

**HANDBOOK OF DUTIES  
FOR  
BOARDS AND COMMITTEES**

**TABLE OF CONTENTS**

Church Council	2
Board of Elders	3
Board of Trustees	4
Board of Stewardship	5
Board of Evangelism	6
Church Board of Education	7
Board of Education – TLS	8
Worship Committee	9
Auditing Committee	10
Board of Youth Ministry	11
Treasurer	12
Financial Secretary	13

## CHURCH COUNCIL

It shall be the duty of the Church Council to:

Consider and discuss all matters pertaining to the general welfare of the congregation as presented by the various boards and present recommendations to the Voters Assembly.

Act in matters committed to it by the Voters Assembly and, in cases of emergency, between Voters meetings.

Annually approve appointments recommended by the following Boards:

- a. Head Usher – Elders
- b. Sunday School Superintendent and Assistant Superintendent, VBS director - CLC Board of Education
- c. Youth Counselors – Board of Youth
- d. Auditing Committee consisting of three Voting members to audit the books of the congregation and to offer their services to all societies – Council

Fill vacancies in Office by appointment.

The Church Council is the chief operating entity within the congregation with authority from the Voters Assembly to conduct the routine business and the authorized special business of the Congregation.

Negotiate and approve contracts outside of the budgetary process. To approved by the voters assembly.

Appoint representatives for court actions as needed.

Annually prepare a church budget for submission to the Voters Assembly in October. Schedule an annual Voters Assembly meeting in December to adopt a budget for the following year, conduct elections and conduct other business as necessary.

Research and approve fund raising activities.

## **BOARD OF ELDERS**

The Board of Elders shall:

Assist the called staff in all matters pertaining to spiritual welfare of the congregation.

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. With the pastor conduct a yearly review of the called staff with regard to their services provided to the congregation, identifying strengths, weaknesses and aid in the establishment of priorities. To support the pastor and called staff in the fulfillment of their duties.

Consider complaints and grievances of members of the congregation in accordance with Matthew 18: 15-16 and they shall report to the Council for presentation to the voters assembly as required those which cannot be otherwise adjusted, in accordance with Matthew 18: 17-18.

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.

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.

Assist the pastor in arranging for pulpit assistance, special services and guest speakers.

Supervise the Altar Guild.

Supervise the Worship Committee.

Supervise the head usher, acolytes, lectors and organists.

Assist Pastor in the distribution of communion.

Supervise the called workers. Supervise the Secretary in conjunction with appropriate called worker.

Report gains/losses to the Congregation

Be an example of Christian conduct and conversation.

Discover the needs of individuals in the Congregation in the areas of aging, illness and financial. Assist in helping members both spiritually and physically as needed. Bring non-confidential needs to the attention of the Church Council or Voters Assembly as appropriate with suggestions for action by the Congregation.

Attend Council meetings with a written report.

Have Budget requirements for the making of the Budget.

## **BOARD OF TRUSTEES**

The Board of Trustees shall:

Administer all property belonging to the Congregation.

Supervise janitorial staff, mowing staff, volunteer cleaning staff and other maintenance volunteers.

Transact all the business of the congregation assigned to them by the Voters.

Supervise the management of the facility.

Be responsible for building security to include building codes and keys.

Attend Council meetings with written report.

Have Budget requirements available.

## **BOARD OF STEWARDSHIP**

It shall be the duty of the Board to:

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.

Annually produce a list of the Congregation's needs for possible donations/bequeaths.

Sponsor stewardship and mission talks, discussions, conferences, plays, movies, pageants, etc., in the congregation and its organizations.

Fully inform the members of their local congregations program and opportunities to strengthen their outreach into the entire world through District and Synod.

Instruct and lead the people in the grace of proportionate giving to God's work in their own parish and in the world.

Coordinate the raising of time, talents and treasure funds within the congregation.

Work in cooperation with the District Stewardship.

Issue envelopes to new members.

Attend Council meetings with a written report.

Have Budget requirements available.

## **BOARD OF EVANGELISM**

It shall be the duty of the Board to assist the called staff in:

Planning, promoting and carrying out an evangelism program in the community.

Enlisting the aid of the laity in carrying out the congregation's mission in visiting prospective members of the community.

Encouraging the laity to bring the unchurched to the church's instruction classes.

