

## **Continuing Resolutions**

(Revised 10/25/01)

CR1.01      The Congregation Council shall function consistent with the provisions of Chapter 12, Congregation Council, of the Constitution.

CR2.02      The Committees and Boards of the Congregation shall be:

### **I. Executive Committee**

Chair: Council president

Officers of the Congregation and the Pastor(s) shall constitute the Executive Committee. (C13.01)

- a. Set the agenda for the Council and develop overall planning processes for matters brought before it.
- b. Act upon specific action items which have been delegated to the Executive Committee by the Council
- c. Prepare resolutions at the initiative of Council to be recommended to the congregation at any annual or special congregational meetings.

### **II. Nominating Committee**

Chair: Appointed by Council President

Members: Six voting members of this congregation, including 2 outgoing members of Council if possible. Elected for 1 year, not eligible for consecutive re-election.

Duties:

- a. The committee nominates the slate of candidates for Council and other elected positions in the congregation, and explains to potential candidates the responsibilities of the position.
- b. The committee shall publicize in the May Messenger prior to the Annual Meeting, all Council nominees and their qualifications.

Elected Positions:

Council: 3 per year plus (Council Members appointed during the year to fill a term must be elected at the next meeting.)

Nominating: 6 per year (including 2 out going members of Council).

Delegates to Synod Assembly: 3 per year (1 male, 1 female, and 1 at Large) S13.02 (Synod)

### **III. Audit Committee**

Chair: Elected by Committee

Three voting members shall be elected by Council, they shall not be members of the Council. The term of office shall be 3 years, one member elected each year, eligible for re-election. The Committee is responsible for an annual audit of the financial statements of the church and its organizations.

The audits shall be submitted to the Council and shall be included in the Annual Report to the congregation.

### **IV. Call/Search Committee**

Chair: Appointed by the Council President

When a pastor/associate in ministry vacancy occurs, a Call Committee of at least 6 voting members shall be appointed by the Congregational Council. Term of office shall terminate at installation of newly-called pastor/associate in ministry (C13.05)

- a. After appropriate deliberative procedure, Call Committee will submit the name and background information of Pastor of AIM to be called to the Congregation Council, which will submit the name and background information to a special congregational meeting for approval and letter of call.
- b. After appropriate deliberative procedure, Search Committee will submit the name and background information of Lay staff member to the Congregation Council, which will submit the name and background information to the Congregation (if necessary) for approval.

### **V. Mutual Ministry Committee**

Chair: Elected by committee

Liaison: Congregation Council Vice President

Members: No less than six (6) members to be appointed by Pastor and President

Term of Office: Three (3) Years, with two members to be appointed each successive year. Members are limited to serving one term only and the members will hold no other office in the congregation during their term.

The committee will report to the Council. (C13.04)

#### **DUTIES SUMMARY:**

- a. Is for the support and guidance of all employees of the church staff.
- b. Serves as a sounding board for all employees. It is a place they can come to share frustrations, joys, personal struggles, team struggles, professional concerns, etc.

- c. Should meet on a regular basis, at least quarterly. Meetings of this committee should be called by the chair of this committee.
- d. Regards information as confidential unless there is mutual agreement at the end of meeting to share a specific concern with an appropriate party.
- e. Does not set salaries or conduct performance reviews.
- f. Encourages healthy self-care and yearly continuing education for the rostered leaders.
- g. Listens, encourages, advocates and advises.

#### SUMMARY STATEMENT:

The principal goal of the Mutual Ministry Committee is to assure the growth of the St. Philip employees through educational opportunities and to represent views of the congregation to the staff regarding their duties and overall performance.

The Mutual Ministry Committee is responsible for the support and guidance of the St. Philip employees.

The committee serves as a conduit or sounding board for relationships between the employees, the Congregation Council, and individual church members.

#### COMPOSITION AND TERM:

The Mutual Ministry Committee is composed of no less than six (6) lay members of the St. Philip congregation, one per each employee, each serving three-year terms.

To assure continuity within the committee, two of the members of the initial Mutual Ministry committee are replaced after one year with three-year appointees, and two other committee members are replaced after two years of service with three-year appointees.

#### FUNCTIONS:

Specific functions of the Mutual Ministry Committee vary with the composition of the St. Philip staff and its needs. However basic responsibilities include:

- a. Maintain close contact with all employees, monitoring relationships among the staff and other St. Philip paid staff members, the Congregation Council, and the congregation as a whole.
- b. Serve as a conflict resolution group and general sounding board for all employees with a basic goal of recognizing and resolving potential serious problems that could adversely affect the mission of St. Philip Lutheran Church.
- c. Review and recommend additional educational opportunities for the professional staff and represent them in addressing such matters before the Congregation Council. Recommendations may include specific courses of study and sabbatical leaves for rostered staff members.
- d. Meet at least once per quarter as a full committee at the call of the committee chair; committee members are available to counsel all employees on an as-needed basis.

