

Christ the King Lutheran Church
Bozeman, Montana

**THE COUNCIL
GOVERNANCE POLICY
MANUAL**

Issue Date
01/10/2019

THE COUNCIL GOVERNANCE POLICY MANUAL

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FOREWORD:

This Policy Manual is issued by the Congregation Council under the authority of Christ the King Lutheran Church through its Bylaws (Section C4.04.01). The Council, as servant leaders, has adopted the policies within this manual to identify what should be done or not done in order to achieve our goals within our Strategic Direction. This manual does not develop procedures that suggest how things should be accomplished.

This Policy Manual documents written policies of four types:

- Affirmative policies with respect to the Strategic Direction of the congregation that establish the vision, core values, critical targets, and corporate goals.
- Policies setting the style and rules with respect to the Council's own tasks and processes.
- Limiting policies with respect to the Lead Pastor that bind or restrict the Lead Pastor and his/her oversight of staff activities.
- Clarifying policies with respect to the relationship between the Congregation Council and the Lead Pastor, and monitoring of ministry implementation.

This Policy Manual applies to all activities initiated or executed by or on behalf of Christ the King Lutheran Church and its ministries.

This Policy Manual does not apply to outside organizations renting or using Christ the King Lutheran Church's facilities.

This Manual is effective on the date of issue (See cover sheet) and is mandatory for use by all those serving in ministry at Christ the King Lutheran Church. All preceding Governing Policy Manuals are considered null and void.

Members of the congregation are invited to send recommended changes to this Policy Manual to the Congregation Council President.

1. STRATEGIC DIRECTION

1.1 CORE VALUES

As a community of Christian faith, we are defined by:

1.1.1 diversity – accepting social, economic, demographic and ethnic diversity both expressly and by conduct

1.1.2 generosity – being kind, understanding, unselfish and generous – especially being willing to give money, time, and other valuable things to others

1.1.3 grace – practicing unconditional love mirroring the unmerited love, mercy and favor of God; leading to a disposition toward kindness, courtesy, thoughtfulness and consideration

1.1.4 invitation – request, welcome and value people's engagement and fellowship in worship, learning, and service

1.1.5 relationship – building personal connections that reflect the love and care of Christ within this congregation and the greater community

1.1.6 respect – a feeling or understanding that someone or something is important or serious and should be treated accordingly

1.1.7 transformation – committed to and engaged in growing our understanding of and living out of God’s word in today’s world (other words are: wisdom, creativity, evolution, learning, seeking, searching, exploring, dynamic, growth, creativity, aspiring)

1.2 MISSION

We are a Christian community practicing discipleship as we worship, learn, and serve.

1.3 VISION

Every member of CtK joyfully learning and living the way of Jesus, being transformed by and impacting the world through life-changing relationships with God, one another, and all creation, so that all may know the love and grace of God in Christ.

1.4 CRITICAL TARGETS

1.4.1 Engagement through service and outreach

Corporate Goal/Indicator of Success:

1.4.1.1 A growing number of congregation members report they are providing care, compassion and mentorship within the congregation, neighborhood and community, meeting people where they are.

1.4.2 Train and empower leaders

Corporate Goal/Indicator of Success:

1.4.2.1 Christ the King Lutheran Church will implement a methodical, consistent, and active lay leader recruitment, training, and mentoring program to engage congregants of various ages and interests.

1.4.3 Build balanced multi-generational relationships

Corporate Goal/Indicator of Success:

1.4.3.1 Members of all ages report being supported, challenged and mentored in their faith, personal and professional lives.

2. COUNCIL SELF-GOVERNANCE

2.1 COUNCIL RESPONSIBILITIES

2.1.1 The overall responsibility of the Council is to provide a strong and ethical pursuit of the congregation’s mission. To that end, the Council shall:

2.1.1.1 Ensure that the Strategic Direction of the congregation is the driving force for all activities and related ministries.

2.1.1.2 Annually review and update the Strategic Direction.

2.1.1.3 Establish Governing Policies for the Council.

2.1.1.4 Establish and monitor the appropriateness of and adherence to policies that guide the efforts of the Lead Pastor (see Section 3).

2.1.1.5 Ensure that policy and financial decisions are executed in accordance with the Constitution and Bylaws of the Congregation.

2.1.1.6 Communicate regularly to the Members the pertinent activities of the Council and solicit communication from the Members.

2.1.1.6.1 Conduct Congregational Forums and Congregational Meetings.

2.1.1.6.2 Regularly solicit input on the appropriateness of the Strategic Direction Policies.

2.1.1.6.3 Inform the Members of the degree of success in meeting the Strategic Direction

of the congregation.

- 2.1.1.7 Along with the Mutual Ministry Team, exercise particular concern for the spiritual and physical welfare of the Lead Pastor.
 - 2.1.1.7.1 Exercise concern for all staff, supporting them with prayer and, upon the request of the Lead Pastor, appropriate counsel.
 - 2.1.1.8 Conduct the Lead Pastor's Annual Ministry Review (see Policy 4.4).
 - 2.1.1.9 Perform other supervisory activities as prescribed by the congregational Bylaws.
 - 2.1.1.10 Annually approve the portion of cash compensation designated as housing allowances for ordained staff.

2.2 COUNCIL MEMBERSHIP RESPONSIBILITIES

Council Members shall:

- 2.2.1 Regularly participate in the worship and learning life of the congregation.
- 2.2.2 Undertake personal spiritual development for the formation of their individual lives of faith.
- 2.2.3 Be prepared for the Council meetings.
- 2.2.4 Attend and actively participate in all Council meetings, Council committee/task force meetings, special briefings, and policy decision-making.
 - 2.2.4.1 In the case of a conflict of interest (See Policy 2.15), a Council member may recuse him/herself from the Council session or may be excused from the session by the Council with a 2/3 vote of the Council, not including the Council member in question.
 - 2.2.4.2 Should it be necessary to miss a meeting, make contact with the Council President for dialog both before and after said meeting.
- 2.2.5 Work to expand their leadership abilities and increase their understanding of the mission and ministry of the congregation.
- 2.2.6 Gain a working knowledge of the Council's Policy Manual and make informed decisions by insisting on complete and accurate information.
- 2.2.7 Support all decisions once they have been fully discussed and resolved by the Council.
- 2.2.8 Invest personal energy and skills in the mission and ministries of the congregation, in addition to the role of Council member.
 - 2.2.8.1 Members of the Council shall not serve as Ministry Team leaders/chairs. Determination will be made by the Council as to whether specific Ministry Team roles should be qualified as "leader" or pose a potential conflict for Council members.
- 2.2.9 Relate to other individuals with integrity, honesty, and straightforwardness.
- 2.2.10 Bring to the Council President's immediate attention any condition or action that they believe exceeds a Lead Pastor Limitation Policy (See Section 3 and Policy 4.5).
 - 2.2.10.1 The Council President shall promptly present to the Lead Pastor the concern and give report to the Council.
- 2.2.11 Keep Council documents and discussions confidential, unless given permission by the Council acting as a whole. However, the Council Policy Manual, Council approved minutes (excepting those of executive sessions) and Council approved audited financial statements do not require permission as long as any Council discussion or information related to these documents remains confidential (See Policy 2.14).
- 2.2.12 Be familiar with and put into practice any specific policies developed to guide the behavior of Members of the Council.
- 2.2.13 Not hinder the Council process due to individual biases or by disruptive behavior.

