

GUIDELINE MANUAL FOR CHURCH OFFICERS AND BOARDS

1 Corinthians 12:21 The eye can not say to the hand, "I don't need you!" And the head cannot say to the feet "I don't need you!" 22 On the contrary, those parts of the body that seem to be weaker are indispensable, 23 and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, 24 while our presentable parts need no special treatment. But God has combined the members of the body and has given greater honor to the parts that lacked it, 25 so there should be no division in the body, but that its parts should have equal concern for each other. 26 If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. 27 Now you are the body of Christ, and each one of you is part of it.

Introduction

The purpose of these Guidelines is to outline the assigned duties and areas of responsibilities for church officers, standing Boards, and other positions of Good Shepherd Lutheran Church. In general, these Guidelines are to be used to help us understand how we have organized ourselves to move forward with the mission of the Church. The Voters Assembly can and does assign specific tasks to accomplish which may need inclusion into these Guidelines. When changes in this document are necessary, those affected should review these Guidelines and request appropriate changes of the Church Council.

This GUIDELINE MANUAL FOR CHURCH OFFICERS AND BOARDS requires a simple majority vote of the Church Council to implement a change.

Document history

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Revised Apr 2012

-- Changes Human Care May 2012

-- Changes Outreach May 2012

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Isaiah 56:6 [Those] who bind themselves to the LORD to serve him, to love the name of the LORD, and to worship him, all who keep the Sabbath without desecrating it and who hold fast to my covenant — 7 these I will bring to my holy mountain and give them joy in my house of prayer. Their burnt offerings and sacrifices will be accepted on my altar; for my house will be called a house of prayer for all nations."

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Deuteronomy 6:4-9: Hear O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all of your soul and with all of your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up. Tie them as symbols on your hands and bind them to your foreheads. Write them on the door frames of your houses and on your gates.

Called Minister Position Description: PASTOR 24

1Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

Called Minister Position Description: FAMILY LIFE MINISTER 26

Ephesians 4:11 It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, 12 to prepare God's people for works of service, so that the body of Christ may be built up.

JOB DESCRIPTION: BUSINESS MANAGER 28

Ecclesiastes 4:8 There was a man all alone; he had neither son nor brother. There was no end to his toil, yet his eyes were not content with his wealth. "For whom am I toiling," he asked, "and why am I depriving myself of enjoyment?" This too is meaningless — a miserable business!

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CHURCH COUNCIL

Matthew 28:18 Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. 19 Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

The Voters Assembly does not delegate to the Church Council those rights, duties and privileges reserved to the Voters Assembly in the Constitution and By-Laws of the Congregation.

The Church Council Acts:

1. In the stead of the Voters Assembly to conduct routine business.
2. In matters committed to it by the Voters Assembly.
3. On all matters pertaining to the general welfare of the Congregation as presented to it by congregational boards.
4. To fill vacancies in Office by appointment.
5. To appoint representatives for court actions as needed.
6. To authorize or create committees and assign members, as needed to accomplish specific tasks.

The Church Council is the principal body for Congregation Boards to coordinate their ministry efforts to include:

1. Annual and special ministry events.
2. Holding each other accountable to the duties and responsibilities of church officers, standing Boards, committees, and positions named in these Guidelines.

Standing duties and responsibilities of the Church Council are:

1. Report to the Voters Assembly on actions taken on their behalf by the Church Council.
2. Presents recommendations to the Voters Assembly for their action as needed.
3. Annually prepare a congregational budget in October to submit to the Voters Assembly in December.
4. Develop a slate of candidates for open positions of officers and boards to present to the voters assembly.
5. Schedule a Voters Meeting in December to adopt a budget for the following year, conduct elections and conduct other Voter Assembly business as necessary.
6. Negotiate and approve contracts outside of the budgetary process and submit the resulting contract to the

February 1998 Voters Assembly resolution on the budget that stipulates 10% of the annual operating budget will be given to support the Southern district, the Lutheran Church Missouri Synod, and other mission projects is included in the budget proposal.

- Voters Assembly for approval as needed.
7. Responsibilities to the Called Ministers:
 - a. Provide a caring setting and the resources to include salaries, benefits, containing education, etc. through which an individual's God –given talents may grow.
 - b. Actively share in the Called Ministers's ministry and pray regularly for them.
 - c. Assist the Called Ministers in the supervision of the office staff.
 8. Synod/District/Circuit elections may be acted upon by the Church Council

THE PRESIDENT

Judges 16:26 Samson said to the servant who held his hand, "Put me where I can feel the pillars that support the temple, so that I may lean against them."

The President of the congregation is the "Executive Director" of the ministries and business of the congregation. He ensures that the duties assigned to the Church Council are fulfilled.