- e. When a St. Philip Call or Search committee is established to add or replace a rostered staff member, the Mutual Ministry committee is consulted for its opinion regarding the current and recommended “chemistry” needed for an effective rostered staff team.
- f. Maintain a liaison with the Congregation Council Vice President for the purpose of an awareness of coordinating committee recommendations as they relate to all employee benefits including but not limited to continuing education recommendations and sabbaticals.

#### ACCOUNTABILITY:

The Mutual Ministry Committee is accountable to the Congregation Council. Since the committee is involved in personal counseling of all employees, its discussions with staff members are considered confidential unless it is mutually agreed to share specific topics with affected parties, and/or the Congregation Council.

#### CRITICAL DATES:

- Committee meeting scheduled at least every quarter.
- Annual report prepared prior to St. Philip annual congregational meeting.

#### **VI. Personnel Committee**

Chair:	Elected by the committee
Liaison:	Congregation Council President
Members:	Six (6) members to be appointed by the Congregation Council

Term of office: Three (3) years, with two members to be appointed each successive year. Members are limited to serving one term only and the members will hold no other office in the congregation during their term.

The committee will report to the Council (C13.04)

#### DUTIES SUMMARY:

- a. Implement personnel policies established by the Council.
- b. Monitor personnel activities as required to verify that employees are suitably supervised and are acting within the intent of their job descriptions.
- c. Encourage and support all paid staff as they implement their assignments.
- d. Review recommendations for new employment opportunities.
- e. Identify specific duties within staff job descriptions.
- f. Assure that performance evaluations are regularly conducted; assist, when requested, any staff member in an evaluation assignment.
- g. Review at least annually, wages, salaries, and benefits of all staff members.
- h. Appoint at least one member to serve on the Call/Search Committee when necessary to fill a rostered staff vacancy.
- i. Conduct the exit interview when any rostered staff person leaves.
- j. Evaluate all lay and rostered staff annually.
- k. Provide an Annual Report to the congregation of the activities, involvements, and results of the committee.

## SUMMARY STATEMENT:

The Personnel Committee prepares, recommends, implements, and periodically evaluates policies related to the hiring, supervising, compensating, appraising, and dismissing of all paid members of the St. Philip staff.

## PURPOSE:

The Personnel Committee serves as the principal entity within the St. Philip Lutheran Church organization to provide overall guidance in the establishment and implementation of policies covering all paid lay and rostered staff positions.

The Personnel Committee operates in close communication with the Congregation Council to insure that its actions are consistent with the Vision and Mission statements of St. Philip Lutheran Church and with the well-being of the congregation and staff members.

## COMPOSITION AND TERM:

The Personnel Committee is composed of six (6) members, each serving three year terms, with one of the six serving as Chair of the committee for a one-year term. Members of the committee are selected by the congregation council and appointed by the Council President who designates the chair of the committee for a one-year term. Recommendations of candidates for Personnel Committee membership may be submitted to the Congregation Council by entities within the church organization responsible for activating church members, or by any member of the St. Philip congregation. In selecting Personnel Committee membership, the council attempts to include individuals with career experience in employee relations, personnel management, and/or counseling whenever possible. The Council President serves as a liaison and is not a voting member of the Personnel Committee

## FUNCTIONS:

Functions of the St. Philip Committee vary with the nature and size of the Church's paid staff. These include, but are not limited to, the following responsibilities:

1. Meet at least once per month to review individual committee member assignments, pending activities, and potential problems involving St. Philip lay and rostered staff.
2. Review applications for open positions on the St. Philip staff, interview prospective employees, and present recommendations to the Congregation Council regarding the hiring of employees to fill existing or newly established positions.
3. Design paid staff benefit programs based on existing St. Philip practice, synod recommendations, societal norms, and current church budget considerations, and recommend same to the Congregation Council; discuss benefit program with each paid staff member on an individual basis; benefits addressed in the program include vacations, holidays, various leaves such as maternity, personal, sabbaticals, medical, jury, and bereavement, health and retirement plans, and reimbursed expenses.
4. Establish salaried staff employment policies addressing work schedules, ethical standards, overtime, dress code, consequences of unacceptable performance, grievance procedures, performance appraisals, and related matters.