2.2.14 Actively discipline themselves and other Members of the Council by identifying actions and conditions that run counter to the Council's policies.

2.2.14.1 A Member of the Council who violates any policy shall be counseled by the President. Should violations continue, the Council Member shall be counseled by the Council as a whole.

2.2.14.2 Decisions concerning a request for resignation of any Council Member who continues to violate policy after such counseling shall normally be made by the Council and shall require a 2/3 majority vote of the Council with said member not voting or being counted in determining such majority.

2.2.14.3 If the individual Council Member under discipline refuses to resign, the Council may request the congregation to remove the Member from the Council. This request requires a 2/3 majority vote of the Council with said member not voting or being counted in determining such majority.

2.2.14.4 Should the President of the Council violate policy, it shall be the responsibility of the Vice President to initiate such counsel.

2.3 GOVERNING POLICIES AND VALUES RESPONSIBILITIES

2.3.1 The Council shall maintain written policies of four types:

2.3.1.1 Policies with respect to Strategic Direction: Affirmative statements setting forth the purposes, effect, and acceptable costs of operations.

2.3.1.2 Policies with respect to Council Self-Governance: Statements setting forth the style and rules with respect to the Council's own tasks and processes.

2.3.1.3 Policies with respect to Lead Pastor Limitations: Limiting statements that bind or restrict activity of the Lead Pastor and his/her oversight of staff activities.

2.3.1.4 Policies with respect to the Council and Lead Pastor Relationship: Clarifying statements about delegation to and monitoring of ministry implementation.

2.4 GOVERNING PROCESS

2.4.1 GOVERNING PHILOSOPHY

The Council shall govern with an emphasis on:

- spiritual vision rather than internal preoccupation,
- encouragement of a diversity of viewpoints,
- strategic leadership more than operational detail,
- ends rather than means,
- clear distinction of Council and Lead Pastor roles,
- collective rather than individual decisions,
- future rather than past or present, and
- being proactive rather than reactive.

2.4.2 The Council, not the staff, shall be responsible for excellence in governing. The Council will not merely react to staff initiatives, but shall be the initiator of policies which direct, lead, and inspire the congregation.

2.4.3 The Council will not use the expertise of individual Council Members to substitute for the judgment of the Council, although the expertise of the individual Council Members may be used to enhance the understanding of the Council as a body.

2.4.4 SCOPE OF ACTIVITY

- 2.4.4.1 All activities of the Council, its officers, task force(s) or Council Members shall relate to the specific responsibilities of the Council as formally adopted at Council meetings.
- 2.4.4.2 The Council shall act on behalf of the Congregation in all matters delegated to it by the Constitution and Bylaws (See Constitution C12.04, C12.05, C12.06, C12.07, C12.08, C12.09, C12.11 and Bylaw C12.04.01) or by action of the Congregation. However, the Council shall not carry out actions specifically restricted by the Constitution (See Constitution C12.05.b).
- 2.4.5 **GROUP ACTION**
The Council shall exercise its governing authority as a whole. No individual Council Member shall exercise such authority except as instructed by the Council. All such instructions shall be guided by appropriate limitations. (See Policy 2.14).
- 2.4.6 **GOVERNING POLICY DEVELOPMENT**
The Council's Governing Policies are to be active and dynamic. They are meant to be changed and refined regularly, based on the intent of each section, the values of the Council, and the changing context within which the congregation functions.
- 2.4.7 **RESOLUTIONS**
The Council will pass and periodically reaffirm resolutions for specific actions only when those actions are required by law, the Constitution and Bylaws or will only affect the Council.
- 2.4.8 **LEAD PASTOR ACTIONS**
All Council decisions governing actions of the Lead Pastor shall be done through policy. Any actions taken, contemplated, or approved by the Lead Pastor will only be considered in light of the appropriate governing policies. The Council will only review the policies for their soundness as a test of ethical and prudent behavior, and will not dictate the appropriateness of actions except for compliance with policies. The Council shall rewrite policies when appropriate.
- 2.4.9 **GOVERNING POLICY REVIEW**
Any Council member, the Lead Pastor, or approved action of a Congregational Meeting may ask for a review of specific policies. However, never does the responsibility for effective and appropriate policies rest with anyone other than the Council.
- 2.4.10 **GOVERNING POLICY REVIEW SCHEDULE**
The Council shall establish an annual policy review calendar to coordinate the review of every policy at least once a year (See Appendix B). The Council will make every effort to coordinate the calendar with the business cycles of the congregation, reviewing appropriate policies just prior to management actions for decisions.
- 2.4.11 **FISCAL RESPONSIBILITY**
The Council's fiscal responsibility shall be discharged by:
 - 2.4.11.1 Establishing policies limiting the Lead Pastor's financial authority, Spending Plan development and control of assets (See Policy 3.4)
 - 2.4.11.2 Monitoring the fiscal soundness of the congregation.
 - 2.4.11.3 Presenting an Annual Ministry and Spending Plan to the congregation for approval.
 - 2.4.11.4 Systematically monitoring compliance with these policies on a regular basis.
 - 2.4.11.4.1 The Council shall appoint a Financial Review Team that shall assist all Council members in enhancing their abilities to read and understand the financial

statements, audit reports, etc., submitted by the Lead Pastor. Additionally, the Team will share its reactions to these statements and reports with the Council (See Policy 2.11.3).

2.4.11.5 Receive, review, and accept the report of the Audit Committee.

2.5 CALLING OF ROSTERED LEADERS

- 2.5.1 In the case of a vacancy in the office of Lead Pastor, the Council shall contact the Montana Synod Office for consultation with the Bishop and/or his/her staff. The Council shall follow the congregation's Constitution and Bylaws for the calling of a Lead Pastor.
- 2.5.2 In the case where the Lead Pastor recommends and the Council agrees there is a vacancy in the office of a Rostered Leader, and where the annual Spending Plan allows, the Council shall follow the congregation's Constitution and Bylaws for the calling of a Rostered Leader, in consultation with the Bishop of the Montana Synod and/or his/her designee.