Endeavoring to publicize the Gospel and the activities of the congregation by the various avenues available, e.g. newspaper, web site and telephone ads.

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 thrust.

Along with the Stewardship Committee, oversee the Mentoring Program.

Manage greeter program – make up monthly schedule and give reminders to greeters if necessary. Instruct them to give first time guests a Welcome Visitor Packet. Assist greeters in identifying guests and new members.

Take picture of new members and display on New Member Board.

See out guests and introduce to Pastor and other church members.

Send guests acknowledgment card to first time visitors.

Attend Council meetings with written report.

Provide budget requirements.

## **CHURCH BOARD OF EDUCATION**

The Board of Education shall:

Foster spiritual growth appropriate for all age levels.

Help equip parents, children and young people for Christian family living.

Provide leadership education for teachers, officers and workers.

Set up adequate goals for all educational agencies. Select teaching texts and other educational materials so that goals for each agency can be achieved. Selection to be done in conjunction with Called Staff and at their approval.

Give attention to enrollment attendance of pupils, evangelism, personal development and soul keeping.

Appoint and report to the Church Council administrative personnel.

Supervise Administration Personnel.

See that all phases of Christian education are properly financed.

Delegate the administration of all educational agencies and work to qualified persons subject to the approval of the Council.

Manage and administer the Cradle Roll program.

Appoint Sunday School Superintendent for Council approval.

Attend Council meetings with written report

Have budget requirements available.

## **BOARD OF EDUCATION TOPEKA LUTHERAN SCHOOL**

The Board shall:

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.

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.

Actively promote the school through but not limited to bulletin board, announcements for the bulletin and newsletter.

Plan TLS Sundays.

Manage the enrollment of the school for the Congregation in conjunction with DCE and communicate the Congregation expectations regarding student eligibility.

Organize in conjunction with Called Staff the 8<sup>th</sup> grade graduation ceremony when it is assigned to our congregation.

Administer the Schaefer Scholarship Fund in conjunction with the Council and Treasurer. The TLS scholarship Fund was established to provide additional support to families sending their children to Topeka Lutheran School. In February 1993 the fund was renamed The Margaret Schaefer Scholarship Fund in honor of Margaret's 25<sup>th</sup> year of ministry.

Inform and update the Congregation on the ministry of the school.

Prepare for and supply the Christ Lutheran Treasurer annual budget information.

Attend Council meetings and have a written report.

Supply budget requirements.

## **WORSHIP COMMITTEE**

The Worship Committee shall:

Assist the Called Staff in the planning of the Congregation's worship services as scheduled by the Board of Elders.

## **AUDITING COMMITTEE**

The Auditing Committee shall:

Review the books and records of the treasurer, the financial secretary, board of youth and of such other financial records the review of which the congregation may assign to it.

Make its report to the Council at the earliest possible date after the close of the fiscal year.

The committee consists of minimum of 3 members of the congregation appointed by the Council.

## **BOARD OF YOUTH MINISTRY**

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.

The Board shall annually evaluate the youth ministry at Christ Lutheran Church.

The Board shall plan and/or coordinate youth activities and programs, which include fellowship, nurturing, growth, discipleship, outreach and/or service.

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.

The Board shall plan and/or coordinate all fundraising for you activities the approval of the Council.

The Board shall encourage young people in the congregation to consider careers as professional church workers.

The Chairperson shall report to the Church Council.

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.

The Board shall present an itemized summary of their finances quarterly.

Attend Council meetings with a written report.

Have budget requirements available.

## **TREASURER**

The Treasurer shall:

Maintain the books of the Congregation.

Report to the Church Council and Voters Assembly all matters pertaining to the financial well being of the Congregation.

Pay valid expenses of the Congregation.

Accept and receive grants and bequests.

Assemble the Budget for Annual adoption.

Manage various checking and/or money market Accounts of the Congregation.

Attend Council and Voters meeting with written report.

## **FINANCIAL SECRETARY**

The Financial Secretary shall:

Receive deposits, accounts for regular and special offerings received by the congregation.

Keeps detailed records for all giving for congregation members.

Quarterly report to Congregation and individuals.

Project giving for Budget Process.

Recruit and supervise offering counters.

Attend Council meetings with written report.

Provide budget requirements.