The President Shall:

1. Fulfill the duties and responsibilities assigned in the Constitution and Bylaws for the President.
2. Notifies members of the Voters' Assembly of the date, time and place of regular and special meetings.
3. Together with the Called Ministers and the Vice President, plans and implements training for officers and Church Council members as needed for the orderly operation of the church.
4. Establishes a Long-Range Planning Committee to periodically update the Long Range Plan for the Church. The committee will be appointed on an ad hoc basis and will address the long-range ministry needs, not just facilities, and propose plans to establish goals to meet the identified needs to the Church Council.
5. Appoint the Brown Scholarship Committee to fulfill the duties and responsibilities assigned in the BROWN SCHOLARSHIP COMMITTEE GUIDELINES.
6. Have the authority to call a special meeting of any Board or committee at any time. Members involved shall be notified of the date, time, and purpose of such a meeting.
7. Authorized to sign checks in the temporary absence or incapacity of the Business Manager.

THE VICE PRESIDENT

Matthew 4:18 As Jesus was walking beside the Sea of Galilee, he saw two brothers, Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen.

The Vice President shall:

1. Fulfill the duties and responsibilities assigned in the Constitution and Bylaws for the Vice President.
2. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
3. Serve as a member of the Finance Committee.
4. Authorized to sign checks in the temporary absence or incapacity of the Business Manager.

RECORDING SECRETARY

Jeremiah 36:32 So Jeremiah took another scroll and gave it to the scribe Baruch son of Neriah, and as Jeremiah dictated, Baruch wrote on it all the words of the scroll that Jehoiakim king of Judah had burned in the fire. And many similar words were added to them.

The Recording Secretary shall:

1. Fulfill the duties and responsibilities assigned in the Constitution and Bylaws for the Recording Secretary.

THE TREASURER

John 13:29 Since Judas had charge of the money, some thought Jesus was telling him to buy what was needed for the Feast, or to give something to the poor.

The Treasurer shall:

1. Fulfill the duties and responsibilities assigned in the Constitution and Bylaws for the Treasurer.
2. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
3. Serve as a member of the Board of Stewardship
4. Serve as a member of the Finance Committee.

THE FINANCIAL SECRETARY

Matthew 9:9 As Jesus went on from there, he saw a man named Matthew sitting at the tax collector's booth. "Follow me," he told him, and Matthew got up and followed him.

The Financial Secretary shall:

1. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
2. Requisition offering envelopes and control their distribution.
3. Serve as a member of the Finance Committee.

THE HEAD TELLER

2Kings 12:10 Whenever they saw that there was a large amount of money in the chest, the royal secretary and the high priest came, counted the money that had been brought into the temple of the LORD and put it into bags.

The Head Teller shall:

1. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
2. Serve as a member of the Finance Committee.

THE BOARD OF CHRISTIAN EDUCATION

2Timothy 3:16 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the man of God may be thoroughly equipped for every good work.

The Board of Christian Education provides faith appropriate opportunities of study and the sharing of God's Word among the community of believers.

Together with the Called Ministers establishes and evaluates goals for Christian educational agencies within the parish and:

1. Promote the regular participation in Bible study by all members of the congregation.
2. Selects curriculum and other educational materials for use that is consistent with the doctrinal position of the congregation.
3. Screens, enlists, train and place lay teachers as the congregation's needs require using the TEACHER RESPONSIBILITIES document as a reference.
4. Establish and maintain a process to track enrollment of students
5. Establish a system to recognize and commend people for their faithful service in the educational service of the congregation.
6. Consider and implement classes, conferences, retreats and the like for special purposes as the need or occasion warrants.
7. Annually examine the educational facilities and equipment, and make recommendations to the Board of Church Properties as to needed upkeep, repairs, replacements, and equipment.
8. Annually appoints a Sunday School Clerk using POSITION: SUNDAY SCHOOL CLERK for a position description

Maintain, improve, and cultivate the use of a church library.

Supervises nursery facilities and personnel for congregational activities.

Current Christian education ministries:

1. Sunday School Ministries: Bible studies for all ages on Sunday morning.
 2. Vacation Bible School: A summer Christian educational experience for children, preschool through grade 5.
 3. Confirmation: The lifelong Christian educational and relational experience, within the congregation, begun when an individual comes to faith in Christ Jesus.
 4. Cradle Roll: Families of Baptized infants receive materials to help equip the home for Christian family living. They also have a "lamb" placed on the tote board.
 5. Bibles for Kids. Presenting families with an age appropriate bible to read at home once they graduate from the Cradle Roll
 6. Rally Day (Aug/Sep): An annual congregational wide event where Lutheran tradition is used to promote Sunday School and other ministries of the congregation through fellowship activities.
- Review monthly the congregational website for currency of Board of Education information and make recommended changes

- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for Outreach ministries area of responsibility for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF ELDERS

1 Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him with proper respect. 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap. -- (Acts 6:3, 1 Timothy 3:1-13, Titus 1:5-9, Galatians 5:22,23)

The Board of Elders, together with the Called Ministers, are responsible for corporate worship, fostering the spiritual health of the congregation, and the constancy of the doctrinal position of the congregation.