2.6 HIRING OF OTHER MINISTRY DIRECTORS

- 2.6.1 In the case where the Lead Pastor recommends and the Council agrees there is a vacancy in the office of a Ministry Director, and where the annual Spending Plan allows, the Council shall appoint a Hiring Team. The Hiring Team shall consist of three members of the Council, with at least two of these being non-officers, no less than two members at large from the congregation, and the Lead Pastor, or his/her designee. The Hiring Team shall:
- elect a chair person of the Hiring Team at its first meeting; neither the Lead Pastor nor his/her designee may serve as chair person,
 - establish a set of criteria for the position, with special attention to the leadership needs under Policy-Based Governance,
 - seek appropriate assistance from the Bishop of the Montana Synod and his/her staff,
 - call for names of candidates from the congregation,
 - establish an effective interview and evaluation process,
 - ensure recommended candidates engage in a personal interview with the Lead Pastor and, if appropriate, the supervisor of the vacant position, and
 - present a summary of their work and recommendation(s) to the Council.

2.7 ELECTION OF COUNCIL MEMBERS

2.7.1 COUNCIL MEMBERS

2.7.1 The number of Council Members shall be nine. Members shall be elected on a rotating basis with three of the council members elected each year. Pastors shall serve as *ex officio* members of the Council.

2.7.1.2 Candidates for Council Membership may not:

- 2.7.1.2.1 Have been on the payroll of the congregation currently or anytime within the immediately preceding three years.
- 2.7.1.2.2 Be a spouse of any paid staff member.
- 2.7.1.2.3 Be related to any other Council Member with fewer than three degrees of separation (spouse, parent, child, sibling, aunt/uncle, niece/nephew or in-law of same, grandparent).

2.7.2 ELECTION

2.7.2.1 Election of Council Members shall take place each year at the Annual Meeting of the

congregation.

2.7.2.2 The Nominating Committee shall present a slate that includes at least one qualified candidate for each position to be filled (See Policy 2.11.2)

2.7.3 TERMS OF SERVICE

2.7.3.1 A term of service for a Council Member shall be three years.

2.7.3.2 Council Members may not serve more than two consecutive elected terms, and if appointed to fill a vacancy, may not stand for re-election if another term would extend their service to more than seven years.

2.7.3.3 Three members of the Council shall be elected each year to assure continuity of service and experience on the Council.

2.7.4 VACANCIES

2.7.4.1 Vacancies that occur on the Council shall be filled in accordance with the applicable provisions of the Constitution (C12.03). However, only individuals deemed “qualified” by the Nominating Team may be elected to fill a vacancy.

2.7.4.2 Elections to fill a vacancy on the Council shall always be to complete an unexpired term, and in no case shall such an election work in contradiction to the election of three members of the Council each year.

2.7.4.3 Every effort shall be made to fill vacancies within four months of their occurrence. However, if there is less than four months of service left in the term, the position may remain vacant until it is filled through the election process at the Annual Meeting.

2.8 COUNCIL TRAINING

2.8.1 In order to discipline itself and its efforts, the Council will provide orientation and training for its members.

2.8.2 Council skills, methods, and support will be adequate to ensure quality governance by the Council.

2.8.2.1 Training and retraining will orient new Council Members and increase existing Members’ skills and understanding of Policy-Based Governance.

2.8.2.2 The Council shall periodically review the effectiveness of mechanisms used by the Council to listen to Members’ viewpoints and values.

2.9 COUNCIL SELF REVIEW

2.9.1 The annual self-review of the Council shall focus on:

2.9.1.1 The openness and communication among members of the Council.

2.9.1.2 The Council’s clarity of understanding of the needs and desires of the Members.

2.9.1.3 The Council’s openness and communication with the Lead Pastor.

2.9.1.4 The Council’s ability and skill in developing and monitoring policy.

2.9.1.5 The Council’s adherence to policy and its governing philosophy (See Policy 2.4.1)

2.9.2 The Council shall create its own self-review process.

2.10 OFFICERS OF THE COUNCIL AND CONGREGATION

2.10.1 Officers of the Council shall be a President, Vice-President, Secretary, and Treasurer.

2.10.2 The Council shall elect the Secretary and Treasurer at the first meeting of the new Council. The President and Vice President shall be elected at the Annual Meeting of the

Congregation, per the Constitution and Bylaws (C11.01.d, C11.02, C11.01.e).

2.10.2.1 PRESIDENT (see Bylaw C11.01.01.a)

The President shall:

- 2.10.2.1.1 Ensure the integrity of the Council's process.
- 2.10.2.1.2 Work with the Lead Pastor to establish the agenda for all meetings of the Council and Congregation.
- 2.10.2.1.3 Preside at meetings of the Council and the Congregation.
- 2.10.2.1.4 Ensure that meeting content is on those issues that, according to Council policy, clearly belong to the Council to decide or to monitor.
- 2.10.2.1.5 Ensure that deliberation is fair, open and thorough, but also timely, orderly, and kept to the point.
- 2.10.2.1.6 Initiate counsel with any Member of the Council who violates policy, ensuring that Policy 2.2.14 is followed.
- 2.10.2.1.7 Take appropriate actions, which may not be stipulated, but essential for the thorough management of the Council's work, so long as those actions are not in violation of other Council policies.
- 2.10.2.1.8 Determine, in consultation with the Lead Pastor, who should represent the congregation to the public or press should the need arise.
- 2.10.2.1.9 Vote at Council Meetings only to break a tie vote.

2.10.2.2 VICE PRESIDENT (see Bylaw C11.01.01.b)

The Vice President shall:

- 2.10.2.2.1 Preside at meetings of the Council and Congregation when the President of the Council is absent, or when requested to do so by the President.
- 2.10.2.2.2 Initiate counsel with the President of the Council should the President violate policy, insuring that Policy 2.2.14 is followed.
- 2.10.2.2.3 When acting as President, the Vice President will vote only to break a tie.

2.10.2.3 SECRETARY (see Bylaw C11.01.01.c)

The Secretary shall:

- 2.10.2.3.1 Maintain the minutes of all meetings of the Council and the Congregation and cause copies of all such minutes to be kept on file in the church office.
 - 2.10.2.3.1.1 Additionally, provide a brief list of highlights from each Council meeting for immediate dissemination to the congregation.
- 2.10.2.3.2 Conduct official correspondence of the Council and the Congregation.
- 2.10.2.3.3 Be thoroughly familiar with the congregation's Constitution and Bylaws and serve as the primary resource to the Council and Congregation for questions concerning the same.

2.10.2.4 TREASURER (see Bylaw C11.01.01.d)

The Treasurer shall:

- 2.10.2.4.1 Ensure all monies of the congregation are deposited in its name and that funds are received and disbursed as required by the congregation and the Council.
- 2.10.2.4.2 Serve on the CtK Mission Endowment Committee.

- 2.10.2.4.3 Initiate the necessary paperwork for congregation account signature cards following the election of new officers.

2.11 ACTION TEAMS OF THE COUNCIL

2.11.1 The Council may from time to time use Action Teams/Task Forces, but always consistent with the following principles:

- 2.11.1.1 Team responsibilities shall flow directly from the Council's description of its job, and shall not impinge upon responsibilities delegated to the Lead Pastor.
- 2.11.1.2 Teams shall not manage any part of the congregation, nor perform staff work, except when working on a topic that is fully within the province of the Council and has not been delegated in any way to the Lead Pastor.
- 2.11.1.3 Teams shall have no executive or deciding authority except when empowered by the Council. At all other times they will strive to develop and recommend policy only.

