**Congregation Council President**

**Purpose:**  The President, in conjunction with the rest of the Congregation Council, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America.

**Specific Responsibilities**

* In collaboration with the Past President and Vice President:
	+ Lead the congregation council in stating its mission, strategic direction, long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals
	+ Assure that the council is aware of its responsibility for the financial and property matters of this congregation.
	+ Take responsibility to facilitate appropriate responses to immediate congregational concerns.
	+ Is the primary liaison with the Pastors.

* Presides at all meetings of the Congregation Council and the congregation and ensures that the Council performs its constitutionally mandated duties (See Description of Council responsibilities)
* Has authority to call Congregational, Congregation Council and Executive Committee meetings**.**

**Time Required**

* Planning, preparation and leadership of monthly council meetings
* Executive and Personnel meetings
* Yearly All-Leader Retreat, Annual meeting, any congregational meetings
* Preparation and planning time as needed

**Length of commitment** Three years: one year as president, preceded by one year as Vice President; followed by one year as Past President

**Congregation Council Vice President**

**Purpose:**  The Vice-President serves as President in the event the President is unable to perform his/her duties.

**Specific Responsibilities**

The Vice-President:

* Collaborates with and supports the Council President as needed
* Presides over the Congregation Council or Congregational Meeting in the absence of the President, and shall perform any additional duties as prescribed by the President.
* Chairs committees on special subjects as designated by the Congregation Council.

**Time Required**

Monthly council and executive meetings, personnel committee meetings

Yearly Leadership Retreat

Planning and preparation as needed

**Length of commitment** Three years: one year as Vice President, one year as President; followed by one year as Past President

**Title: Congregation Council Past President**

**Purpose:**  The Past President serves as a member of council and assists the President and Vice-President in the performance of their duties**.**

**Specific Responsibilities**

* To be determined as needed

**Time Required**

* Monthly Council and Executive meetings, personnel committee meetings
* Yearly Leadership Retreat

**Length of commitment** One year (preceded by one year as Vice President; and one year as President)

**Congregation Council Secretary**

**Purpose:**  To keep accurate minutes of all council and congregational meetings and oversee congregational record-keeping activities

**Specific Responsibilities**

* In the absence of the President and the Vice-President, shall preside over congregational and Church Council meetings.
* Keeps accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be made available to the voting members and be preserved permanently in its archives.
* Serves as the custodian of the Church Seal and shall issue the notice of the call.
* Perform such additional duties as prescribed by the President.
* With the support of the Office Manager, be responsible for keeping records of council actions, including overseeing sending out meeting announcements, distributing copies of minutes and the agenda to each council member, and assuring that corporate records are maintained.

**Time Required**

* Monthly council and executive meetings; all congregational meetings, Yearly Leadership Retreat
* Planning, preparation as needed

**Congregation Treasurer**

**Purpose:**  The Treasurer is responsible to the Congregation Council for the oversight of all funds of the congregation. He/she works closely with the finance committee, Senior Pastor and Church Business Administrator.

**Specific Responsibilities**

* In collaboration with the Church Business Administrator and Finance Committee:
	+ Prepare the annual budget;
	+ Provide regular and annual financial reports
* Offer financial recommendations to the council to ensure congregational liquidity and stability
* Offer direction to the Church Business Administrator for proper accounting practices in regards to bookkeeping, bill paying and recordkeeping;
* Cooperate with the Audit committee for regular audits
* Chair the Finance committee

**Time Required**

* Monthly council and executive meetings, chairs finance committee meetings, Annual meeting, yearly Leadership retreat
* Meetings with Church Business Administrator on an as needed basis
* Planning and preparation as needed

**Length of commitment** 3-year term

**Congregation Council Member**

**Purpose:**  Church Council Members lead the congregation in stating its mission, long range planning, goal setting and evaluation of its activities. The function of the Council is to oversee finances, administration, strategic planning and policies for the congregation.

**Specific Responsibilities**

* Participate in council meetings
* Participate in planning meetings, retreats, council activities, congregational and annual meetings
* Participate in decision making and planning for the congregation per the description of Congregation Council responsibilities
* Serve on committees and project task forces as needed

**Time Required**

Monthly council meetings, congregational/annual meetings, yearly leadership retreat

**Length of commitment** 3-year term

**Nominating Committee**

**Purpose:**  The nominating committee shall prayerfully recruit nominees for each elective office to ensure leadership of the congregation. Consists of five elected members and the Senior Pastor.

