

**Board and Committee Descriptions for Bylaws
for Christ Lutheran Church, Lake Elmo
Bylaws as of November 5, 2010**

Part VI – CONGREGATIONAL BOARDS

B06.01.01

The following Boards shall be organized:

- A. Board of Worship
- B. Board of Administration
- C. Board of Property
- D. Board of Adult Ministry
- E. Board of Youth Ministry
- F. Board of Education
- G. Board of Evangelism/Social Ministry

B06.01.02

Each Board shall:

- A. Faithfully carry out, with the help of God, the responsibilities outlined in the “Statement of Purpose” for each board.
- B. Consist of Board Chair, Chair-Elect and a minimum of one Member-at-Large.
- C. Meet once a month, or as directed by the Congregational Council.
- D. Elect a secretary to keep accurate minutes of each meeting.
- E. Prepare and monitor a budget for the activities supervised by that board.
- F. Prepare a report for the annual Congregational meeting.
- G. Form committees to help carry out board responsibilities.

B06.01.03

The Board chair-elect shall be elected at each annual congregational meeting. The term of office shall be for two years, with the assumption of the duties of board chair for the second year. The Board Chair shall serve on the Congregational Council.

B06.01.04

Board member(s)-at-large shall be elected at the annual congregational meeting for a term of one year.

B06.01.05

The Congregational Council shall have the responsibility for establishing, reviewing, and/or altering the Statement of Purpose for each board. Statements of Purpose shall be reviewed yearly.

B06.02 – BOARD OF WORSHIP

B06.02.01 – Statement of Purpose

To plan and facilitate scheduled worship services and other structured worship with this congregation.

B06.02.02 - Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. A Pastor shall be an advisory member with voice, but without vote.
- C. A representative of the Music staff shall be an advisory member, with voice, but without vote.

B06.02.03 - Responsibilities

- A. Supervise the ushering program, through the appointment of a head usher, and the recruitment/training of the ushers.
- B. Consult with the music staff on the planning of the music programming for regular, special, and contemporary worship services.
- C. Supervise the Alter Guild, through the recruitment/training of its members and ordering necessary supplies.
- D. Recruit, train and supervise acolytes.
- E. Assist and advise the arranging of regular and special worship services, such as Christmas, Easter, Lenten, etc..
- F. Consult with pastors on sermon subject and presentation.
- G. Assist in planning recognition Sundays, such as Youth Sunday, Scout Sunday, etc..
- H. Supervise the making, and maintenance of the banners and paraments for use in the sanctuary.
- I. Supervise and encourage lay participation on worship services, including reading of the lessons, assisting with the liturgy and the distributing of the Sacraments.
- J. Supervise and maintain the greeter scheduling.

B06.03 – BOARD OF ADMINISTRATION

B06.03.01 – Statement of Purpose

To be responsible, with input from the Treasurer, for the supervision of the congregational budget preparation and monitoring, stewardship program, service/insurance contracts, and Auditing Committee.

B06.03.02 – Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. Congregational Treasurer.
- C. A pastor shall be an advisory member with voice, but without vote.

B06.03.03 – Responsibilities

- A. Recommend to the Church Council a plan for the Stewardship Task Force
- B. Be responsible for the prompt payment of all monetary obligations of Christ Lutheran Church.
- C. Be responsible for the development of the annual budget for the congregation after having solicited input from each church board and organization.
- D. Supervise the system for counting monies received.
- E. Supervise the system for distributing the quarterly statements for all contributors.
- F. Monitor the financial condition of the congregation and recommend action when appropriate.

- G. Supervise the preparation of the annual financial reports and arrange for an annual audit by the Auditing Committee.
- H. Supervise the distribution of the offering envelopes
- I. Annually review insurance requirements so that physical replacement and liability coverages are adequate for the assets of Christ Lutheran Church, and insure that the Treasurer and others with access to funds are adequately bonded.
- J. Conduct a monthly review of the Treasurer's report.

B06.04 – BOARD OF PROPERTY

B06.04.01 – Statement of Purpose

To maintain and protect all physical property of Christ Lutheran to the standards of the congregation and the community.

B06.04.02 – Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. A Pastor shall be an advisory member with voice, but without vote.

B06.04.03 – Responsibilities

- A. Make periodic inspections, repair physical property, and make recommendations to the Congregational Council on needed maintenance, improvements, or additions.
- B. Manage and approve lawn care, snow removal, and other property related contracts with vendors.
- C. Recruit assistance from the congregation for maintenance projects.
- D. Inventory church property once a year.
- E. Receive and act on request for use of the church facilities by outside groups.
- F. Recommend expenditures not covered in the Annual Budget to the Congregation Council.
- G. Provide instructions for the care and use of the facilities and equipment.
- H. Supervise the custodial staff.

B06.05 – BOARD OF ADULT MINISTRY

B06.05.01 – Statement of Purpose

To plan, coordinate, promote and administer education, and fellowship for the adult members of Christ Lutheran Church and its community, so that they might grow in faith and knowledge of Christ, His Word, and find joy in Christian fellowship.

B06.05.02 – Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. A Pastor shall be an advisory member with voice, but without vote.

B06.05.03 – Responsibilities

- A. To plan and facilitate the Sunday Adult Forum.
- B. To plan and supervise on-going adult Bible studies, such as, but not limited to, Bethel or Search.
- C. To plan and supervise a variety of other Bible studies and/or special interest classes.

- D. To support the organization of special interest groups, such as Singles or Men's groups, as interest is shown.
- E. To arrange for coffee between Sunday worship services, and maintain inventory of coffee and supplies for the same.
- F. To support planning for the annual Sauerkraut Supper.
- G. To support organized church team sports, as interest is shown.