5. Schedule, organize, and participate in performance appraisals and promptly provide Congregation Council with written reports and recommendations based on the evaluations of staff employees; new employees are evaluated after three months, six months, and one year of employment; after having completed one year's employment, performance evaluations are conducted for each employee on an annual basis unless the Personnel Committee recognized need for more frequent appraisals; a standard format for employee performance evaluations is designed and utilized by the Personnel Committee.
6. Select appropriate individuals from the Personnel Committee, Congregation Council, Church staff and/or appropriate Committee resources to participate in paid staff members performance evaluation to assure that an effective appraisal is made; reviews are customized to address the position and needs of each individual staff employee.
7. Recommend amount of salary adjustments for each paid staff member subsequent to their performance appraisal which, after one year's service, is to be done in conjunction with the annual budget process; the committee is made aware of the church's overall financial status and amount budgeted for staff salaries/benefits in making its salary recommendations.
8. Assist Congregation Council Executive Committee in deciding amounts to be distributed to each individual staff member from any available extraordinary bonus funds.
9. Assess development needs of Lay staff employees, and submit recommendations to the Congregation Council at time of individual performance evaluations and between such appraisals as appropriate.
10. Be available to serve as an arbitrator to resolve disputes between disgruntled employees and other employees, supervisors, members of the congregation, or others which are, or threaten to be, disruptive to an employee's overall performance; the Personnel Committee is involved in such situations only when solutions cannot be reached by the parties involved; in some situations, it may be necessary to refer a conflict to an alternative mediator, i.e. Mutual Ministry Committee.
11. Maintain up-to-date records of all current and past salaried employees, including performance appraisals, salary history, and other related data of general and potential reference value, in a secured facility within the church office.
12. Schedule and conduct exit interviews for all paid employees leaving St. Philip, either voluntarily or at the request of the Congregation Council, and prepare a written summary of said interviews for the Council and for St. Philip files; interviews are carried out by an appropriate number of Personnel Committee and Council members as required for the specific interview.
13. Periodically remind the St. Philip congregation of the existence of its Personnel Committee, its purpose, its activities, and its accessibility to those with questions of problems, through notices in weekly and/or monthly St. Philip publications and/or special announcements.
14. Prepare an annual report summarizing activities, concerns, recommendations of the Personnel Committee for the Congregation Council by a date specified by the Council; present highlights of its annual report to the church congregation at its annual, or special, meetings and submit a written annual report to the congregation, if requested by the Congregation Council.

15. Submit recommendations regarding the organization and reporting relationships of St. Philip salaried employees as part of its annual report to the Congregation Council, or between annual reports if necessary.

#### ACCOUNTABILITY:

The functions of the St. Philip Personnel Committee are identified and authorized by the Congregation Council and subject to change, as the Council deems necessary. The Chair of the Personnel Committee reports to the Congregation Council at its regular meetings, and to the congregation as appropriate at its meetings. Written reports and recommendations are submitted by the chair of the committee to the Congregation Council on a monthly, annual, and special need basis.

The Personnel Committee is accountable to the St. Philip Congregation Council, functions under the direction of the Council, and in particular the Council Executive committee, within the provisions set forth in the St. Philip Constitution and within these committee guidelines.

#### CRITICAL DATES:

The Personnel Committee must be sensitive to a number of critical dates involving both church and individual paid staff employees' activities. These include:

- Annual budget process and due dates for recommendations regarding salary adjustments of paid staff employees
- Due dates for St. Philip committee reports, particularly the annual report.
- St. Philip annual Congregational Meeting.

### **VII. St. Philip Lutheran Church Early Learning Center, Board**

Chair: Elected by the Board

Members: The board shall consist of no fewer than 11 members, 7 of which are voting members. The Chairperson of the Learning ministries Committee as well as 3 other members of St. Philip Lutheran Church (at least 2 of which should be parents of children in the program). The 3 other voting Board members shall be non-member parents of children in the program. The Director(s) and Pastor or his/her designee and two program staff members shall make up the four non-voting members.

Mission: An outreach ministry of St. Philip Lutheran Church dedicated to provide high quality, developmentally appropriate education in a safe, healthy, nurturing Christian environment, for young children ages 12 months to 6 years old.

## **VIII. Finance and Administration Committee**

Chair: Shall be elected by the committee

It shall be the duty of the finance and administration committee to receive all congregational Moneys including but not limited to offerings, contributions, special collections, loans, subsidies, bequests, and to record such funds in books of account maintained for no other purpose, and to deposit such funds in appropriate accounts within financial depositories specified by the congregation, and it shall further be the duty of the finance committee to:

- a. Submit to the treasurer, a weekly report of all receipts
- b. Count all offerings in the presence of no fewer than two members of the congregation
- c. Work in close cooperation with the Stewardship committee
- d. Provide the church council with a financial report at least monthly and a summary report annually.
- e. Provide a report to each confirmed member quarterly, which shall show members contributions for each completed quarter along with summary total thereof
- f. Prepare the annual proposed budget that shall be then submitted to the Congregational Council and then to the congregation for approval. Budget should be submitted to the Congregation Council in April for the purpose of adoption.

