

# **CONTINUING RESOLUTIONS**

**FOR**

**AMERICAN LUTHERAN CHURCH**

**WORTHINGTON, MINNESOTA**

## **Chapter 4.**

### **STATEMENT OF PURPOSE**

#### **C4.05.A07**

#### **CONGREGATION MISSION STATEMENT**

**The mission of American Lutheran Church is to be a warm and caring place by:**

**WELCOMING** everyone to our church.  
**CARING** about our community.  
**SHARING** our faith with others.  
**GIVING** of our time, talent and treasure.  
**GROWING** in God's word.

## **Chapter 11.**

### **OFFICERS**

#### **C11.01.A07**

#### **PRESIDENT**

**As the elected leader of this Congregation, the President is responsible to ensure the Congregation Council fulfills its responsibilities for the governance of this congregation as stated in the *CONSTITUTION AND BYLAWS*. The President is responsible for calling and presiding over meetings of the Congregation and Congregation Council. The President shall serve as a spokesperson for the church and may represent this congregation at appropriate gatherings outside the church. The President shall be ex officio of all committees and boards of the congregation, except the Nominating Committee.**

**UPDATED: JANUARY 2009**

## **VICE PRESIDENT**

**The Vice-President shall serve as President in the event the President is unable to perform his/her duties and shall preside over the Congregation Council or Congregation Meetings. The Vice-President shall perform other duties as assigned by the President.**

## **SECRETARY**

**The Secretary is responsible for keeping records of Council actions, including the taking of minutes at Council meetings, sending out meeting announcements, distributing copies of minutes and the agenda to each Council member, and assuring that records are maintained. The Secretary is also responsible for keeping records and the taking of minutes and distributing copies of minutes of Executive Committee meetings and Congregation meetings. The Secretary is also responsible for other correspondence as assigned by the President.**

## **TREASURER**

**The Treasurer is the financial officer of the congregation and is responsible for the financial activities associated with the Operating Fund, defined Non-Operating Funds, Benevolence Fund and the Etta Janssen Memorial Lutheran College & Seminary Endowment Fund. The Treasurer shall also serve as Treasurer and Congregation Council Liaison to the Etta Janssen Memorial Lutheran College & Seminary Endowment Fund. The Treasurer's responsibilities include the following: review of receipts, reconcile bank account(s), issue checks in payment of financial obligations and maintain accurate financial records for review by the Congregation Council. The Treasurer shall make written reports to the Congregation Council monthly and to the congregation annually. The Treasurer shall perform other duties as assigned by the President.**

**Chapter 12.**  
**CONGREGATION COUNCIL**

**C12.05.A08 – SAFE DEPOSIT BOX**

**During the regular meeting in May 2008, the Congregation Council authorized the Congregation Council President and Vice-President to rent a safe deposit box located at the Bank of the West in Worthington, Minnesota. (The box number is L3311.)**

**The Congregation Council further approved the following provisions:**

- 1) The President and Vice-President are authorized to access the safe deposit box.**
- 2) If only one of the two can be in attendance, then another member of the congregation can stand in as a witness.**
- 3) An entry log was placed in the safe deposit box that must be completed each time the box is opened. The log requires a written statement explaining why the box was opened, what was placed in the box, what was removed from the box and the signatures of those who opened the box.**
- 4) Yearly, when new officers are elected, the incoming President and Vice-President must go to the bank and sign new signature cards and present a copy of the council minutes that authorized the new President and Vice-President as new signers.**
- 5) Yearly, the outgoing President will pass the safe deposit key to the newly elected President in the presence of the Congregation council**
- 6) There are two keys to the safe deposit box, one key is maintained by the Congregation Council President and the second key by the lead secretary of the church.**
- 7) When authorized by the Congregation Council, the lead secretary will give the second key to the authorized individual and have that person sign for the key. That key must be returned to the lead secretary by the end of the business day.**
- 8) The annual rental billing from the Bank of the West will be mailed to the church and promptly paid by the Congregation Treasurer.**

## **Chapter 13.**

### **CONGREGATION COMMITTEES**

#### **C13.01.A07 - EXECUTIVE COMMITTEE**

**The officers and pastor(s) constitute the Executive Committee. The pastor(s) serve as chair of the committee. The Executive Committee develops the agenda for congregation council meetings and evaluates the effectiveness of the council, committees and task forces to ensure they are meeting the obligations of their constitutional responsibilities. The duties of the Mutual Ministry Committee shall be the responsibility of the Executive Committee. (Refer to C13.04A07.)**

