

SERVICE POSITIONS at



LUTHERAN CHURCH OF THE
RESURRECTION



CONTENTS LAST UPDATED JAN 2012

LUTHERAN CHURCH OF THE
RESURRECTION

Youth Fellowship

6 Members– Members are nominated, then elected at January Congregational Meeting. Term is for 2 years with half the committee elected each year. Maximum service is 4 years.

Meetings: First Monday of each month

Chairperson: Elected by members at February meeting

Purpose: To promote the work of God, emphasize His teachings, and minister to our youth. To allow our youth to enjoy fellowship with each other and assure them of their place in this congregation as youth and later as adults.

Activities of Members

1. Attend monthly meetings.
2. Plan and implement a schedule of events for Middle School and High School aged youth.
3. Assist in finding parents to function as helpers for events. (This could involve making out schedules or using the phone to make personal contact with parents.)
4. Occasionally serving as chaperone.
5. Assisting in fund raising events that help defray expense incurred when a major trip or activity is planned.
6. Ensure that events are publicized.

C13.01 “The officers of this congregation, Pastors under call, and the Associate in Ministry (AIM) shall constitute the *Executive Committee.*”

Meetings: The Executive Committee meets prior to the Congregation Council. The officers of the congregation preside at Congregation Council meetings on the third Monday of the month.

Congregation Council

6 Members – are nominated, then elected at January Congregation Meeting. Term is for 2 years with half the board elected each year. Maximum service is 2 consecutive full terms. Other members include the Executive Committee: Officers, Pastor(s), and AIM(s).

Meetings: Third Monday of each month

Purpose: To oversee the life and activities of Lutheran Church of the Resurrection, in particular its worship life; to the end that everything is done in accordance with the Word of God and the faith and practice of the ELCA.

Duties of Council:

1. Lead the congregation, do long-range planning, set goals and priorities.
2. Involve all members of the congregation in worship, learning, witness, service, and support.
3. Oversee and provide for the administration of the congregation.
4. Promote a congregational climate of peace and goodwill.
5. Conduct an annual planning forum for the congregation.
6. Responsible for the financial and property matters of the congregation
7. Sees that the provisions of the constitution and its bylaws, and the Procedural Handbook are carried out.
8. Provides for an annual review of the membership roster.
9. Responsible for employment and supervision of salaried lay workers.

Worship

9 Members – Members are nominated, then elected at January Congregational Meeting. Term is for 2 years with half the board elected each year. Maximum service is 4 years.

Meetings: First Monday of each month

Chairperson: Elected by members at February meeting

Purpose: Assist in all areas of development and implementation of the worship experience.

Activities of Committee Members

1. Attend monthly meetings.
2. The Worship committee organize their 9 members by assigning individual areas of coordination. Each member is asked to take one of the following responsibilities:
 - Acolytes – Recruit, schedule and train as needed
 - Nursery – Assist in recruiting and training of nursery staff. Serve as liaison for any nursery needs
 - Ushers – Organize, schedule and train
 - Alter Group – Oversee activities and recruit when necessary
 - Music – Meet with Music Committee, serve as liaison between Music Committee, Worship Committee and Board of Deacons.
 - RACY – Support and guide the beautification of the church throughout the seasons.
 - Worship planning & serve as the Deacon's representative to the Worship Planning Committee. Give guidance and express concerns and direction as determined by the Deacons.
 - Worship Assistants – Schedule and train members to assist the Pastor during the Worship service
3. Worship Assistants are scheduled to help serve the sacraments and assist in the Baptismal ceremony.

Nominating Committee

C13.02 “A *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the congregation Council, shall be elected at the annual meeting for a term of one year. As part of its work, the committee shall consult regularly with the pastors of call regarding committee needs and potential candidates. Members of the Nominating Committee are eligible for a maximum of three consecutive one-year terms.”

Meetings: First meeting called by Pastor about mid year. Successive meetings held until all open positions are filled by appropriate nominees.

Chairperson: Elected by committee at first meeting.

Purpose: To recruit and nominate qualified candidates for open service positions.

