

IMMANUEL LUTHERAN CHURCH

CONTINUING RESOLUTIONS

12.01.A07 RESPONSIBILITIES OF CHURCH COUNCIL MEMBERS

- Each member of the Church Council shall keep the Council informed on a regular basis of the activities of the committee on which he/she serves.
- The Council will periodically review the definitions and responsibilities of the committees for possible revisions.
- The Church Council may designate a "Committee Meeting" night and encourage all committees to meet simultaneously.

12.04.d.A07 STAFF RELATIONS COMMITTEE

The members of this committee shall be the President, the Vice President, the Secretary and two other members of the Church Council. They will meet at least annually with the Pastor(s) and other paid staff members of the congregation to help them evaluate the fulfilling of their responsibilities.

The Senior Pastor shall serve as advisor to the committee in regard to the lay staff of the congregation.

13.01.A07 EXECUTIVE COMMITTEE

Members of the Executive Committee serve according to the specifications of 12.05.01. (Official and legal documents)

13.02.A07 PARISH EDUCATION COMMITTEE

The members of this committee are those individuals described in the Constitution (13.02).

This committee is responsible for the guidance and supervision of the Lutheran Youth Organization (high school youth), the Junior Organization of Youth (youth in grades 6-8), and the Kids For Christ (youth in grades 3-5). It shall encourage and support the participation of all of our youth in a comprehensive ministry including studies of Scripture and issues of faith and life, recreational activities, and service to the congregation and the community.

Responsibilities in the area of Youth Ministry include:

- Continuing spiritual growth through Bible study, prayer, and Christian service.

- Continuing education on topics of current interest to youth.
- Counseling for the spiritual, moral, and social development of the youth.
- Preparing youth to bring others to faith in Christ.
- Providing opportunities for involvement in service to the community and beyond.

The Chairperson of the Parish Education Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

13.03.A07 SUNDAY SCHOOL COMMITTEE

The members of this committee are those individuals described in the Constitution (13.03).

This committee shall plan the annual Sunday School Christmas Program.

The committee shall meet at least quarterly, but may meet more often as needed.

13.04.A07 VACATION BIBLE SCHOOL COMMITTEE

The members of this committee are those individuals described in the Constitution (13.04).

The committee shall meet as needed.

13.06.A07 PROPERTY COMMITTEE

The members of this committee are those individuals described in the Constitution (13.06).

Responsibilities include:

- Meet quarterly with the custodian to seek input regarding building needs.
- To arrange for outside contractors to perform repairs and maintenance of the building, grounds, and equipment as needed.
- Expenditures over \$1000 should be approved by the Church Council.
- To plan and supervise spring and fall work days in order that members can assist with special cleaning and repair work.
- Maintain a record of major projects and regularly scheduled maintenance work completed.
- Anticipate major projects which need to be accomplished and project costs for consideration by the budget committee.
- Maintain and prioritize a list of ongoing needs of the church property to be accomplished.
- Recruit members to assist in work at church.

The committee shall meet at least quarterly, but may meet more often as needed.

13.07.A07 EVANGELISM COMMITTEE

The members of this committee are those individuals described in the Constitution (13.07).

Responsibilities include:

- Work with all other committees to encourage them to keep outreach at the forefront of what they do.
- Assist with orientation and reception of new members.
- Contact new members within six months to assist them in fitting into the life of Immanuel.
- Encourage members to invite others who have no church home to participate in the life of faith at Immanuel.
- Assist with publicity concerning our ministry by helping with seasonal invitations, signs, posters, newspaper ads, etc.
- Develop ways to contact inactive members to encourage their greater participation in the life of the congregation.

The Chairperson of the Evangelism Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

13.08.A07 FELLOWSHIP COMMITTEE

The members of this committee are those individuals described in the Constitution (13.08).

Responsibilities include:

- Recruit people to serve refreshments for fellowship each Sunday.
- Plan refreshments following special events such as visiting choir performances and conferences, etc.
- Plan and recruit people to prepare Lenten suppers.
- Coordinate congregational potluck dinners.
- Provide fellowship opportunities following Mission Festival.

The Chairperson of the Fellowship Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

13.09.A07 STEWARDSHIP COMMITTEE

The members of this committee are those individuals described in the Constitution (13.09).

Responsibilities include:

- Conduct an annual stewardship drive, including time and talents.
- Present temple talks that ask our members to pray for the courage to grow in stewardship and to give details of the annual program.
- Consider special offerings which may help us to respond to the needs of the congregation and community.

The Chairperson of the Stewardship Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

13.10.A07 SOCIAL MINISTRY COMMITTEE

The members of this committee are those individuals described in the Constitution (13.10).

Responsibilities:

- Recommend designation of offerings received at special services.
- Consider special requests for assistance, respond to natural calamities, and participate in ELCA initiatives.
- Oversee staples and canned goods which are donated to the Rantoul Food Bank, and encourage donations to similar causes.

The Chairperson of the Social Ministry Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

13.11.A07 VOLUNTEER SERVICES COMMITTEE

The members of this committee are those individuals described in the Constitution (13.11).

Responsibilities include:

- Recruit and schedule people to serve in these capacities:
 - ▶ Ushers
 - ▶ Funeral Ushers
 - ▶ Greeters
 - ▶ Offering handlers – recruiting to include current council members

- ▶ Lectors
- ▶ Communion Assistants

- Provide training for the above worship assistants so they may effectively serve those who have gathered for worship.
- Regularly contact the worship assistants to assure their presence and to inform them of special needs at worship.
- Appoint and assist the coordinator of the public address operators.
- Help recruit individuals for special tasks.
- Recruit and coordinate volunteers to assist with mailings, etc.

The Chairperson of the Volunteer Services Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

13.12.A07 WORSHIP COMMITTEE

The members of this committee are those individuals described in the Constitution (13.12).

Responsibilities include:

- To provide choir, organ, and special instrumental music appropriate to the church calendar.
- To provide regular communion opportunities.
- To provide inspirational banners and seasonal decorations.
- To purchase necessary books, music, forms, sacramental supplies and all other materials as needed for the worship services.
- To provide directors for the various choirs of the congregation.
- To relate to the altar guild and to assist them in their tasks.

The Chairperson of the Worship Committee shall be elected by the members of that committee from among its members at its first meeting following the congregation's annual meeting.

The committee shall meet at least quarterly, but may meet more often as needed.

Immanuel Lutheran Church

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