#### **C13.02.A07 - NOMINATING COMMITTEE**

**The Nominating Committee is responsible to seek out voting congregation members who have the gifts and skills to be congregation leaders. Committee members must be familiar with both the church membership and needs of the congregation.**

#### **C13.03.A07 - AUDIT COMMITTEE**

**The purpose of the Audit Committee is to ensure all congregation financial affairs are conducted efficiently and all financial records are kept appropriately in accordance with generally accepted accounting principles and the laws of Minnesota. The Audit Committee shall certify the results of the audit and submit a report annually for publication in the ALC Annual Report to the congregation.**

#### **C13.04.A07 - MUTUAL MINISTRY COMMITTEE**

**The Mutual Ministry Committee is an attempt to meet some very real needs of pastors. It provides a channel for giving the pastor(s) feedback about ministry in the congregation so that he/she is always in touch with how ministry is being perceived. Steps can then be taken to correct any misunderstandings before they become too difficult to deal with or erupt into major problems.**

### **C13.05.A07 - CALL COMMITTEE**

**When a pastoral vacancy occurs, the Call Committee will contact the synod bishop for information about the process that will be followed. The purpose of the Call Committee is to recommend a candidate to a congregation at a congregational meeting to authorize the call of a pastor.**

### **C13.07.A07 - DUTIES OF COMMITTEES**

**The following committees have been authorized by the Congregation Council to advise the governing body on the activities and mission of the AMERICAN LUTHERAN CHURCH of Worthington, Minnesota:**

- 1) BUDGET/FINANCE COMMITTEE. The mission of the committee is to oversee the formulation of the operating and debt budgets and the publishing of the Congregational Annual Report. The committee will also oversee the financial affairs of the congregation to ensure proper use of church assets, maximize income on investments and minimize interest expense on mortgages and loans.**
- 2) ALC ENDOWMENT FOUNDATION. The ALC Endowment Foundation was organized at the January 1993 annual meeting of the congregation to provide a fund for the purpose of supporting the mission and program of American Lutheran Church. Its basic idea is to hold gifts in perpetuity, with only the interest, dividends and capital gains used to enable the further growth of our church, its ministries and stewardship opportunities. Income derived shall be used exclusively for religious, charitable, educational or capital improvements purposes.**
- 3) LIBRARY BOARD. The Library Board is responsible for the purchase and maintenance of books, videos, periodicals and supplies for the church library. In addition, the board raises funds to support the library.**

- 4) LONG-RANGE PLANNING COMMITTEE.** The mission of the committee is to identify the long-range physical facility, equipment and property needs. The committee will communicate with other committees of the church to get their input. The committee will tour and survey the church building and property on a regular basis to determine short-term and long-range needs.
  
- 5) LOYALTY AND EVANGELISM COMMITTEE.** The duties of the committee include the following: Send postcards to visitors, supervise the Sunday morning fellowship coffee time, coordinate New Member Orientation, coordinate the new member reception, recruit new member sponsors, maintain bulletin boards and recruit drivers for needed transportation to worship services.
  
- 6) MAINTENANCE COMMITTEE.** The committee oversees the care, repair, maintenance, and decoration of all church property. Oversees the care, maintenance, repair, protection and landscaping of the church grounds. Supervises the purchase and installation of all new equipment. Employs and supervises the custodian on terms approved by the Congregation Council. Recruits and enlists volunteer help needed to carry out maintenance needs. Communicates with the congregation about maintenance needs. Determines seasonal cleaning needs and coordinates a congregational clean-up program. Works with the Long-Range committee on short and long term projects.
  
- 7) PARISH EDUCATION BOARD.** The board is responsible for the following functions: Review curriculum materials available and select materials for Sunday school, Release Time and Vacation Bible School. Recruit and provide orientation, training and support for teachers and leaders. Cooperate with other Lutheran churches and public schools to accomplish the goals of the Release Time program.