**Specific Responsibilities**

* In collaboration with church staff, identify vacancies for all leadership positions in the ensuing year
* Prayerfully identify potential volunteers for each position
* Recruit volunteers and communicate with them the needs for the position
* Provide a ballot for the Annual Meeting

**Time Required**

* Several meetings and recruiting time during November/December/January

**Length of commitment** One year, however, the members of the Nominating Committee shall select one of their members to serve as carry-over member and chairperson for the following year.

**Audit Committee**

**Purpose:**  To review the financial records of the church for accuracy. Consists of three elected members with experience in finance/accounting, who are not members of any other leadership group.

**Specific Responsibilities**

* Review financial records of the church
* Prepare reports
* Submit report to council and congregation on or before August 1 and at the Annual Meeting

**Time Required**

**Length of commitment** 3-year term

**Personnel Committee**

**Purpose:** Under the direction of the Congregation Council, maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment. Consists of five elected members: two at large; President, Vice President, Past President and Senior Pastor

**Specific Responsibilities**

* In collaboration with the Senior Pastor, oversee all matters related to human resources and personnel for the congregation and make recommendations to the Congregation council for action
* Supervise the Senior Pastor
* Assist the Senior Pastor as the head of all staff in hiring staff, recommending compensation, reviewing staff performance
* Establish and implement policies in accordance with the Personnel Handbook
* Recommend a yearly personnel budget, compensation, benefit and staffing plan to Congregation council

**Time Required**

* Regular meetings, pastor and staff reviews
* Annual Leadership retreat

**Length of commitment** 3-year term no more than two terms consecutively.

.

**Finance Committee**

**Purpose:**  To assist and advise the Congregation Council and Treasurer in the oversight of all financial matters for the congregation including long range planning and administration. Consists of three members from the congregation: Treasurer, one elected, at large member, one council member, and the Senior Pastor

**Specific Responsibilities**

* Regularly review financial reports
* Identify ways and means to facilitate financial support for the congregation to carry out its stated mission and vision.
* Assist with establishing the proposed annual budget
* Lead the creation of annual stewardship drives of the congregation, oversee fundraising by groups within the congregation
* Assist the council in establishing and carrying out a policy for acceptance and use of memorial gifts

**Time Required**

* Regular meetings as needed
* Yearly Leadership retreat

**Length of commitment** 3-year term

**Deacons Ministry Team**

**Purpose:**  To assist the Pastors with worship services and administration of the sacraments, helping the congregation to experience God in worship. Consists of six elected members, as well as the Director of Music Ministry and Senior Pastor.

**Specific Responsibilities**

* Prepare the altar, set up, serve, and clean up for communion at all worship services. Assist the Pastors with readings in worship as needed.
* Assist Pastors with all baptisms by preparing font and presenting Baptismal candle
* Assist with recruiting and scheduling volunteers for worship as needed
* Assist staff with keeping our sacristy and sanctuary clean, well supplied, decorated and organized for our worship services
* Prepare annual Deacon budget for council approval
* Oversee the recording of worship services

**Time Required**

* One meeting per month (one hour on the third Tuesday)
* Prepare and serve communion in worship 2 to 4 times per month on Saturdays at 5:30; Sundays at 8:15 or 10:30 am; Summer services at 9:00am
* Occasional decorating or planning meetings
* Yearly Leadership Retreat

**Length of commitment** Three year term

**Training:** Deacons are trained at the February meeting and receive a detailed procedure guide.

**Facilities and Grounds Ministry Team**

**Purpose:** Responsible for oversight of the long-term care and maintenance of the building and grounds. Consists of five elected members, as well as Senior Pastor, Custodian and Church Business Administrator.