2.11.2 FINANCIAL REVIEW TEAM

- 2.11.2.1 The Financial Review Team shall assist Council members to understand the financial statements, audit reports, etc., submitted by the Lead Pastor, Treasurer, and Audit Committee. Additionally, the team will share its reactions to these statements and reports with the Council.
- 2.11.2.2 The Financial Review Team will consist of at least two members of the Council; one member serving as Chair. Additionally, the Financial Review Team may have up to three non-council members selected from within the congregation, being appointed by the Council.
- 2.11.2.3 The Financial Review Team will research and recommend changes to financial policies to the Council.
- 2.11.2.4 The Financial Review Team will meet at least quarterly to review and to prepare for the Council a summary analysis and commentary to aid in the Council's understanding of the congregation's financial condition or projected future condition.
- 2.11.2.5 The Financial Review Team will meet at least quarterly with the Lead Pastor or his/her designee, to review the analysis of the financial condition of the congregation, the results of the annual financial audit, and the effectiveness of the policies and practices implemented by the Lead Pastor for financial control.

2.12 COUNCIL RESPONSIBILITY TO THE CONGREGATION

The Council's responsibilities to the members of the congregation are:

- 2.12.1 to conduct Congregational Meetings,
- 2.12.2 to solicit input on the appropriateness of the Strategic Direction/Plan, and
- 2.12.3 to inform the members of the progress of the Strategic Direction/Plan.

2.13 DIALOGUE WITH MEMBERS OF THE CONGREGATION

It is the Council's responsibility to identify segments of people involved in the life and ministry of the congregation, and to ask for input on the Strategic Direction/Plan/Focus. To fulfill this obligation:

- 2.13.1 The Council will periodically invite representatives of the various member segments to dialogue with the Council.
- 2.13.2 The Members' dialogue will center on, but not be limited to, these central questions:
 - 2.13.2.1 What is your reaction to the Council's "Strategic Focus/Direction/Plan" (i.e. What do you like? What concerns you? What's missing that you feel should be included? What do

you have questions about?)

2.13.2.2 What part of the “Strategic Focus/Direction/Plan” is CtK doing well? Where do we most need to improve as a congregation?

2.13.2.3 What is Christ the King Lutheran Church doing well right now to serve people in the group you represent?

2.13.2.4 What concerns do you have about how CtK is serving people in the group you represent?

2.13.2.5 What does the Council need to know about people in the group you represent in order to serve you best and to reach others outside the congregation?

2.13.2.6 What dreams do you have for CtK?

2.14 BOUNDARY MANAGEMENT

2.14.1 SCOPE OF AUTHORITY

2.14.1.1 Council members may not attempt to exercise individual authority over the congregation except as explicitly set forth in the Governing Council Policies.

2.14.1.2 Council members’ interactions with the Lead Pastor or other staff must recognize the lack of authority vested in individuals except when explicitly Council-authorized.

2.14.1.3 Council members’ interactions with public, press, or other entities must recognize the same limitation and inability of any Council member to speak for the Council.

2.14.1.4 Council members will respect the confidentiality appropriate to issues of a sensitive nature.

2.14.2 CONSULTATION WITH PRESIDENT

Should the sensitivity of an issue not be clear to a Council member, s/he shall consult with the Council President before sharing information with another person.

2.15 CONFLICT OF INTEREST

The Council commits itself and its members to ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Council members.

2.15.1 LOYALTY TO THE INTERESTS OF THE CONGREGATION

Council members must represent non-conflicted loyalty to the interests of the congregation.

This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Council member acting as a client or family member of a client of the congregation’s services.

2.15.2 FIDUCIARY RESPONSIBILITY

Council members must avoid conflict of interest and appearance of impropriety with respect to their fiduciary responsibility.

2.15.2.1 There must be no self-dealing or any conduct of private business or personal services between any Council member and the congregation except as procedurally controlled to assure openness, competitive opportunity, and equal access to “inside” information.

2.15.2.2 Council members must not use their positions to obtain employment in the congregation for themselves, family members, or close associates. Should a Council member wish to apply for such employment, s/he must first resign from the Council.

2.15.2.3 Council members will at least annually disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict.

2.15.3 RECUSAL

When the Council is to decide upon an issue about which a member has an unavoidable conflict of interest, that member shall recuse him/herself without comment from the session and may be excused from the Council session with a three-fourths vote of the Council, minus the vote of the member in question.

2.16 COUNCIL CALENDAR, AGENDA, AND MEETING STRUCTURE

2.16.1 The Council shall establish a basic structure for its Council meetings to assist the Council and Lead Pastor in processing information.

2.16.2 The Council shall establish and follow a basic agenda (See Appendix C) for every meeting that will work in tandem with the Governing Council Yearly Calendar (See Appendix B). Additional agenda items may be added as needed.

2.16.3 The Council will typically meet 12 times a year.

2.16.4 Council meetings shall be open to the Congregation to observe except as provided for in this policy manual. Requests to speak to the Council in open session must be received and approved prior to the meeting. Requests to speak to the Council should be directed to the Council President at least 48 hours prior to the meeting for approval by the Council President.

2.16.5 Only Members of the Council, Pastors under call to the congregation, invited guests, and presenters shall be seated at the Council table.

2.16.6 Attendees who are not members of the Council shall only have speaking privileges when recognized by the President (or his/her designee).

2.16.7 Five voting Council Members shall constitute a quorum at any called or scheduled meetings.

2.16.8 Executive Session

An executive session of the Council is a session open only to voting and non-voting members of the Council and is not open to the Congregation or public. Persons who are not members of the Council may be invited to attend. Minutes of these meetings are kept by the Secretary, however, since the activity is confidential, the minutes are not publicly released. The minutes of the regular or special meeting during which the executive session was held would generally identify the topic discussed in executive session but not the details of the session. The following items shall be regarded as taking place in executive session:

2.16.8.1 All legal reports and discussions.

2.16.8.2 All human resources reports and discussions.

2.16.8.3 The annual reviews of Pastors under call to the congregation.

2.16.8.4 Executive session minutes shall be distributed at the next Council meeting. Following approval, all copies shall be returned to the Secretary for destruction, with only one copy being retained.

2.17 MEETINGS OF THE CONGREGATION

2.17.1 The Congregation Council, led by the President, shall officiate at meetings of the congregation.

2.17.2 The current version of *Robert's Rules of Order* shall be the parliamentary authority at all meetings.

2.17.3 The meeting agenda shall be announced at all services of worship on the two weekends prior to the meeting and published as widely as is practical.