- 8) PERSONNEL COMMITTEE.** The mission of the committee is to ensure the salaried staff is fairly compensated and their concerns and grievances are promptly and fairly addressed. Following a study of the Synod Compensation and Benefits Guidelines, recommend compensation adjustments for pastors. Also, based on current local labor market conditions, recommend compensation adjustments for staff members. These recommendations shall be made at a Congregation Council meeting, usually in October. Maintain up-to-date job descriptions for employees and church committees.
- 9) SAFETY COMMITTEE.** The purpose of the ALC Safety Committee is to develop and monitor a safety plan to keep our members and staff safe from injury from fire, severe weather, menacing persons/weapons, domestic situations and medical emergencies. The committee will facilitate the acquisition and maintenance of necessary safety equipment including, but not limited to weather radios, walkie-talkies, fire extinguishers and an automatic external defibrillator (AED). The committee will develop, document and facilitate the implementation of safety training for staff, ushers, and Sunday school and Release Time teachers on a regular schedule.
- 10) ETTA JANSSEN MEMORIAL LUTHERAN COLLEGE & SEMINARY ENDOWMENT FUND.** The estate of Etta Janssen (1895-1973) established the scholarship fund program starting in 1975. The expressed desire of Etta was that the scholarship fund be used for no other purpose and be perpetual. The amount taken each year from the fund cannot exceed the interest received. Funds received that are designated for current distribution may be combined with the principal for investment purposes but are to be accounted for as an entity separate from the principal. Funds received that are not designated for current distribution shall be added to the endowment fund principal.

The scholarship applicant must be a current member in good standing of ALC, have completed one year of college and be enrolled full time in a college or seminary of the Lutheran Church. The applicant can receive up to three scholarships

for undergraduate programs. Up to three additional scholarships may be granted if the applicant is preparing for full time church work, such as a pastor.

- 11) AMERICAN LUTHERAN CHURCH SCHOLARSHIP FUND.** The ALC Scholarship Fund was founded in 2008 by a gift from Dr. Kern and Jean Schwartz. The mission of this fund is to provide scholarship funds to members of ALC to attend any accredited college or two year accredited community and/or technical school. The expressed desire of the founding family is the fund shall be used for no other purpose and be perpetual. The amount of money available each year for scholarship awards cannot exceed the income paid on the endowed principal. Donations received that are designated for current distribution shall also be available. Donations received that are not designated for current distribution shall be added to the endowed principal.
- 12) STEWARDSHIP COMMITTEE.** The committee is responsible for the following activities: Plan and coordinate the November stewardship Sunday. Select offering envelopes for the year. Design pledge cards and time and talent commitment sheets. Communicate with the congregation regarding Stewardship. Plan a twelve-month stewardship promotional schedule. Record time and talent sheets and distribute results to appropriate committees. Follow-up with members who have not returned pledge cards or time and talent sheets.
- 13) TECHNOLOGY COMMITTEE.** The Technology Committee was organized with members who are well versed in the technology area by virtue of their background, education, training and experience. The committee functions as consultants to other ALC committees and the Congregation Council regarding purchases, maintenance and repair of computer systems, photographic equipment, copy machines, sound equipment, television sets and any other electronic equipment. The committee meets upon request to address the technology needs of the church.

**14) WILLS, GIFTS & MEMORIALS COMMITTEE.** The committee is responsible for the following activities: After being notified a gift has been received, a committee member and the pastor will extend a thank you note to the donor. If funds received are designated funds, notify the donor when the gift has been used. Obtain Congregation Council approval for expenditures over \$500 or any expenditure that could be controversial. Maintain a list of church needs. Publicize the need for funds and inform the congregation as to the use of the funds.

A designated gift is accepted only if the Congregation Council has approved the project or program the gift is designated to support. If the gift is designated for an unapproved project or program, the gift shall be declined and returned to the giver.

**15) WORSHIP AND MUSIC COMMITTEE.** The committee is responsible for the following activities: Plan and publicize the worship services in cooperation with the pastor(s) and ELCA practices. Approve new forms of worship, liturgies and hymns. Employ and supervise the organists, accompanists and choir directors. Act as intermediary for choirs, organists and altar committee. Maintain supplies for the congregational worship via the altar committee. Encourage lay participation in worship. Select bulletins and inserts. Coordinate the organist and special music schedules. Delegate seasonal decorating of the church. Work with the altar, banner and communion committees when planning worship services. Approve continuing education requests from the music staff. Develop recommendations about salaries for the music staff. The TV and Sound committee is a sub-committee of Worship and Music Committee.

**16) YOUTH COUNCIL.** The mission of the council is to provide creative activities by age groups. Creative means constructing programs that have the kids' input in mind. Activities should be spunky, vibrant, a lot of fun and have spiritual depth. The Youth Council exists for the sole purpose of bringing Jesus to kids.

**The Personnel Committee maintains job descriptions that outline complete responsibilities and authorities of the above groups.**