**Specific Responsibilities**

* Meet regularly with Custodian and Church Business Administrator to identify facility issues and needs
* Establish a yearly and long range budget for long term care of the facility and recommend to Congregation Council
* Facilitates maintenance projects, selection of vendors, recruiting volunteers and decision making for facility projects

**Time Required**

* One meeting per month
* Planning and preparation as needed
* Attend Yearly Leadership Retreat

**Length of commitment** 3-year term

**Children’s Ministry Team**

**Purpose:**  to assist the Director of Children’s Ministries in the faith formation of children age 3 to grade 6 to include education, opportunities for growth in faith in Jesus Christ, fellowship, service and leadership within our congregation, community and world. Consists of five elected member and the Director of Children’s Ministries

**Specific Responsibilities**

* Curriculum choosing and planning for Sunday school for preschool – grade 6—this includes weekly lessons, Lutheran Enrichment, and Family Sunday school
* Helping with teaching/shepherding and/or recruiting help on Sunday mornings
* Helping present Milestones during worship
* Vacation Bible School choosing, planning, dates, cost
* Christmas Program meal planning and possibly serve one Lenten meal
* Working with the Children’s ministry director to brainstorm and problem solve any events that may arise with any of the children/families at Our Savior’s

**Time Required**

* One planning meeting per month
* Participate on Sundays and in other events as needed and available
* Attend Yearly Leadership Retreat

**Length of commitment** 3-year term

**Youth Ministry Team**

**Purpose:**  Assist the Director of Youth Ministries in the area of faith formation of youth in grades 7-12

**Specific Responsibilities**

* Provide opportunities for growth in faith in Jesus in Christ through education, fellowship, service, and leadership; within our congregation, community and world.
* Meet on a monthly basis, on the first Tuesday of the month, and plan events for Jammin’ Juniors (our 4-6th grade ministry), Jr. High, and Sr. High groups.
* Plan 1 large summer trip per year, rotating between boundary waters, national youth gathering, and mission trip.
* Attend these monthly events as chaperones, help the youth Director with behind the scenes administrative work, and work as a team to promote a Christ centered ministry.
* Set a healthy, Christ centered, example for our youth both at church and in the community. They are to model a life that seeks to follow Christ’s example to the best of their ability.

**Composition of the Team**This ministry team shall consist of eight members elected by the congregation. Three of the members should be students in grades 7-12 who shall serve a one year term and who shall have voting rights on the ministry team. The other five members shall serve three year terms,

**Time Required**

* One meeting per month
* Planning, preparation and participation in events as needed

**Length of commitment** 3-year term

**Adult Ministry Team**

**Purpose:**  to assist the Associate Pastor in the area of adult faith formation. Consists of five elected members.

**Specific Responsibilities**

* In collaboration with the Associate Pastor and Staff, develop a yearly plan for Adult Faith Formation with opportunities for growth in faith in Jesus Christ including
* education,
* stewardship,
* fellowship,
* service and
* leadership within our congregation, community and world.
* Collaborate with other ministry teams

**Time Required**

* One meeting per month
* Planning, preparation and participation in events as needed
* Yearly Leadership Retreat

**Length of commitment** 3-year term

 **Fellowship Ministry Team**

**Purpose:**  Promote a spirit of Christian fellowship and hospitality in the congregation. Consists of 12 elected members and the Associate Pastor.

**Specific Responsibilities**

* Offer Welcome and Hospitality during Fellowship/Coffee Hour by preparing coffee, serving coffee and treats, and cleaning up each Sunday between Worship services
* Share the love of God and our congregation with homebound members by bringing them a gift or care package a few times a year
* Work together with other teams to Schedule, Plan, Advertise and carry out a few special events each year such as: congregation meals, family fun day, movie nights, potlucks
* Help host and prepare a Lenten Supper each year

**Time Required**

* One meeting per month
* Yearly Leadership Retreat
* Participation in events and service coffee as needed

**Length of commitment** 3-year term

**Missions Ministry Team**

**Purpose:**  To promote concern and involvement in social ministry and world mission among members of the congregation*.* The Team consists of five elected members and the Associate Pastor.

**Specific Responsibilities**

* Identify opportunities for mission for the congregation
* Create and implement a yearly plan for mission involvement in by the congregation
* Recommend the benevolence portion of the proposed budget for the congregation
* Identify causes for the quarterly noisy offering

**Time Required**

* One meeting per month
* Yearly Leadership Retreat
* Participation and planning for events as needed

**Length of commitment** 3-year term

**Endowment Committee**

**Purpose:** The management and direction of the business and affairs of the Endowment Fund.

**Specific Responsibilities:**

* Pursuant to the terms of the bylaws of the Endowment Fund, maintain an understanding of the nature and extent of funds available in the Endowment Fund; evaluate and authorize distributions from the Endowment Fund.

**Time Required:**

* Periodic meetings to be set by arrangement of the committee based on the amount of business before the committee.

**Length of commitment:** Three year term