Activities of Members:

1. Attend scheduled meetings
2. Maintain accurate records of existing committee members and terms of service.
3. Consult regularly with pastor(s), AIM(s) regarding committee needs and potential candidates.
4. Actively recruit from the voting membership those with ability to serve.
5. Publish a written list of nominees prior to the annual meeting.
6. Prepare and tally ballots for the annual meeting
7. Update and publish Service Handbook as needed

Community Outreach

6 Members – Members are nominated, then elected at January Congregational Meeting. Term is for 2 years with half the board elected each year. Maximum service is 4 years.

Meetings: First Monday of each month.

Chairperson: Elected by members at February meeting.

Purpose: To work on various local, state, national and international issues of social concern which affect our church community, and keep them informed and updated on issues of social importance. Areas of concern tend to be hunger, housing, race relationships, poverty . . .

Activities of Members

1. Attend monthly meetings.
2. Help organize and work at Community Meal programs.
3. Organize fund raisers for ELCA Hunger Fund
4. Work with community agencies such as Habitat for Humanity, Racine Interfaith Coalition, Women’s Resource Center, Homeward Bound, and Racine Emergency Shelter Taskforce. Board decides who will be liaisons to this agencies and works together to provide and plan for activities and needs as they arise.
5. Coordinate “Offering of Letters” in conjunction with ‘Bread for the World’ to encourage the passage of national legislation affecting various social issues.
6. Plan ways to increase congregational awareness of issues through classes, displays, bulletin inserts, etc.



Staff Support

6 Members

C13.04 “A ***Staff Support Committee*** shall be appointed jointly by the president, vice president, and the pastor. Term of office shall be two years, with three members to be appointed each successive year. Members of the Staff Support Committee are eligible for a maximum of two consecutive two-year terms.”

Purpose:

- Provide support to church staff by addressing issues and concerns
- Identify and provide opportunities for development
- Assist with job descriptions, hiring performance reviews and recognition

Meetings: Scheduled meetings will be held in November and May of each calendar year. Additional meetings are held as needed.

Functions:

1. Seek out staff replacements when needs arise.
2. To set objectives with pastor(s) and associate in ministry in conjunction with Congregation Council
3. To set written objectives between the pastor(s) and the Staff Support Committee
4. To evaluate the pastor(s)
5. To provide staff acknowledgements
6. To resolve conflicts when possible

Stewardship

6 Members – Members are nominated, then elected at January Congregational Meeting. Term is for 2 years with half the board elected each year. Maximum service is 4 years.

Meetings: First Monday of each month

Chairperson: Elected by board members at February meeting

Purpose: Lead the congregation to be Biblical stewards through giving of time, abilities and money as they have given by our Lord.

Activities of Board Members

1. Attend monthly board meetings.
2. Provide year round stewardship programs in these areas:
 - Actively enlist people to work in congregation
 - Distribute Time and Talent surveys and compile results.
 - Keep other groups advised on volunteers procured through Time and Talent.
3. Annually meet with other Boards to determine budgetary needs and goals for the next year.
4. Monthly monitoring of congregational giving. Take appropriate actions if giving falls below budget.
5. Report monthly giving totals in the SPIRIT.
6. Issue quarterly statements to individual givers.
7. Review stewardship materials available and plan the yearly Stewardship Campaign.
8. Formulate the next budget along with Council Treasurer and Trustees. Present proposed budget to Council and congregation for approval.

Parish Education

6 Members – Members are nominated, then elected at January congregational Meeting. Term is for 2 years with half the board elected each year. Maximum service is 4 years.
This Board also has a paid staff member – The Education Coordinator – as an advisor.

Meetings: First Monday of the month

Chairperson, Secretary and Treasurer: Elected by board members at February meeting.

Purpose: Promote and nurture continuous growth in faith and knowledge of Jesus Christ and increase understanding of the Bible by every member of Resurrection.

Activities of Board Members

1. Attend monthly board meetings
2. Works as a Board to guide the following activities:
 - PACE – Adult education
 - Children's' and Adult Libraries
 - Christian Learning Center
 - Vacation Bible School
 - 5th Grade Communion Instruction
 - The Spirit
 - Children's Christmas Program
 - Cradle Roll
 - Confirmation

Audit Committee

C13.03 “An ***Audit Committee*** of three voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be three years, with one member elected each year. Members shall be eligible for reelection for a second term.”