The Board shall consist of at least nine members.

Elder Responsibilities to the Called Ministers:

1. Provide a caring setting and the resources (to include salaries, benefits, containing education, etc.) through which an individual's God –given talents may grow.
2. Actively share in the Called Ministers' ministry and pray regularly for them.
3. Be advocates among congregation members and at congregational meetings for the Called Ministers.
4. Maintain strict confidentiality in sensitive areas.
5. Participate in periodic training as determined by the Called Ministers and the Board.
6. Assist the Called Ministers in the supervision of the office staff
 - a. Annually review the salary, workload, and performance of the office staff and make appropriate recommendations to the Voters' Assembly through the Church Council.
 - b. In concert with the Called Ministers, interview and hire office staff as necessary.

For the sake of good order in the church, oversee with the pastor, that Worship services are doctrinally consistent and conducted in such a manner as to avoid needless disturbances so that they may foster an attitude conducive to worship among those in attendance.

1. Fulfill other duties and responsibilities listed in the ELDER MANUAL
2. Promote and establish times for:
 - a) Sunday worship services
 - b) Special services (Examples: Thanksgiving, New Year's Eve)
3. Assist the pastor in arranging for pulpit assistance, special services, and guest speakers.
4. Review new forms of worship, liturgies and hymns for use in public worship.

5. Oversees the ushers, acolytes, lectors, organists, musicians and others who are directly involved with the worship service.
 1. Acolytes are trained using the ACOLYTE INSTRUCTIONS
 2. Sound board personnel are trained using the SOUND BOARD TRAINING document.
6. Oversees the music ministries of the congregation and supervises the Music Director
7. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES for the Elders.

Together with the Called Ministers addresses matters pertaining to the spiritual welfare and temporal concern of the congregation.

1. Conduct an annual review of the spiritual welfare services provided to the congregation by the Called Ministers identifying strengths, weaknesses and aiding in the establishment of priorities.
2. Making every effort to induce members who have been negligent in their attendance in worship, the use of the sacraments and the financial support of the congregation to mend their sinful ways and fully enjoy the rights and privileges of their membership.
3. Consider complaints and grievances of the members of the congregation and reporting, as required, those which cannot be otherwise addressed (Matthew 18: 15-18).
4. Assist the Called Ministers in counseling difficult cases and in finding peaceful God-pleasing solutions.
5. Assist in the visiting of the sick, hospitalized, aged, shut-in, new born, and delinquent.
6. Investigate cases of financial need as required (within the congregation) and make specific recommendations to the pastor.

The constitution article on membership provides a detailed description that is given to the Board of Elders to uphold.

1. Manage and maintain the membership roster of the congregation.
2. Report membership gains, loses, and attendance to the Voter's Assembly
3. Contacts members who move away and encourage them to affiliate with another congregation.
4. Together with the Called Ministers, supervise office secretary assigned to handle membership issues on behalf of the Board of Elders.

Standing Subcommittees of the Board of Elders:

1. Altar Guild, who cares and maintains the altar, its furnishings, the sacred vessels, and who's duties are better defined in the ALTAR GUILD HANDBOOK.
2. Ushers. Annually appoints a Head Usher who then ensures that ushers fulfill those duties and responsibilities found in the USHER HANDBOOK
3. Worship Committee. A committee to assist the pastor in planning the musical responses in worship services.

- Review monthly the congregational website for currency of Board of Elder information and make recommended changes
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for the wide range of ministries overseen by the Board for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF FELLOWSHIP

Acts 2:42 They devoted themselves to the apostles teaching and to the fellowship, to the breaking of bread and to prayer.

The Board of Fellowship encourages the incorporation of God's people into a family where they can be known and encouraged.

The Board of Fellowship is unique because it functions best in the supporting role.

1. Establish and maintain a working relationship with all Boards and Special Interest Groups, to facilitate their needs and goals within the congregation.
2. The support role shall not limit the Fellowship Board's activities from achieving their own goals and objectives.
 - a) Plan, supervise, and implement special gatherings of the congregation
 - b) Plan, supervise, and implement regular gatherings of the congregation to include:
 - a) The Congregational Christmas Party
 - b) New member welcoming receptions as needed
 - c) Confirmation Banquet together with the Called Ministers
 - d) Reformation Picnic
 - e) "Young at Heart" group for 55 or older members

Past Special Gatherings
 Congregational Birthday Party
 Ice Cream Social
 Watermelon Party
 Bunco Party
 Wedding Rehearsal

Coffee and refreshments

1. Provides Coffee services for regular Sunday worship services
2. Provide refreshments for special services in Advent and Lent or for on other occasions when the need is warranted
3. Assists and/or a provides cake refreshments for special occasions in the Narthex (For example: Called Minister's birthdays, Clergy Appreciation Month)

Oversee and manage the church kitchen to ensure availability of the kitchen for congregational groups

1. Ensures the kitchen is stocked with paper/plastic supplies for regular usage
2. Manage kitchen small appliances
3. Monitor refrigerators, disposing of items as needed

Decorate, as desired, the fellowship hall for the church seasons.

