursery care during worship services and other special services as budgeted. Additional nursery care may be available by arrangement with staff.
2. **Evangelism Ministry Team** - Responsible for establishing and maintaining an active evangelism effort among existing and prospective members of the congregation and within the community.
 - a. Coordinate an active visitation and/or communication program among active and inactive members, visitors and potential members.
 - b. Recruit and train visitation teams
 - c. Assign and train hosts and greeters at worship services.
 - d. Provide for new member orientation and classes.

- e. Coordinate programs for assimilation of new members into the life of the congregation.
- f. Provide for appropriate external and internal publicity for the general outreach ministry of the congregation.
- g. Maintain a current master roster of members of the congregation.

3. **Stewardship Team** - Responsible for establishing and conducting an active stewardship program that will encourage and equip all members to give of their time, talents and treasury to the ministry of the Mount Carmel congregation. The Financial Secretary shall be a permanent ex-officio member of the Stewardship Team.

- a. Conduct a year-around stewardship program.
- b. Conduct a time and talent search among the members of the congregation and make results available to appropriate teams and committees.
- c. Distribute offering envelopes annually to all members and others who request them.
- d. Provide information on the variety of ways, including electronic and other automatic means of giving, in which all members can participate in financial support of Mt. Carmel and its mission support.
- e. Arrange an annual congregational stewardship event.

4. **Worship Team** - Responsible for all regular and special worship services.

- a. Membership of the Worship Team shall include a Leader plus the coordinators of ushers, acolytes, Altar Guild, liturgists, scripture readers, choir, praise band, sanctuary decor, and audiovisual technicians. The Senior Pastor and appropriate staff music personnel will be ex-officio members. The CAT, Evangelism, and College & Young Adult Ministry Teams may have non-voting liaison representatives to the Worship Team.
- b. Determine position descriptions for and oversee recruiting, training, and scheduling of: (1) scripture readers, (2) ushers, (3) worship assistants, (4) acolytes, (5) liturgists,
- c. (6) Altar Guild.
- d. In coordination with the Congregation Council, provide for a substitute pastor when needed to conduct worship services and ensure that preparations are made for the services.
- e. In coordination with pastor(s) and appropriate music staff, review and make recommendations to the Congregation Council of worship schedules and liturgies and procedures which reflect the Lutheran heritage and Christian faith.
- f. In coordination with appropriate music staff, arrange for maintenance of the organ, pianos and any other church owned musical instruments and worship-related audio-visual equipment.
- g. In coordination with appropriate music staff, encourage the optimal incorporation of the choir, praise band, soloists, and special music in the worship services.

5. **Social Action Ministry Team** - Responsible for the overall social action ministry of the congregation.

- a. Inform the congregation of social action needs, including those of international, national or local concern.

- b. Make recommendations regarding use of congregational mission funds for international, national, and local concerns.
 - c. Coordinate Mount Carmel efforts in the areas of People's Kitchen, homeless overflow shelter, blood drives, and other like activities.
 - d. Review social action appeals as may be received from agencies and institutions outside of the church and make recommendations concerning participation.
6. **Adult Education Team** - Responsible for the overall Christian Education of adults through the development of a comprehensive discipleship program.
- a. Provide and oversee programs such as adult Bible studies, Adult Forums, mid-week programs, reference library, and small group ministries and appropriate lecture series.
 - b. Recruit coordinators for adult Bible study, Adult Forum, mid-week program, small group ministries, lecture series and other programs.
 - c. Approve educational material to be used in adult education programs.
 - d. Develop and distribute at least quarterly a schedule and listing of adult education opportunities.
 - e. Promote the Lutheran magazine and other Lutheran publications among the congregation.
 - f. Provide for congregational advance review of significant items being proposed at Synodical assemblies.
7. **Congregational Life Team** - Responsible for planning and executing activities which will bring about active fellowship in the congregation.
- a. Coordinate special congregational events and activities such as receptions, farewells, pot lucks, soup suppers and Sunday worship coffee service.
 - b. Encourage special group events such as women's retreat, women's Christmas party, men's advance, and cluster meetings.
 - c. Publish and update a pictorial church directory.
 - d. Maintain appropriate kitchen supplies and equipment.
8. **Lutheran Campus Ministry Team (LuMin)** - Responsible for supporting assigned staff members and Peer Ministers to implement an organized Christian outreach program for the students and staff at Cal Poly State University and Cuesta College.
- a. With the assigned staff and Peer Ministers, create an annual vision and goals for campus ministry, support the implementation of the goals, and assist in the evaluation of the ministry.
 - b. Foster connections between the congregation and campus ministry students through appropriate communications, shared activities, projects, and other means.
 - c. Oversee the budget for Lutheran Campus Ministry (LuMin) and conduct fundraising activities to encourage giving and support to the LuMin mission.
9. **Caring Ministry Team** - Responsible for planning and encouraging programs of loving and caring for persons with special needs.
- a. Encourage and develop specific programs of caring for persons in need within or outside the congregation such as special support groups, health ministry, prayer ministries, senior group, bereavement groups and other support groups.

- b. Provide ministry to shut-ins including activities as communion, recordings of worship services and visitations.
- c. Serve as coordinator for memorial/funeral receptions.

10. **Intern Support Team** - When an intern is assigned, a Lay Internship Support Team shall be appointed to provide an advisory body to assist and evaluate the Intern. The Team shall consist of five to eight members and shall be appointed by the Congregation Council; and an additional one or two members may be added at the option and selection of the Intern (at any time during the internship). The Team members will serve for the duration of the Intern's term, normally one year; however, when subsequent Interns are expected to be present over a multiple-year period, the Team members may serve for up to three years with one-third of the Team rotating each year.

Specific Team duties will be as prescribed in the seminary *Lay Internship Committee Handbook* or successor document, and will generally include

- a. Providing advisory responsibility to the Intern on behalf of the congregation;
- b. Developing a supportive relationship with the intern to help her/his development;
- c. Acting as a counselor to the intern in case of significant disagreement, conflict or grievance involving members of the congregation or staff;
- d. Providing informal evaluations to the intern regularly and formal evaluation to the Intern's seminary twice a year or as may be otherwise required;
- e. Providing evaluation and constructive feedback on Intern's sermons, teachings or other presentations.
- f. Initiating and overseeing welcome and farewell opportunities appropriate for the Intern and the congregation;
- g. Make regular reports to the Congregation Council and Senior Pastor of Team activities.

11. **Mutual Ministry Team** The Mutual Ministry Committee shall be appointed by the Executive Committee of the Council to provide support and counsel to the pastors and council.

- a. Mutual Ministry Committee(s) (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president, vice president, and the rostered minister.
- b. Term of office shall be two years, with three members to be appointed each successive year
- c. [The Mutual Ministry Handbook](#) provides suggestions about how a mutual ministry committee might function in a congregation. It is offered as a model that may be adjusted to meet the specific needs of particular congregations.

- *Organizations handling funds within the congregation shall submit accounts to the Secretary at least fourteen (14) days prior to the annual meeting and the Secretary shall include such accounts in the report to the meeting.*

Part X – Parish Records

- The Senior Pastor shall be responsible for keeping accurate records of membership and of the ministerial acts on forms provided by the congregation and which shall remain the property of the congregation
- Pastors shall report these statistics to the congregation at the annual meeting

Proposed