- 2.17.4 Only business referenced on the agenda shall be concluded at the meeting.
- 2.17.5 Only voting members of the congregation shall be eligible to vote.
- 2.17.6 The Council shall provide a roster of voting members, defined according to the Congregation's Constitution (see Constitution C8.02.c).
- 2.17.7 Voting members shall sign an official attendance list prior to the start of the meeting.
- 2.17.8 There are no proxies granted for congregational meetings.

3. LEAD PASTOR LIMITATIONS

These are constraints placed on the Lead Pastor's efforts to achieve the Corporate Goals. The Primary Limitation is further defined by the sections that follow it. Each section is further limited by all other sections. Unless restricted in the Lead Pastor Limitation Policies, all actions are acceptable.

3.1 PRIMARY LIMITATIONS

- 3.1.1 When representing the Congregation, the Lead Pastor and all staff shall not act in a manner that is unethical, imprudent, illegal or inconsistent with the Constitution, Bylaws, and Governing Policies of the Congregation.
- 3.1.2 The Lead Pastor shall not fail to hire and maintain an Office/Facilities Manager who, under the direction and through the delegation of the Lead Pastor, will carry out administrative elements of the Lead Pastor limitations.

3.2 COMMUNICATION AND SUPPORT TO THE CONGREGATION COUNCIL

- 3.2.1 The Lead Pastor shall not permit the Congregation Council to be uninformed or unsupported in its work.
- 3.2.2 The Lead Pastor shall not fail to provide written reports for all monitoring data at least three days prior to the scheduled Congregation Council meetings.
- 3.2.3 The Lead Pastor shall not allow the Congregation Council to be unaware of:
 - 3.2.3.1 relevant trends that impact the ministry of the congregation,
 - 3.2.3.2 non-compliance by Congregation Council or staff, with any governing policy,
 - 3.2.3.3 anticipated adverse media coverage (Congregation Council Members should be notified within 24 hours of the Lead Pastor's awareness of concern). Adverse media coverage includes but shall not be limited to any report of abuse or sexual, financial or professional misconduct alleged against any member of the staff that may become public or alleged violations of any state or federal law.
 - 3.2.3.4 allegations against anyone in a ministry capacity,
 - 3.2.3.5 demotion, change of compensation, suspension or release of staff (within 24 hours of such action),
 - 3.2.3.6 hiring or promotion of staff,
 - 3.2.3.7 death or serious illness of staff or their immediate family,
 - 3.2.3.8 crises affecting the work, health or safety of staff,
 - 3.2.3.9 potential lawsuits against the congregation,
 - 3.2.3.10 situations that affect the Spending Plan by 5% or more of the Plan total,
 - 3.2.3.11 changes in the assumptions on which any Council policy has been established,
 - 3.2.3.12 Churchwide or Synodical directions or recommendations that affect the Council's work, or
 - 3.2.3.13 conditions that could have a negative impact on major ministry programs of the congregation (e.g. worship, Sunday School) and reputation of the congregation.

- 3.2.4 The Lead Pastor shall not fail to provide the Congregation Council with any information the Council desires in order to make informed decisions.
- 3.2.5 The Lead Pastor shall not fail to provide the Congregation Council a quarterly update on his/her performance at meeting his/her goals and objectives.

3.3 STAFF AWARENESS

- 3.3.1 The Lead Pastor shall not fail to use the Lead Pastor Limitations in the delegation of responsibilities to appropriate staff.
- 3.3.2 The Lead Pastor shall not fail to use the Lead Pastor Limitations as a guide in the management and oversight of all operational activity.
- 3.3.3 Staff shall not fail to familiarize themselves with the Lead Pastor Limitations and to work with the Lead Pastor and other staff to ensure that all operations fall within the Limitations.

3.4 FINANCIAL

- 3.4.1 The Lead Pastor shall not cause or allow a Spending Plan that has not been reviewed and approved by the Council which:
 - 3.4.1.1 is developed after the beginning of the fiscal year,
 - 3.4.1.2 is built on anything other than an Operational (Ministry) Plan which moves the congregation forward with regard to its Strategic Direction,
 - 3.4.1.3 exceeds the annual Spending Plan approved by the Council and the Congregation,
 - 3.4.1.4 is built on unsound assumptions about financial conditions (Financial conditions are defined as projected contributions/earnings, operating costs, other income/expense),
 - 3.4.1.5 plans the expenditure in any fiscal year of more funds than are conservatively projected to be received in that period, or
- 3.4.2 The Lead Pastor shall not fail to seek the review and advice of the Treasurer less than quarterly.
- 3.4.3 The Lead Pastor shall not allow the use of any planned giving receipts that deviates from the written Planned Gifts and Designated Gifts Policies (See Continuing Resolutions C12.05.a13, C5.05.a17, Appendix D, Appendix E).
- 3.4.4 The Lead Pastor, in reporting financial activities and financial position, shall not allow deviation from generally accepted accounting principles as established by the Financial Accounting Standards Board (FASB) and the American Institute of Certified Public Accountants (AICPA).
- 3.4.5 The Lead Pastor shall not allow the handling of cash within the congregation that deviates from the written Cash Handling Policies (See Appendix F)
- 3.4.6 The Lead Pastor shall not allow any non-budgeted capital expenditure in excess of \$5,000 without prior approval of the Congregation Council

3.5 ASSET PROTECTION

- 3.5.1 The Lead Pastor shall not fail to ensure the procurement of insurance against theft, casualty, and liability.
- 3.5.2 The Lead Pastor shall not allow the plant, grounds, or equipment to be subjected to improper wear and tear or insufficient maintenance.

- 3.5.3 The Lead Pastor shall not allow the congregation, its Council, or staff to be exposed to claims of liability.
- 3.5.4 The Lead Pastor shall not fail to ensure that intellectual property, information, and files are protected from loss or significant damage.
- 3.5.5 The Lead Pastor shall not make or allow any purchase in excess of \$5,000 without obtaining comparative prices and/or competitive bids.
- 3.5.6 The Lead Pastor shall not allow any staff to receive, possess, or distribute funds under controls that are insufficient to meet the elected or appointed auditors' or reviewers' standards (See Appendix F).
- 3.5.7 The Lead Pastor shall not allow any staff to endanger the congregation's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

3.6 OPERATIONAL STRUCTURE

- 3.6.1 The Lead Pastor shall not allow an organizational structure that has a neutral or negative effect on the Strategic Direction of the congregation.
 - 3.6.1.1 The Lead Pastor shall not operate without a written plan for short-term succession.
 - 3.6.1.1.1 The Lead Pastor shall not fail to inform all staff of their responsibilities within the plan for short-term succession.
- 3.6.2 The Lead Pastor shall not operate without a written plan for the temporary or permanent absence of ministry staff. This plan shall include details regarding who will preach and administer the sacraments in the absence of an ordained minister.
- 3.6.3 The Lead Pastor shall not allow any staff to create Operational Plans and procedures that have a neutral or negative impact on the growth and development of the ministries of the congregation.