B06.06 – BOARD OF YOUTH MINISTRY

B06.06.01 – Statement of Purpose

To work with the youth to develop a Christian environment in which they can better the community, enjoy fellowship, and further their spiritual growth.

B06.06.02 – Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. A Pastor shall be an advisory member with voice, without vote.

B06.06.03 – Responsibilities

- A. Supervise and plan programming for the fourth (4) through twelfth (12) grade youth.
- B. Supervise and promote the Bible camp ministry.
- C. Supervise other activities not included in the responsibilities of the Board of Education.
- D. Develop orientation and recruitment programs to reach all youth.

B06.07 – BOARD OF EDUCATION

B06.07.01 – Statement of Purpose

To supervise, promote and evaluate the youth education program of the congregation, so that the youth of Christ Lutheran Church and its community, will learn and know Christ's Love and grow in His Grace.

B06.07.02 – Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. The Sunday School Superintendent shall be an advisory member with voice, but without vote.
- C. A Pastor shall be an advisory member with voice, but without vote.

B06.07.03 – Responsibilities

- A. Nominate candidates for Sunday School Superintendent to the Congregational Council.
- B. Assist the Sunday School Superintendent with the recruitment and training of Sunday School teachers and substitutes.
- C. Supervise the Vacation Bible School program by recruiting and training leaders, teachers and assistants.
- D. Review plans with the pastor(s) for confirmation instruction.
- E. Review plans with the pastor(s) for fifth grade communion instruction.
- F. Select, in consultation with the pastors(s), curriculum, teaching materials, and equipment, needed to support the youth education programs.
- G. Recruit and assist with Christmas programs and coordinators.
- H. Recruit and assist a committee, preferably from the junior class (11) and their parents, to plan a special recognition in May, for the graduating seniors, such as a brunch and special recognition during a worship service.
- I. Recruit and supervise the Library Committee.

B06.08 – BOARD OF EVANGELISM/SOCIAL MINISTRY

B06.08.01 – Statement of Purpose

To provide leadership for evangelism outreach to members, potential members and friends in the community; and develop, implement, and promote programs ministering to the needs of people locally, nationally, and internationally.

B06.08.02 – Membership

- A. Board chair, Chair-Elect, and a minimum of one Member-at-Large.
- B. A Pastor shall be an advisory member with voice, but without vote.

B06.08.03 – Responsibilities

- A. Supervise the evangelism outreach committee
- B. Supervise the visitation program for members, including shut-ins, those in particular need, and those whose membership is inactive.
- C. Identify visitor by means of a pew friendship pad, guest book, or other means, and follow-up by phone calls or letters.
- D. Supervise and promote the Greeters function.
- E. Supervise and incorporate use of a "Time & Talent" program for all members.
- F. Facilitate, supervise, and promote the Tape Ministry program.
- G. Supervise the updating of the membership list on an annual basis.

- H. Coordinate clothing, household goods, and food collection programs.
- I. Plan, implement, and promote special “social concerns” programming in conjunction with the Board of Adult Ministry.
- J. Supervise and promote a publicity committee for the promotion of church events to increase the awareness of Christ Lutheran Church within the community.

Part VII – COMMITTEES

B07.01 – NOMINATING COMMITTEE

B07.01.01

The nominating committee shall consist of not less than five members, two of whom are outgoing members of the Congregational Council. The remaining committee members shall be elected at each annual meeting. All terms shall be for one year.

B07.01.02

The Nominating Committee shall:

- A. Convene no later than September to seek candidates for the slate of vacancies for the Annual Congregational Meeting.
- B. The committee shall elect from its own membership a chairperson and a secretary.
- C. The committee shall nominate one or more candidates for each office to be filled and shall secure the consent of each candidate.

B07.01.03

The list of nominees shall be published to the congregation in conjunction with the announcement of the annual Congregational meeting.

B07.01.04

In addition to the candidates submitted by the nominating committee, additional nominations may be made from the floor.

B07.01.05

The pastor(s) shall serve as advisory member(s), with voice, but without vote.

B07.01.06

The congregational council shall fill vacancies on the Committee.

B07.01.07

At the discretion of the Congregational Council, this committee may be asked to assist in finding candidates for Board or Committee vacancies between annual meetings.

B07.02 – CALL COMMITTEE

B07.02.01

When a pastoral vacancy occurs, a Call Committee shall be formed as follows:

- A. Members shall be elected at a legally called Special Meeting of this congregation.
- B. The Congregational Council and the Nominating Committee shall prepare a slate of candidates to present to the Special Meeting. Nominations shall be opened to the floor for additional candidates.

- C. Shall consist of seven voting members, with the following profile:
 - 1. One member under the age of eighteen (18).
 - 2. One member over the age of sixty (60).
 - 3. One single adult.
 - 4. At least three individuals of each sex.

B07.02.02

- A. Duties of this committee shall include:
 - 1. Study and assess the current needs of this congregation.
 - 2. Consult with the Synod office on legal and other aspects of the call.
 - 3. Develop a list of eligible candidates.
 - 4. Interview & evaluate candidates.
 - 5. Submit a recommended candidate to a legally called Special Meeting of this congregation.

B07.02.04

Term of office will terminate at the installation of the pastor.

B07.03 – AUDIT COMMITTEE

B07.03.01

Following the close of the fiscal year, and prior to the Annual Congregational meeting, the Audit committee shall inspect and review the financial records of this congregation. It shall submit its report to the Board of Administration and the Annual Congregational Meeting.

B07.03.02

The Audit committee shall consist of three voting members of this congregation and shall be elected at the annual congregational meeting.

B07.03.03

The term of office shall be three (3) years, with one member elected each year.

B07.03.04

The Board of Administration shall have charge of activating, assisting, and reviewing the actions of this committee.