- Review monthly the congregational website for currency of Board of Fellowship information and make recommended changes
- Provide both a written and oral report to the Church Council and Voters Assembly.

- Annually provide budget requirements for ministries overseen by the Board for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF HUMAN CARE

John 21:16 Again Jesus said, "Simon son of John, do you truly love me?" He answered, "Yes, Lord, you know that I love you." Jesus said, "Take care of my sheep."

The Board of Human Care seek ways to provide limited wellbeing and social support for the congregation and the local community.

Evaluate and initiate appropriate action in the event that a special need arises within the congregation whether it is an individual, family, or the congregation as a whole.

Organizes and coordinates funeral receptions for grieving families at church and provides grief booklets.

Establish and maintain a system of inclusion for the homebound

1. Establishes a Care Team to provide limited services to families of shut-ins and the sick who are in need.
2. Establishes a Caregiver support group or provide material as needed.

Raises health awareness through special events and promotions within the congregation.

Past promotions have included and are not limited to:

1. Life Line Screening: Paid medical screen hosted at church
2. Blood Drive: Red Cross Blood mobile
3. Blood Pressure: Checks to be done at church

Promotes, collects, and administers social support events for the local community to involve individuals of the congregation.

Past promotions have included and are not limited to:

1. Thanksgiving baskets for the needy
 2. The Giving Tree
 3. Donated items to Sharing & Caring and Catholic Social Services
 4. School Supplies for local charities
 5. Shower kits for the homeless and local charities
- Advocates congregational involvement with the local prison ministry
 - Review monthly the congregational website for currency of Board of Human Care information and make recommended changes
 - Provide both a written and oral report to the Church Council and Voters Assembly.
 - Annually provide budget requirements for ministries overseen by the Board for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF OUTREACH

Philemon 4 I always thank my God as I remember you in my prayers, 5 because I hear about your faith in the Lord Jesus and your love for all the saints. 6 I pray that you may be active in sharing your faith, so that you will have a full understanding of every good thing we have in Christ.

The Board of Outreach is to communicate the Gospel of Christ through the members of the congregation and endeavor to identify the congregation with the Gospel in the local community.

ASSIMILATION

1. Establish and administer processes that identifies, recognizes and assimilates new members of the congregation.
2. Creates and maintain means to introduce new members.

INQUIRERS

1. Establish and maintain a guest-welcoming ministry.
2. Administer a process to celebrate guests who worship with the congregation.
3. Introduce guests to the Called Ministers and members.
4. Screen, enlist, train and schedules Sunday morning greeters.
5. Enlist the aid of the laity in making visits to prospective members.
6. Provides Portals of Prayer as needed to the congregation

MISSIONS

1. Identifies and recommendations mission projects to support as part of the congregational budget.
2. Establish a Mexico Mission Committee to advocate, fundraise, plan and administer congregational mission efforts into Mexico as needed.

February 1998 Voters Assembly resolution on the budget that stipulates 10% of the annual operating budget will be given to support the Southern district, the Lutheran Church Missouri Synod, and other mission projects is included in the budget proposal.

PROMOTION

1. Maintains and administers the congregational website
2. Evaluates advertisement efforts to make recommendations for effectiveness
3. Checks the automated phone event message is updated and relevant

ACTIVITIES/EVENTS (2010 to present)

This list of activities/events does not limit nor define the Board's interests but shall be assessed with the current Board's goals and objectives.

1. Billy Bowlegs Parade (June)
2. Christmas Parade (December)
3. Booth at the World's Greatest Baby Shower (May)
4. Easter Egg Hunt for the community (March - April)

5. Participation in Rally Day (Aug/Sept)
6. Halloween Tracks (Oct)

- Review monthly the congregational website for currency of Board of Outreach information and make recommended changes
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for Outreach ministries area of responsibility for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF PROPERTIES

Isaiah 56:6 [Those] who bind themselves to the LORD to serve him, to love the name of the LORD, and to worship him, all who keep the Sabbath without desecrating it and who hold fast to my covenant — 7 these I will bring to my holy mountain and give them joy in my house of prayer. Their burnt offerings and sacrifices will be accepted on my altar; for my house will be called a house of prayer for all nations.”

The purpose of the facilities and resources of the congregation is to aid us in fulfilling our Christ centered mission. Therefore, the Board of Church Properties provides proper maintenance, administration, and repair of church property, keeps buildings and grounds attractive with a well cared-for appearance, and provides general protection of the congregation against loss or damage of whatever nature.

Repair/Replacement

1. Carry out all resolutions of the Voters' Assembly on purchases, repairs, and replacement of church property and equipment.
2. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
3. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, lawn and grounds maintenance, and other projects.
4. Negotiate and maintain necessary service contracts for church equipment appropriate to the Board of Church Properties responsibilities.
5. Purchase and keep in good repair, all church equipment not an integral part of the church building structures. This does not include office equipment such as computers, printers, copiers, and the like, which are the responsibility of the Business Manager.