## **IX. Learning Ministries Committee**

Chair: Elected by the committee

Plan and oversee all aspects of St. Philip's educational ministry. Encourage the continuing growth in faith of all St. Philip members.

- a. Children's Education Sunday School: Provide Christian educational experiences for children birth through High School by the following means:
  - Cradle Roll
  - Nursery
  - Sunday Church School
  - Vacation Bible School
  - First Communion
  - Confirmation
- b. Adult Education, provide learning opportunities for all ages of adults by the following means:
  - Sunday morning Bible studies
  - Mid-week evening Bibles studies
  - Adult forums
  - Retreats
  - Small group home Bible studies



## **X. Evangelism Committee**

Chair: Elected by the committee

To oversee all aspects of St. Philip's witness Ministry, which should,

1. Proclaim the Gospel by example and programs, inviting all people to share the Lord's Kingdom.
2. Motivate St. Philip members to witness to their faith in their daily lives.
3. Try to restore those who have lapsed from active membership.
4. Visit and encourage all visitors to join into the fellowship of the church.
5. Recruit, equip and support members of the congregation for witness ministry.
6. Try and reach the unchurched people who live in our geographical region to become followers of Christ.

## **XI. Property and Grounds Committee**

Chair: Elected by the committee

Responsible for maintaining, preserving and protecting the church personal and real property, keeping it in good repair. Enhancing the beauty and general appearance of the property. Renovating the property as needed, and acquiring replacements. Assuring creation and enhancement or reserves for property depreciation and replacement.

## **XII. Stewardship Committee**

Chair: Elected by the committee

Plan and coordinate an annual pledge drive as an invitation to members to share their time, talent and treasures. Maintain a volunteer coordinator position for the purpose of helping other ministry committees find and incorporate members into the life of the church. Work closely with the Finance and Administration Committee during the budgeting process.

### **XIII. Worship and Music**

Chair: Elected by the committee

Coordinate and supervise all regular and special worship events in consultation with the Pastor. Coordinate the music with the Director of Music Ministry. Maintain the following positions and subcommittees for the purpose of enhancing worship and music ministry:

1. Organist
2. Choirs
3. Provide special music as needed
4. Provide Sunday School music as needed
5. Assisting Ministers
6. Acolytes
7. Altar Guild
8. Communion Deacons
9. Communion Assistant
10. Greeters
11. Ushers
12. Lectors
13. Audio/visual system coordinator
14. Robes/linen caretaker

### **XIV. Social Ministry**

Chair: Elected by the committee

Seek justice and peace within our homes, our congregation, our community and structures of society, putting into practice the message of the Gospel. Provide ministry opportunities for members of our congregation and community to help the poor, homeless, widowed and others that need care. Keep the congregation informed of an involved in service and mission opportunities (locally, nationally and internationally). Coordinate and distribute approved congregational resources (i.e. food, clothing, money, etc.).

### **XV. Youth Ministry**

Chair: Elected by the committee

Seek to involve the youth of St. Philip Lutheran church into the fellowship and life of the Christian community and the congregation by the following means:

1. Encourage the youth of the congregation to pursue useful and active lives as faithful members of the Body of Christ
2. Plan and schedule social events as it is deemed appropriate based on the age and interest of the different groups.
3. Actively recognize and publicize the achievements of youth and promote awareness of their special needs.

## **XVI. Fellowship Committee**

Chair: Elected by the committee

It shall be the duty of the Fellowship ministry to promote the spirit of camaraderie among all members of the congregation and it shall further be the duty to:

1. Promote and provide fellowship opportunities among the adult members of St. Philip Lutheran Church
2. Promote and provide special activities such as: athletic teams and events, Valentine dance and dinner, adult's night out programs, etc.
3. Coordinate the Bread and Broth Wednesday nights during Lent

## **XVII. Global Missions Committee**

Chair: Elected by the committee

The Global Mission Committee shall inform the Congregational Council and the members of this congregation of the opportunities for service and the social/political, economic, peace/justice concerns and needs of the whole people of God around the world. The global Missions committee will work closely with the synod and national church global mission efforts.

The Global Missions Committee will promote involvement by directly supporting, through prayer, financial commitment and communication with missionaries of the ELCA.

The Global Missions Committee shall present a request for financial support to the Congregational Council as part of the annual budget process.