Meetings: Convene at year end to audit the congregation's financial records.

Purpose: Provide a review of the congregation's financial records to ensure proper accounting procedures have been maintained.

Activities:

1. Verify proper procedures through a random review of transactions.
2. Verify month end book balances to bank statements
3. Examine insurance policies and review coverage with Trustees
4. Present written statement of audit results to congregation at annual meeting
5. Make recommendation for outside audit if necessary.

Membership

6 Members – Members are nominated, then elected at January Congregational Meeting. Term is for 2 years with half the board elected each year. Maximum service is 4 years

Meetings: First Monday of each month

Chairperson: Elected by members at February meeting.

Purpose: Gives leadership to the congregation by

- 1) Welcoming new members
- 2) Maintaining current members
- 3) Restoring inactive members
- 4) Providing opportunities for Christian Fellowship

Activities of Members

1. Attend monthly meetings
2. Works with the committee to guide the following activities:
 - Insure the Membership roster is current
 - Provide follow-up for inactive members
 - Form and implement programs for new members including new member classes & reception.
 - Coordination of Church Directory.
 - Plan and/or ensure that fellowship activities are being carried out for the congregation.
 - Provide greeters and “Coffee Hour” sponsors for Sunday services.
 - Provide service groups and/or organizations for specific groups of members, ie Round Table, Elderberries.
 - Provide/organize spiritual fellowship opportunities as needed.

Other Appointed Positions

Racine Interfaith Coalition: Represents Lutheran Church of the Resurrection on the Racine Interfaith Coalition. Serves one year term.

Synod Delegate: 2 persons represent the congregation at the yearly Cluster Assembly and Synod Assembly. (Dates are usually in the spring) Cluster Assembly is on afternoon while the Synod Assembly runs two days. Both involve voting for the congregation on various issues as they are presented to the assemblies. They serve a one year term.

Camp Representatives: Two people as Lutherdale and Crossways as liaisons (Often serve as couples). Reps attend a yearly meeting for respective camps, but more importantly work with Parish Ed to promote camping within the entire congregation emphasizing opportunities for all ages.

Lincoln Lutheran: Representative

Building and Grounds

6 Members – Members are nominated, then elected at January Congregational Meeting. Term is for 2 years with half the board elected each year. Maximum service is 4 years.

Meetings: First Monday of each month

Chairperson: Elected by members at February meeting.

Purpose: Hold responsibility for maintenance, purchase and care of the church property and facilities, including capitol improvement projects. Also responsible for handling and dispersing of all funds.

Activities of Members

1. Attend monthly meetings.
2. Oversee the church facility and capitol improvements
3. One member is on Memorials Committee and one is chairperson.
4. Monthly checks are made to determine if budgeted funds are being used correctly.
5. Update and keep inventory of church properties other than real estate.
6. Serve for a month at a time as counting crew supervisor.
7. Oversee security in the church

President: Elected for two year term and serves four-year maximum service. Presides at meetings of the congregation and the Congregation Council. In general is responsible for the coordination of congregational programs. Operates under the constitution and bylaws of this congregation and policies outlined in the Church Handbook. Examples of duties include the calling of special task forces or committees to address specific issues, finding people to fill various positions, keeping in touch with Pastors and Board chairpersons.

Vice President: Presides over Council in President's absence as well as assuming remaining presidential term in the event of the President's inability to serve. Chairs the long range planning. Elected to two year term and serves four-year maximum.

Secretary: Keeps the minutes of the Church Council and congregational meetings. Also ensures that accurate records are kept in archives. Elected for a two- year term with four-year maximum.

Treasurer: Must be bonded and is responsible for the accounting of all the expenses of the congregation in accordance with the actions of the Council, Board of Trustees and congregation. Presents a written monthly report to council, together with a satisfactory audit at the annual meeting. Computer knowledge is important. Helps formulate next year's budget and presents the budget at the Annual Meeting for congregational approval. Elected for a two-year term and serves a four-year maximum.

Notes: _____

***This booklet provides a
Thumbnail Sketch of Service Positions
at
Lutheran Church of the Resurrection***