3.7 PERSONNEL

- 3.7.1 The Lead Pastor shall not allow the congregation to operate without an effective and established Operational Plan which, with regard to personnel:
 - 3.7.1.1 clarifies personnel rules,
 - 3.7.1.2 provides for effective handling of grievances,
 - 3.7.1.3 provides for evaluation procedures, and
 - 3.7.1.4 protects against wrongful conditions, such as nepotism, discrimination, and grossly preferential treatment for personal reasons.
- 3.7.2 Personnel Practices within the Operational Practices shall not:
 - 3.7.2.1 deviate from local, state, or federal law or regulations in the ethical treatment of employees,
 - 3.7.2.2 be in conflict with the effective day-to-day operation of the congregation,
 - 3.7.2.3 fail to establish an effective, written, Conflict of Interest Policy for the staff,
 - 3.7.2.4 impair the dignity, safety, and right to ethical job-related dissent of employees,
 - 3.7.2.5 fail to provide for a fair, internal grievance hearing with procedural safeguards guided by the principles of Matthew 18:15-20, or
 - 3.7.2.6 fail to provide for the effective escalation of notification, especially in instances where the Lead Pastor is a party to the dispute.
- 3.7.3 The Lead Pastor shall not promise or imply permanent or guaranteed employment.
- 3.7.4 The Lead Pastor shall not allow positions to be undefined or allow position descriptions

that inaccurately reflect the responsibility and tasks assigned to the position.

- 3.7.5 The Lead Pastor shall not allow positions to exist where there are inadequate resources available for a qualified person assigned the position to succeed.
- 3.7.6 The Lead Pastor shall not allow the Lead Pastor's position description to assume authority that is clearly delegated to some other entity or person.
- 3.7.7 The Lead Pastor shall not fail to ensure that annual written staff evaluations are concluded and that the results are shared with the appropriate staff member.
- 3.7.8 The Lead Pastor shall not fail to ensure the staff is informed of the process being used to make personnel decisions, except to maintain the personal privacy of those being served or as required by law or the Governing Policies.
- 3.7.9 The Lead Pastor shall not fail to ensure that staff is acquainted with their rights under the Operational Practices.

3.8 COMPENSATION

- 3.8.1 The Lead Pastor shall not fail to establish compensation and benefits that are consistent among staff members.
- 3.8.2 The Lead Pastor shall not, without justification, allow compensation that deviates materially from the geographic or professional market skills for the called or employed workers.
- 3.8.3 The Lead Pastor shall not change his/her own compensation and benefits.

3.9 LONG RANGE OUTLOOK

- 3.9.1 The Lead Pastor shall not fail to provide his/her Long Range Outlook annually to the Congregation Council.
- 3.9.2 The Lead Pastor shall not develop a long-range outlook study that fails to consider the Strategic Direction of the congregation.
- 3.9.3 The Lead Pastor shall not develop a long-range outlook study that fails to consider and identify changes in the climate and conditions that affect the congregation.

3.10 PLANNING

- 3.10.1 The Lead Pastor shall not fail to ensure the development and maintenance of an annual Operational Plan.
- 3.10.2 The Lead Pastor shall not allow an Operational Plan that fails to align with the Strategic Direction.
 - 3.10.2.1 The Lead Pastor shall not allow any staff to create an Operational Plan that has a neutral or negative impact on the growth and development of the ministries of the congregation.
 - 3.10.2.2 The Lead Pastor shall not allow the staff to develop an annual Spending Plan without previewing and updating its Operational Plan.
- 3.10.3 The Lead Pastor shall not allow the staff to begin a new fiscal year without previewing and updating its Operational Plan.

3.11 OPERATIONAL CRISIS MANAGEMENT

The Lead Pastor shall not allow the congregation to operate without a written Operational Crisis Management Plan.

3.12 MINISTRY PROGRAM

- 3.12.1 The Lead Pastor shall not operate ministries without the benefit of regular and ongoing interactions with and advice from Ministry Teams made up of lay members of the congregation.
- 3.12.2 The Lead Pastor shall not allow staff to conduct their ministries without a commitment to the “priesthood of all believers.”
 - 3.12.2.1 The Lead Pastor shall not allow the existence of Ministry Teams that are ineffective or opposed to the Strategic Direction.
 - 3.12.2.2 The Lead Pastor shall not fail to provide adequate training, encouragement, and support for the Ministry Teams.
 - 3.12.2.3 The Lead Pastor shall not fail to have the Ministry Team Leaders/Chairs engaged with the Council for conversation and edification at least once per year.

3.13 STRATEGIC ALLIANCES

The Lead Pastor shall not fail to explore and, as appropriate, establish strategic alliances.

3.14 GIFTS AND BEQUESTS

- 3.14.1 The Lead Pastor shall not allow the congregation to operate without a plan to promote and receive gifts and bequests from the congregation.
- 3.14.2 The Lead Pastor shall not permit the congregation to accept gifts and bequests that run counter to the congregation’s values and policies, have a neutral or negative effect on the Strategic Direction, or violate the congregation’s 501(c)3 not-for-profit status.

4. GOVERNING COUNCIL/LEAD PASTOR RELATIONSHIP

4.1 MANNER OF DELEGATING

- 4.1.1 The function of the Council is to develop, monitor, and enforce governing policy, not to implement it.
- 4.1.2 Except for delegating assignments of its own work to Ministry Teams, Task Forces, consultants, or officers, the Council shall delegate authority only to the Lead Pastor. Any other subordinate employee or entity operating with the authority of the Congregation shall receive that authority from the Lead Pastor or a person assigned such authority by the Lead Pastor.
 - 4.1.2.1 The Council shall relate to all staff officially only through the Lead Pastor.
 - 4.1.2.2 Members of the Council shall be prudent and discrete in their contact with staff and shall keep the Lead Pastor informed about significant contacts they have with any staff member.
- 4.1.3 The Council shall address only broad levels of issues in governing policies leaving lesser levels (i.e. operational practices) to the discretion of the Lead Pastor. The Lead Pastor, using any reasonable interpretation of the Congregation’s stated Strategic Direction and Lead Pastor Limitations, may develop operational guidelines, rules or procedures, and may make decisions in any way the Lead Pastor deems appropriate as long as governing policies adopted by the Council are observed.
- 4.1.4 The authority of the Lead Pastors shall begin where the explicit pronouncements of the Council end. Except as required by governing policies or law, decisions of the Lead Pastor do not need approval of the Council.

4.2 LEAD PASTOR FUNCTION

The Lead Pastor shall:

- 4.2.1 Be empowered to take all actions and make all administrative decisions that are deemed necessary to attain congregational goals except actions which are:
 - 4.2.1.1 not in accordance with the congregation's Strategic Direction,
 - 4.2.1.2 in violation of civil or criminal law, ELCA rules or procedures, applicable regulations, of courts, or commonly accepted business and professional ethics, or
 - 4.2.1.3 in violation of the Constitution and Bylaws or other specific Lead Pastor Limitation policies.