Facilities Usage and Care

1. Make and issue keys for church property, and keep and review annually, a list of keys issued.
2. Determine and establish, with the approval of the Voters' Assembly, policies and regulations governing the use of church property and equipment.
3. Coordinate facility usage with the Called Ministers
4. Screen, enlist, train, and hire all part and full-time custodial help.
 - a. Annually review, recommend for budgets, and establish custodial wages.
 - b. Meet periodically with custodian(s) to discuss care of buildings, needs, and problems in custodial service.
5. Prepare custodial checklists of frequent and periodic maintenance requirements for the facility and equipment.

Inventory

1. Conduct and record semiannual fire and safety inspections of all church facilities to ensure compliance with all local and state fire regulations.
2. Supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies, and the orderly maintenance of the same.

3. Periodically, conduct an annual inventory of all church properties and equipment, for the purposes of insurance documentation. Video/DVD documentation with voice description is the preferred method.
4. Conduct annual inventory of official documents held in safekeeping, and record inventory actions in official minutes of the congregation. Insure vital documents are kept in protected storage, either on or off-site.
5. Make an annual inspection of church properties and equipment and recommend in the budget request to the Church Council and the Voters' Assembly, repairs, improvements, or replacements which will be needed.

Legalisms

1. Annually check the adequacy of insurance for church property and equipment and negotiate insurance contracts as needed.
 2. Obtain legal professional advice (by pro bono or paid fees) for the wise consideration of contracts and deeds appropriate to the Board of Church Properties responsibilities.
 3. Obtain and keep abreast of legal information and advise the Church Council on requirements appropriate to the Board of Church Properties responsibilities.
 4. Sign official documents and contracts that have been negotiated within the Board of Church Properties authority and/or approved by the Voters' Assembly.
- Provide both a written and oral report to the Church Council and Voters Assembly.
 - Annually provide budget requirements for the Board of Properties area of responsibility for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF STEWARDSHIP

2Corinthians 9:5b Finish the arrangements for the generous gift you promised. Then it will be ready as a generous gift, not as one grudgingly given. 6 Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously.

The purpose of the Board of Stewardship is to entice all members to contribute their time, talents, and treasures to support the work of the Church through the congregation.

Time

Raises awareness of Stewardship issues of trusting God, listening to God, and acknowledging God through the consideration and implementation of classes, courses, conferences, retreats, and the like.

Talents

Establishes and maintains a system that discovers the talents of members so that the work of the church may benefit from them.

Treasures

1. The Board of Stewardship is a member of the Finance Committee.
 2. Fulfill other duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES for the Board of Stewardship.
 3. Plans and administers an annual commitment drive to facilitate the development of the congregational budget.
 4. Evaluate the giving of the congregation regularly, and share these evaluations with the members of the congregation and the Church Council
 5. Establishes processes and procedures for identifying congregation's needs for donations/bequeaths.
 6. Establish and maintain resources for Estate planning education and promotion.
- Review monthly the congregational website for currency of Board of Steward information and make recommended changes
 - Provide both a written and oral report to the Church Council and Voters Assembly.
 - Annually provide budget requirements for Stewardship area of responsibility for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

THE BOARD OF YOUTH

Deuteronomy 6:4-9: Hear O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all of your soul and with all of your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up. Tie them as symbols on your hands and bind them to your foreheads. Write them on the door frames of your houses and on your gates.

The purpose of the Board of Youth is to nurture discipleship among our youth by building a community focused on the Word of God.

- Is an advocate for the youth and youth ministry within the congregation to integrate the youth into all areas of congregational life.
- Together with the Called Ministers, establishes and evaluates goals for Christ-centered youth ministries and:
 1. Screens, enlists, trains and places lay leaders and administrative staff as the congregation's youth needs require.
 2. Considers and implements classes, courses, conferences, retreats, events and the like, for special purposes as the need or occasion warrants.
 3. Plans, organizes, and evaluates youth participation in gatherings like the LCMS National Youth Gathering, Southern District Youth Gatherings, and other youth gatherings.
 4. Conduct an annual review of the ministry opportunities provided for youth, identifying strengths, weaknesses, and aiding in the establishment of priorities.
- Plans, coordinates and implements youth ministry fundraisers.
 1. Shrove/Fat Tuesday Pancakes
 2. Lent Meals/Advent Meals
 3. Cookie Exchange
- Named youth ministries that shall not limit the board but are listed here as a reference
 1. The Rock, grades 9-12: To seek a stronger relationship with Christ by connecting with God's word and each other.
 2. One Man Cafe, grades 6-8: The focus is on the One who came into this world as 100% God and 100% Man.
 3. Nu Thang, grades 3-5: In Christ, we are a new creation. The old has gone, the new has come! (2Corinthians 5:17)
- Review monthly the congregational website for currency of Board of Youth information and make recommended changes
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for Youth Ministries area of responsibility for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

Called Ministers Position Descriptions

CALLED MINISTER POSITION DESCRIPTION: PASTOR

1 Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.

