

**HANDBOOK OF DUTIES  
FOR  
BOARDS AND COMMITTEES**

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## CHURCH COUNCIL

It shall be the duty of the Church Council to:

1. consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards and present recommendations to the Plenary.
2. act in matters committed to it by the Plenary and, in cases of emergency, between Plenary meetings.
3. annually appoint:
  - a. Head Usher
  - b. Sunday School Superintendent and Assistant Superintendent.
  - c. youth Counselors
4. auditing Committee consisting of three Plenary members to audit the books of the congregation and to offer their services to all societies.
5. fill vacancies in Office by appointment.

## BOARD OF ELDERS

The Board of Elders shall:

1. assist the pastor in all matters pertaining to spiritual welfare of the congregation.
2. with the pastor conduct a yearly review of the pastoral services provided to the congregation, identifying strengths, weaknesses and aiding in the establishment of priorities.
3. consider complaints and grievances of members of the congregation if Matthew 18:15-16 has been fully observed; and they shall report to the Plenary those which cannot be otherwise adjusted, in accordance with Matthew 18:17-18.
4. make every effort to induce members who have been negligent in their attendance of services, in the use of the Sacraments, and the financial support of the church, to mend their sinful ways and fully enjoy the rights and privileges of their membership.
5. see that all services are conducted in such a manner as to avoid needless disturbances and to foster an attitude conducive to worship among those in attendance.
6. assist the pastor in arranging for pulpit assistance, special services, and guest speakers.
7. supervise the Board of Ushers.
8. be an example of Christian conduct and conversation.

## BOARD OF TRUSTEES

The Board of Trustees shall:

1. administer all property belonging to the congregation.
2. make contracts.
3. accept and receive grants and bequests.
4. sign documents
5. appear in court.
6. transact all the business of the congregation assigned to them by the Plenary.

## BOARD OF STEWARDSHIP

It shall be the duty of the Board to:

1. discover and maintain a current working file of the talents of the membership and incorporate them into the congregational program. Special emphasis shall be given to using new members talents as soon as possible.
2. work along with the elders in discovering the needs of individuals in the congregation of the aged, the sick and those in financial need. This board shall assist in helping members spiritually and physically as needed. They shall bring non-confidential needs to the attention of the Plenary with suggestions for action by the Congregation.
3. sponsor stewardship and mission talks, discussions, conference, plays, movies, pageants, etc., in the congregation and its organizations.
4. Assist the evangelism based in conducting family living sessions, programs and seminars organized and promoted by the Evangelism Board.
5. fully inform the members of their local congregation's program and opportunities to lengthen their outreach into all the world through District and Synod.
6. assist in planning Mission Sundays and programs for young and old.
7. instruct and lead the people in the grace of proportionate giving to God's work in their own parish and in the world.
8. coordinate the raising of time, talents and treasurer funds within the congregation.
9. prepare the annual proposed budget for submission at the October Plenary meeting.
10. work in cooperation with the Circuit and District Stewardship Committees, and encourage larger attendance at Circuit meetings.

(Adopted in the Jan 1989 Voters.  
Superseded original Evangelism file on this disk.)

## BOARD OF EVANGELISM

It shall be the duty of the Board to assist the Pastor in:

1. planning, promoting and carrying out an evangelism program in the community.
2. training and enlisting the aid of the laity in carrying out the congregations mission in visiting prospective members of the community.
3. planning, promoting and conducting family living sessions, programs and seminars aimed at the unchurched in our close geographic area. Current laity would also be urged to attend for both a) their own growth and edification and b) personal sharing and involvement with the unchurched attending. The Stewardship Board will assist in the actual presentations.
4. training the laity to bring the unchurched to the Pastor's instruction classes.
5. immediately notifying the Stewardship Board of all new members including a list of their time, talents and financial pledge.
6. endeavoring to publicize the Gospel and the activities of the congregation by the various avenues available.
7. give the congregation a clear vision of the world's need of Christ and how they can supply that need.
8. reporting on the social needs of the community and solicit the congregation's cooperation with other agencies in the community, assisting to meet these needs as they fit within the overall congregational community thrust.
9. calling to the attention of the congregation their welfare agencies being conducted by the church and solicit support for them.

The Board revised their job description in the Handbook of Duties to the following.  
Approved in the March 1993 Voters Assembly.

### CHURCH BOARD OF EDUCATION

The Board of Education shall:

1. foster spiritual growth appropriate for all age levels.
2. strengthen the Christian home and help equip parents, children and young people for Christian family living.
3. provide leadership education for teachers, officers and workers.
4. set up adequate goals for all educational agencies.
5. select proper teaching texts and other educational materials so that goals for each agency can be achieved.
6. give attention to enrollment attendance of pupils, evangelism, personal development and soul keeping.
7. recommend to the Church Council administrative personnel.
8. see that all phases of Christian education are properly financed.
9. delegate the administration of all educational agencies and work to qualified persons subject to the approval of the Council.

## BOARD OF EDUCATION-TOPEKA LUTHERAN SCHOOL

The Board shall:

1. represent the congregation on the Board of Education of the Topeka Lutheran School to the number of persons allowed by the Constitution of that school.
2. be governed by the rules and regulations of the Topeka Lutheran School Association in addition to the rules and regulations of the Congregation herein set forth.

## PLANNING COUNCIL

The Planning Council shall plan the parish program for the year, draw up the church calendar, and provide meeting nights for the various groups within the church.

## AUDITING COMMITTEE

The auditing committee shall:

1. audit the books and records of the treasurer, of the financial secretary, and of such other financial records the audit of which the congregation may assign to it.
2. make its report to the Plenary at the earliest possible date after the close of the fiscal year.

## BOARD OF YOUTH MINISTRY

1. The purpose of the Board of Youth Ministry is to involve young people, from birth to the age of 25, in the ministry of Jesus Christ at Christ Lutheran Church and in the community.
2. The Board shall meet on a monthly basis. Special meetings may be called as deemed necessary by the Chairperson, the Pastor or the majority of Board Members. A meeting may be canceled at the discretion of the Chairperson, so long as a majority of the Board Members are in agreement.
3. The Board shall annually evaluate the youth ministry at Christ Lutheran Church.
4. The Board shall plan and/or coordinate youth activities and programs which include fellowship, nurturing, growth, discipleship, outreach and/or service.
5. The Board shall prepare and submit to the Voters an annual youth ministry budget and shall monitor all youth activity accounts and/or line items.
6. The Board shall plan and/or coordinate all fundraising for youth activities.
7. The Board shall encourage young people in the congregation to consider careers as professional church workers.
8. The Chairperson shall report to the Church Council and to the Voters on a regular basis.
9. As necessary, the Board Members shall meet with the Pastor, the DCE, the DCE Intern, the Board of Education and/or the Board of Elders to discuss youth issues.