4.3 LEAD PASTOR ACCOUNTABILITY

- 4.3.1 The Lead Pastor shall be accountable to the Council for:
 - 4.3.1.1 achievement of the congregation's Strategic Direction through personal and staff action,
 - 4.3.1.2 compliance of personal and staff actions to limits established in the Lead Pastor Limitations policies,
 - 4.3.1.3 providing counsel to the Council through personal and staff action, including counsel on social, legal, theological, synodical, churchwide and other changes relevant to the Council's decision areas,
 - 4.3.1.4 obtaining the approval of the Council for changes to the Lead Pastor's position description within the personnel constraints, and
 - 4.3.1.5 relating with integrity, honesty, and straightforwardness to the Council.

4.4 LEAD PASTOR MINISTRY REVIEW

- 4.4.1 The Council shall consistently communicate with the Lead Pastor regarding his/her performance and at least annually conduct a formal performance appraisal.
 - 4.4.1.1 The Council shall meet with the Lead Pastor prior to the beginning of each Plan year to discuss the Lead Pastor's intended measures of success for the next year.
- 4.4.2 In conducting the Lead Pastor's annual performance appraisal, the Council shall only consider the congregation's progress toward achieving the Council's desired outcomes. Advancement of the Strategic Direction goals, while staying within the Lead Pastor Limitations and complying with other policies, shall be seen as successful performance by the Lead Pastor.
 - 4.4.2.1 In conjunction with the annual appraisal, the Council shall discuss and document the Lead Pastor's performance without the Lead Pastor being present. This discussion shall focus only on adherence to policy.
 - 4.4.2.2 In addition to other information they may seek in conducting the performance appraisal, the Council may interview staff members who report directly to the Lead Pastor concerning her/his performance. These documented interviews will focus only on adherence to policy. The Council shall speak with one voice when reporting the results of this discussion to the Lead Pastor.
- 4.4.3 When the performance appraisal has been completed, the Council shall review the appraisal in person with the Lead Pastor and provide her/him with a written copy.
 - 4.4.3.1 The Council shall allow the Lead Pastor an opportunity to respond in writing to his/her appraisal.

- 4.4.3.2 If the Lead Pastor's performance appraisal is less than acceptable, the Council shall counsel the Lead Pastor and, with the Lead Pastor, establish a written plan to improve his/her performance.

4.5 EXCEEDING LEAD PASTOR LIMITATION POLICIES

- 4.5.1 The Lead Pastor shall give immediate notice to the President of the Council once a Lead Pastor Limitation has been recognized to have been exceeded.
 - 4.5.1.1 If the Lead Pastor Limitation has been exceeded in excess of 90 days and has gone unnoticed, the Lead Pastor, in consultation with the Council, will improve the monitoring method.
- 4.5.2 If the exceeded Lead Pastor Limitation is immediately correctable, the Lead Pastor shall take the necessary action within the policies and report the results to the Council.
 - 4.5.2.1 If the exceeded Lead Pastor Limitation is not immediately correctable, the Lead Pastor shall establish and implement corrective actions, reporting them and gaining approval of a deadline for complete correction from the Council.
 - 4.5.2.2 The Lead Pastor shall continue to report in a timely fashion on the actions taken and their results until the exceeded Lead Pastor Limitation is corrected.
 - 4.5.2.3 The Lead Pastor shall give immediate notice to the Council when it is recognized that a deadline will be missed, and/or submit a new plan for action.
 - 4.5.2.4 The Lead Pastor may use internal or external resources to correct the exceeded Lead Pastor Limitation without violating the Lead Pastor Limitations Policies.
- 4.5.3 The Council shall review any Lead Pastor Limitation Policy that has been exceeded for its soundness as a test of ethical and prudent behavior.
- 4.5.4 The Council shall not allow one-time exceptions to policies. If an action is acceptable under certain conditions, then those conditions shall be stated in the policy.
- 4.5.5 The Lead Pastor shall develop or improve processes to avoid recurrence of any exceeding of Lead Pastor Limitations.
- 4.5.6 If repeated recurrences of exceeding Lead Pastor Limitations occur, the Council may conduct an additional performance evaluation of the Lead Pastor.

4.6 MEANS OF MONITORING

- 4.6.1 For the most part, the Council will utilize Management Reports submitted by the Lead Pastor to monitor adherence to and progress achieving Strategic Direction.
- 4.6.2 Management Reports: These are periodic statements and overviews which provide information and counsel to the Council on programs, trends, and developments that may affect the Council's work and which report on the Lead Pastor's compliance with Council policies. The Lead Pastor shall:
 - 4.6.2.1 Report at least twice per year to the Council on the progress achieved towards the Corporate Goals and metrics of the congregation.
 - 4.6.2.2 Provide to the Council monthly financial statements organized and presented around the Financial Conditions policy (See Policy 3.4.1.4).
 - 4.6.2.4 Provide to the Council the current criteria established for sound financial conditions (See Policy 3.4.1.4).
 - 4.6.2.5 Provide to the Council the current operational practices and revisions as they occur.
 - 4.6.2.6 Provide to the Council new operational structures as they are developed with an

explanation of the responsibilities assigned.

- 4.6.2.7 Provide to the Council summaries of each new program and ministry as they are developed.
- 4.6.2.8 Present to the Council semi-annually his/her personal Ministry Growth Plan.
- 4.6.2.9 Provide annual reports concerning the roster of "Ministry Teams" being used by each staff member in fulfillment of the Ministry Plan (See Policy 3.12).
- 4.6.3 In reviewing all reports, the standard for compliance with all policies shall be the Lead Pastor's reasonable interpretation of governing policies. While the Council shall make the final determination regarding such reasonable interpretation, they shall do so in a neutral and unbiased manner.

Appendix A - Pending Council approval at the February 2019 Council Meeting

APPENDIX A – GLOSSARY

Action Teams/Ministry Teams – Groups of individuals functioning as a team, under a written charter, to accomplish specific governance or operations objectives.

Amendments – The process by which changes are made to the Constitution and Bylaws. (See C16)

Bylaws – The principal governing document that supplements and expands on the Constitution. (See C17)

Call – The congregation extends a “divine call” to Rostered Leaders (ordained as pastors or consecrated as deacons) of the ELCA to serve in ministry positions. These ministers have previously received a call from the Holy Spirit to serve the church, prior to being endorsed by the ELCA.

Congregational Forum – Informational gatherings of the Congregation which, held at least three times each year, seek the input and feedback of members and friends of the congregation. No other official business is conducted during the forums. (See 2.12, 2.13)

Constitution – The principal governing document that records the fundamental nature, functions, and limits for governing the congregation.

CtK/Christ the King – The official name of the congregation is Christ the King Lutheran Church. This name is used on legal documents. In common use, the Congregation is referred to as “CtK” or “Christ the King.”