To serve the church by providing spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation, with a broad program of worship, music, preaching, teaching and fellowship.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. To administer the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;
2. Provide a solid Bible-based preaching and teaching ministry to meet the needs of the congregation and attract new members.
3. Lead in worship and administer the holy Sacraments in accordance with their divine institution.
4. To perform the functions of a pastor in an evangelical manner; to aid, counsel and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring.
5. To guard and promote faithfully the spiritual welfare of the members of the congregation, in particular to instruct the catechumens, both children and adults, in the Word of God and thus prepare them for the communicant membership in the church;
6. To promote and guide mission activity of the congregation as it is related to the local community and to endeavors of the Synod and its districts; in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;
7. Lead and inspire the church board(s) and congregation in the development and effective operation of a wide range of program activities.
8. To help the congregation adopt administrative policies and procedures that will help it carry out the mission of the Christian congregation;
9. Conduct weddings and funerals, providing appropriate preparation and support.
10. To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the upbuilding of the church in Christ.
11. Schedule necessary time for study, preparation and planning in order to develop and maintain a deep level of spiritual growth.

12. Provides vision for the congregation and all its entities as it seeks to provide dynamic ministry for the members of the congregation, the community and the world.
13. Supervises all staff members, called and contracted, in their work and ministry so that there is unity and consensus centered on the vision for the congregation.
14. Works with the congregation officers to build unity around a common vision for the congregation.
15. Works with the budget committee to make sure ministry priorities are funded.
16. Promotes new ministry initiatives and gives direction to all congregation boards and committees.
17. Cooperate with the congregation by performing any other duties when asked to do so.

CALLED MINISTER POSITION DESCRIPTION: FAMILY LIFE MINISTER

Ephesians 4:11 It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, 12 to prepare God's people for works of service, so that the body of Christ may be built up.

To serve the church by developing, coordinating and administering an effective Family Life Ministry program.

PRIMARY DUTIES AND RESPONSIBILITIES:**Family Life Ministry**

1. Oversee, plan, direct, and lead focused programs of education, nurture, service, and fellowship for Family Life Ministry. This ministry includes adults, singles in specific age groups, families with and without children, college-age young people and youth.
2. Provide leadership for youth through adult ministries.
3. Serve as a resource to provide Bible study materials, Christian education and family enrichment resources to the congregation.
4. Encourage and assist parents in the spiritual nurture of their children.
5. Encourage and promote spiritual renewal opportunities, including retreats, gatherings, conferences, servant events, etc., for youths and adults.
6. Counsel and equip adults and youth to minister to each other, to the congregation, to inactive youth and adults and to unchurched youth and adults.
7. Oversee small-group Bible studies and facilitate the growth of this program.
8. Help the Board of Education plan and direct programs of Christian education, such as Sunday school, vacation Bible school, adult Bible studies, family ministry, etc.
9. Delegates responsibility and leadership to members of the congregation.
10. Authorized to spend financial resources designated for Family Ministry or allotted to the Board of Christian Education.
11. Works under the direction of the pastor and serves as an advisor to the Boards of Christian Education, Youth and Assimilation.

Shared Responsibilities with Pastor

1. Assist the pastor to develop groups to provide assimilation opportunities for those joining the congregation, including newly confirmed and high-school youth into youth ministry and congregational life responsibilities.
2. Assist the Pastor in identifying, recruiting and training staff and volunteers to lead, teach and assist in adult and youth programs.
3. Work with the pastor to develop strategies for reaching diverse age groups with ministry.
4. Help the Pastor to plan and teach confirmation as necessary.
5. Care and counseling of youth and adults.
6. Teaching in classes.
7. Youth through adult ministry.
8. Others as mutually agreed upon.

Non-called Job Descriptions

JOB DESCRIPTION: BUSINESS MANAGER

Ecclesiastes 4:8 There was a man all alone; he had neither son nor brother. There was no end to his toil, yet his eyes were not content with his wealth. "For whom am I toiling," he asked, "and why am I depriving myself of enjoyment?" This too is meaningless — a miserable business!

The Business Manager shall:

1. Assists the Treasurer in fulfilling the duties and responsibilities assigned in the Constitution and Bylaws for the Treasurer.
 - a. Coordinate the flow of money from the treasury to the various Boards in such a way that an adequate balance is retained to meet payroll and other regularly recurring expenses.
 - b. Normally sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.
 - c. Have available for all Boards a current record of their accrued disbursements and budget allotment.
 - d. Prepare and provide financial information for the annual congregational budget process
2. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
 - a. Be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries, bills, and other expenditures authorized by the Voter's Assembly, Church Council, or Boards.
 - b. Responsible for the accurate recording of congregational receipts, disbursements, budgeted and actual expenditures according to proper accounting procedures
 - c. Work with a CPA in the preparation and disbursement of the payroll
 - d. Serve as the purchasing contact, approving and processing requests
3. Ex-officio member of the;
 - a. Church Council
 - b. Finance Committee
 - c. Board of Stewardship
 - d. Brown Scholarship Committee
4. Negotiate, reviews and renew contracts of leased office equipment
5. Manages and maintains Information Technology hardware and software solutions
6. Manages and administers the office budget
7. Serve as a resource regarding legal and business matters of the congregation for the Church Council
8. Reviews and updates the insurance policy with the insurance agent and Board of Properties, annually
9. Focal point for Human Resource issues to include; hiring of non-called employees, requesting background checks, and insurance issues

10. Reviews and updates copyright licensing used by the congregation (For example: CCLI, CPH, etc.)
11. Perform other duties assigned by the Voter's Assembly, Church Council, or Called Ministers.

JOB DESCRIPTION: EXECUTIVE SECRETARY

Supervisor: Senior Pastor

Hours: Monday - Friday, 30 hours

Purpose: Provide administrative support to the Pastor(s), and Executive Director

Duties and Responsibilities:

1. Sort and distribute incoming mail; check and distribute email; handle incoming deliveries; handle incoming and outgoing faxes
2. Answer incoming telephone calls with politeness and professionalism, making every effort to handle as many calls as possible, except those requiring the personal assistance of another staff member
3. Greet guests and members who come into the office and assist as needed
4. Obtain postage and petty cash when needed
5. Receive prayer requests, and notice of hospitalized members and inform Pastor(s) of requests, update Prayer Board and call Elders with request
6. Prepare and distribute monthly schedules of various ministries within the church
7. Maintain Use of Property, Key Request, and Use of Facilities forms, and receive approval for each from Director of Properties Board, and/or Pastor(s)
8. Prepare correspondence, congregational mailings, and reports, and distribute them appropriately
9. Work closely with Music Director in selecting music for worship services
10. Create and finalize weekly worship service bulletins, announcements, sermon outlines, and inserts as needed, including input from Choir Director and Pastor(s); get final approval from Pastor(s) and prepare for printing
11. Print weekly bulletin announcements, sermon outlines, inserts, and children's bulletins; oversee weekly printing of worship service bulletins, and volunteer folding team
12. Format weekly sermons for printing and distribution through Sermon Tape Ministry to homebound, incarcerated, and overseas members each week; oversee this ministry
13. Prepare and fax advertising to Northwest Florida Daily News on a weekly basis, more often if required
14. Prepare agendas, including input from Executive Director of Congregation, and copies for Voters= Assemblies
15. Prepare minutes from Board of Elders meetings, copy, and distribute minutes of all board and committee meetings
16. Prepare bulletins for weddings and funerals when needed
17. Assist Business Manager, and Membership Secretary when needed
18. Handle Prayer Chain requests when volunteer is unable to do so
19. Maintain church files in orderly manner
20. With approval of a Pastor, do secretarial work for Board Directors when needed
21. Maintain confidentiality as it pertains to personal and sensitive matters

Organizational Relationship:

1. Under direct supervision of Senior Pastor, responsible to the Board of Elders.
2. Salary, workload, and performance will be reviewed annually by the Board of Elders.
3. In case of grievances, the Executive Secretary shall present them to the Senior Pastor or the Director of the Board of Elders.

JOB DESCRIPTION: MEMBERSHIP SECRETARY

Supervisor: Senior Pastor

Hours: Monday - Friday, 18 hours

Purpose: Responsible for Official Church Membership Records

Responsibilities:

1. Keep church membership file current. This involves:
 - a. Adding membership information as people who are received into membership
 - b. Updating addresses, phone numbers, and other items which change
 - c. Placing names on the inactive rolls
 - d. Make appropriate entries for members who transfer out
2. Record all official acts of the congregation, e.g. baptisms, marriages, funerals, and confirmations.
3. Prepare documents pertinent to membership transfers in and out.
4. Submit to the Board of Elders, prior to their monthly meeting, an agenda for action on members. Run a report of non-worshiping members for each Elder.
5. Post individual worship and communion attendance to the church records, including shut-ins.
6. Identify visitors, as indicated by the attendance cards, and provide a listing to the designated Pastor and the Board of Outreach. Send letters to new and out-of-town visitors.
7. Prepare membership transaction report for Voters' Assembly meetings.
8. Prepare monthly Prayer Letter for Board of Elders and members.
9. Prepare stewardship information for monthly newsletter.
10. Review congregational files and purge and archive as needed.
11. Submit "last week's attendance," and upcoming flower donations for bulletin announcements.
12. Print labels for newsletter and congregational mailings.
13. Deliver bulk mailings to Post Office.
14. Supply monthly birthday and anniversary listings to Executive Secretary and greeting card volunteers.
15. Print weekly Worship Service bulletins.
16. Assist Executive Secretary when needed.
17. Maintain confidentiality, as it pertains to personal and sensitive matters.
18. Answer incoming telephone calls with politeness and professionalism, making every effort to handle as many calls as possible, except those requiring the personal assistance of another staff member.
19. In case of grievances, she shall present them to the Senior Pastor or the Director of the Board of Elders.