ELCA – Abbreviation for the Evangelical Lutheran Church in America. The ELCA exists in three “expressions:” congregations, synods, churchwide.

Governance – How an organization organizes itself to carry out its mission and vision – effectively, efficiently, and in harmony with its values.

Governing Council/Church Council/Congregation Council – The group of Voting Members authorized by the Congregation to carry out the governing responsibilities not reserved to the Congregation. (See 5, C12)

Indemnification – The process by which officers, rostered leaders, and employees are protected from liability in carrying out their duties on behalf of the Congregation.

Lead Pastor – The Pastor under call to the congregation who is tasked with administration and serves as the point person between governance and operations of the Congregation.

Members – Members of the Congregation who join in serving members and non-members. (See C8)

Ministry(ies) – Generally refers to services to and by the members of the Congregation.

Ministry Team Leaders/Chairpersons – Those staff (paid and volunteer) who are appointed by the Lead Pastor to provide leadership and direction to the operations of the congregation in pursuit of the Strategic Direction and within the Lead Pastor Limitations.

Mission(s) – Generally refers to services by the members for the benefit of the community at large and those outside the Congregation.

Montana Synod – A geographic unit of the ELCA comprised of more than 100 congregations in Montana and Northern Wyoming. The Synod Office is in Great Falls, Mont.

Ordained Ministers – Pastors ordained to the Ministry of Word and Sacrament in the ELCA and churches with whom the ELCA is in Full-Communion.

Paid Staff – All members of the staff who are compensated from congregation funds for the services they render. Compensation includes cash salaries or wages, and benefits if they are classified as full-time employees or as negotiated and approved by the Council.

Strategic Alliances – Mutually beneficial relationships with other organizations or individuals built upon a common vision or goal, which allow all parties to honor their core values, enhance the pursuit of their missions, and maintain operational autonomy.

Voting Members – Confirmed members of the congregation who have received Holy Communion in the congregation and have a record of giving in the preceding 12 months.

Appendix B – Pending Council approval at the February 2019 Council meeting

APPENDIX B – COUNCIL ANNUAL CALENDAR

	COUNCIL ACTIONS	J	F	M	A	M	J	J	A	S	O	N	D
1	Conduct Congregational Forums	X			X					X			
2	Review Council Policy Manual		X			X					X		
3	Conduct Council Meetings	X	X	X	X	X	X	X	X	X	X	X	X
4	Conduct Annual Meeting	X											
5	Install New Council Members		X										
6	Conduct Council Orientation & Training		X										
7	Elect Council Secretary and Treasurer		X										
8	Review Annual Ministry/Spending Plans										X	X	
9	Give Guidance to Nominating Committee									X			
10	Lead Pastor Performance Review					X						X	
11	Appoint Financial Review Team		X										
12	Conduct Financial Review Team Meetings			X			X			X			X
	VOTING MEMBERS ACTIONS												
1	Attend Congregational Forums	X			X					X			
2	Attend Annual Meeting of the Cong.	X											
3	Elect Members to Nominating Committee	X											
4	Elect New Council Members	X											
5	Review Annual Ministry/Financial Plans	X											
6	Adopt Annual Spending Plan	X											

APPENDIX C - CONGREGATION COUNCIL MEETING AGENDA

The Council meeting agenda shall work in tandem with the Annual Calendar. The agenda structure is designed to assist the Council and Lead Pastor to process information in a way that allows them to maintain a policy based governance orientation. Additional items may be added as needed.

1. Call to Order
2. Roll Call
3. Devotion
4. Minutes Approval
5. Agenda Approval
6. Hearing of Guests
7. Board Business
 - a. Monitoring
 - i. Lead Pastor Report
 - ii. Treasurer's Report
 - iii. Other Team Reports
 - b. Lead Pastor Plan Review & Adoption
 - i. Yearly Plans
 - ii. Budget
 - c. Policy Review and Revision
 - d. Other Actions
8. Board Training
9. Board Self-Examination
10. Adjournment
11. Closing Prayer

**APPENDIX D- DESIGNATED GIFTS POLICY (passed as Continuing Resolution,
needing review)**

APPENDIX E – PLANNED GIFTS POLICY

APPENDIX F – CASH HANDLING POLICY

APPENDIX G – COUNCIL COMMUNICATION TO NOMINATING COMMITTEE

Appendices D-G All need completion and approval by the Council

Appendix E – Pending Council approval at the February 2019 meeting.

Appendix E – Planned Gifts Policy

Appendix F Pending Completion and Council approval at the February 2019 Council meeting

Appendix F – CASH HANDLING POLICIES

F.1 CHURCH INCOME

- F.1.1 No individual will be required or allowed to handle material amounts of the congregation's income alone at any time.*
- F.1.2 Except for minimal cash (less than \$50) cash for coffee sale change, no cash will be stored in the church building on a regular basis.*
- F.1.3 All income transactions (receipts and disbursements) will be properly recorded and verifiable. It is understood that the recording of contributions/gifts from members of the congregation is a confidential matter and such records are only available to the Lead Pastor and staff designated by the Lead Pastor for maintaining and developing reports against these records. Summary statements of member activity may be provided to the Council when required.*
- F.1.4 Persons involved in handling income should not be involved in any way in the handling of except for the Office/Facility Manager or the Treasurer or designee.*
- F.1.5 All persons who handle money in the church and all its auxiliaries must be covered under an employee dishonesty blanket bond.*
- F.1.6 All marketable securities, notes, and valuable personal property must be kept in a safe, secure location on church grounds or in a financial institution.*
- F.1.7 Fund collected from activities such as fundraisers, special events, etc., should be directed to those responsible for recording and making bank deposits of these funds. A copy of the deposit slip and summary report is given to the Office/Facility Manager and the Treasurer.*

F.2 WORSHIP OFFERINGS

- F.2.1 Immediately following a service of worship, two persons will carry the contents of the offering plates to a room for counting, or placed in the safe for future counting. Church funds/offerings are never to be taken off site for counting.*
- F.2.2 Envelopes are to be opened, and loose checks recorded, by the offering counters as a group or by designated staff. Members will be encouraged to mark envelopes and checks as to the intent and purpose if for other than undesignated offerings.*
- F.2.3 Balances between envelope totals and cash/check totals are to be reconciled.*
- F.2.4 Check and attributable cash offerings are to be recorded in the giving software.*
- F.2.5 A summary report, outlining the amounts to be credited to the various accounts, is to be prepared and initialed by at least two persons.*
- F.2.6 A deposit slip is prepared by at least two persons. All monies shall be deposited promptly.*
- F.2.7 A copy of the deposit slip and the summary report are give to the Office/Facility Manager and to the Treasurer.*
- F.2.8 Members should be encouraged to make their offering by check or by automated bank transfer, not by cash.*

F.3 CHECK HANDLING

- F.3.1 Bills and obligations should be approved for pa*