Organizational Relationship:

20. The Membership Secretary is responsible to the Board of Elders and is under the direct supervision of the Senior Pastor. The salary, workload, and performance of the Membership Secretary will be reviewed semi-annually by the Board of Elders.

JOB DESCRIPTION: DIRECTOR OF MUSIC

AREA OF MINISTRY: Music

TIME COMMITMENT: Approximately ten hours per week

LENGTH OF SERVICE: Twelve months per year (Two weeks of vacation annually, with three Sundays off per year)

WORKING RELATIONSHIP: Responsible to the Board of Lay Ministry Director

DATE: Feb. 13, 2000

JOB SUMMARY:

1. Direct the Senior Choir:
 - a. Select the music to be sung, adhering, as much as possible, to the theme of worship for each service, and assuring that the theological content is in agreement with the confessions of the Evangelical Lutheran Church
 - b. Establish a performance schedule, working in conjunction with the Pastors and the Worship Committee
 - c. Establish rehearsal schedules
 - d. Coordinate with instrumentalists, when their participation with the choir is desired
2. Perform as soloist or accompanist on occasion, within his/her capabilities and talents
3. Select new music to purchase, and maintain the files of choral music
4. Serve as an advisory member of the Worship Committee
5. Participate in the planning of special services
6. Submit budget requests to the Director of the Board of Lay Ministry for music and supplies
7. The Director of Music may undertake or delegate the following functions:
 - a. Schedule soloists or ensembles for services in which the choir does not sing; for special occasions; and assist in the selection of music, as needed (see 1a.)
 - b. Direct other choirs, such as children's, youth, or handbell, if congregational capabilities for such a group develops
8. Play organ and piano on an as needed basis for worship services, special services, weddings and funerals in conjunction with the schedules of regular organists. (Weddings will be done if Music Director is available on a fee basis according to the fee schedule in the Good Shepherd Wedding Guidelines)

JOB DESCRIPTION: CUSTODIAN

JOB SUMMARY: The Custodian will be responsible for the cleaning and care of the following buildings and areas, according to the schedule indicated.

TIME COMMITMENT: Less than 20 hours per week.

WORKING RELATIONSHIP: Responsible to Director of Board of Church Properties.

1. Responsible for cleaning and care of church buildings.

JOB DESCRIPTION: NURSERY ATTENDANT

Qualifications:

1. Clear a background check
2. Shows proficient with the parent pager system
3. Infant CPR certified
4. Effective communication skills to include active listening skills
5. Flexible with a good sense of humor especially with kids of a young age

Accountability: Family Life Minister

Responsibilities:

1. Ensures the sign-in sheet is completed and turned in at the end of the shift
2. Ensures that nursery toys are put away and the nursery is generally put back in order
3. Helps maintains that nursery toys are cleaned
4. Changes diapers, as needed
5. Interact with kids (say something positive to them and about them to their parents)
6. Referees nursery disputes
7. Draws attention to any maintenance issues within the nursery
8. Ensure thermostat is set to the proper temp at the end of the shift

Evaluation:

1. Self-evaluation with verbal feedback by the Family Life Minister

Term of Service:

1. Sundays, opens nursery no later than 7:45 (Notifies Family Life Minister of arrival)
2. Closes nursery when 2nd Service ends and after parents pick up their kids (Usually Noon)
3. Employee initiated notice of termination; Two Sunday notice

Appendix A: Office Holiday (Non-Called Staff) Schedule

January:

New Year's Day
Martin Luther King

February:

President's Day

March/April:

Good Friday and the Monday after Easter

May:

Memorial Day

June: none

July:

4th of July

August: none

September:

Labor Day

October:

Columbus Day

November:

Thanksgiving and the Friday after

December:

24th, 25th & 26th

Appendix B: The Five Purposes of the Church

The 5 Biblical Purposes of a Church			
Purpose	Definition	Paraphrase	Abuses
Fellowship	Incorporating God's people into a family where they can be known, cared for, held accountable, and encouraged.	Known & Cared	• Fun...Any gathering
Discipleship	Educating God's people with His Truth	To Educate	• Graduation from faith.
Evangelism	Communicating the good news of Jesus with those who don't yet have a personal relationship with him.	To Tell	• Not my job
Service	Demonstrating God's love by meeting the needs of others with love.	To Show	• What's in it for me? • Pay to play
Worship	Celebrating God's presence and honoring him with our lifestyles.	Lifestyles	• Only in Worship Services