

All Saints Lutheran Church
Of
Port Orange, Florida
Continuing Resolutions

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**ALL SAINT LUTHERAN CHURCH
CONTINUING RESOLUTIONS**

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CONTINUING RESOLUTIONS

INTRODUCTION

The Constitution, chapter 18, authorizes the Congregation Council to enact Continuing Resolutions. These resolutions are to describe the responsibilities of each focus area, committee, or other organizational group and give clarity to the Constitution and Bylaws where it is deemed necessary.

To the extent possible the Constitution Committee limited placing details such as duties and tasks in the Constitution or Bylaws and instead included them in the Continuing Resolutions. This is to provide the Congregation Council with as much autonomy as possible. For this reason the duties and tasks of officers have been included in Continuing Resolutions.

Continuing Resolutions may be established, changed, amended, or deleted by independent formal action of the Congregation Council without further approvals. They must not conflict with the Constitution or the Bylaws which are the governing documents. These resolutions shall be adopted by formal action of the Congregation Council and become part of the Congregation's Governing Documents.

The paragraph coding corresponds with the coding in the constitution. For example paragraph C4.04.01 is a Bylaw in chapter 4 of the constitution while C4.04.01.A06 is a Continuing Resolution related to the same paragraph. The letter A indicates that it is the first Continuing Resolution relating to the paragraph and the 06 indicates it was adopted in 2006. Should this resolution be amended in 2006 it would become B06. A further amendment in 2007 would become C07.

CONTINUING RESOLUTIONS

C4.04.01.B09

a. **Focus Area Ministries** are listed and briefly described in the All Saints Lutheran Church Opportunities Manual.

b. The **Worship Focus Area** promotes and implements the celebration of the Gospel through worship and music. They assist the pastor(s), cantor, and congregation council in assuring that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America.

1. The Staff Representative for the Worship Focus Area shall be the Cantor.
2. A Council Representative provides oversight for this focus area.

c. The **Inreach Focus Area** shall assess the spiritual needs and gifts of All Saints members, provide Christian fellowship, education opportunities, and administer basic care and support, in order that this community of saints may be knit together as one body and empowered to make Christ known to one another and to the world.

1. The Staff Representative for the Inreach Focus Area shall be the Inreach Pastor.
2. A Council Representative provides oversight for this focus area.

d. The **Outreach Focus Area** shall promote and implement evangelism and witnessing to the Gospel of Jesus Christ. They shall endeavor to extend Christian service to the local and worldwide community.

1. The Staff Representative for the Outreach Focus Area shall be the Outreach Pastor.
2. A Council Representative provides oversight for this focus area.

e. The **Foundation Focus Area** is responsible for management of congregational facilities, supervision of support employees and volunteer office workers, finances, and performance of daily functions. The focus group is responsible for the proper care, maintenance and security of all the congregation's properties, buildings, grounds and vehicles, keeping same in good repair and appearance.

1. The Staff Representative for the Foundation Focus Area shall be the Business Manager.
2. A Council Representative provides oversight for this focus area.

CONTINUING RESOLUTIONS

C4.04.03.B08.

- a. The service term for each of the four **Focus Area Coordinators** shall be two years, and members shall be eligible to serve additional terms.
- b. Focus Area Coordinators have the following responsibilities:
 1. Recruit and fill vacant ministry leadership positions.
 2. Have quarterly contact with ministry leaders to review/set goals.
 3. Make requests for council action if needed.
 4. Recognize and give thanks for ministries.
 5. Changes to the Opportunities Manual shall be submitted to the Business Manager in January.
 6. Submit focus area spending plan for upcoming year in timely manner.
 7. Submit three focus area reports per year to the council on a rotational basis with the other focus areas.
 8. Submit an annual report to the Business manager by November 1, to be used in the Annual Congregational Report.

C9.04.01.A06.

Pastor(s) Duties and Compensation

The form “Definition of Compensation, Benefits, and Responsibilities of the Pastor”, is currently identified as (Pas-Comp. WPD-5/14/99).

C9.04.02.A07.

Administrative Authority

The Senior Pastor, Lead Pastor, or Interim Pastor shall have administrative authority over staff and support staff.

C10.01.A06.

The **Annual Meeting** shall be planned to encourage a large attendance of the voting members. An agenda shall be prepared by the Executive Committee and approved by the Congregation Council. The approval of the agenda shall be the first order of business at the annual meeting. Written annual reports shall be presented by the pastor(s), officers and other staff. Written reports from all Focus Areas shall be provided. Any of these reports are open to question, discussion, or comment. Changes can be made by a majority vote of the membership present. The reports may be accepted by the membership as submitted or accepted subject to specified change(s). Other appropriate business can be raised by any member. Members should try to get such business included in the agenda prior to the meeting if possible.

C11.01.04.B09.

The President is responsible for the secular activities of the congregation. This person presides over congregation meetings and the Executive Committee. He/she may attend any meeting of an organization within the congregation and take part as a regular voting member.

CONTINUING RESOLUTIONS

C11.01.05.B09.

The Vice President will see that the meeting place for the Council is arranged and ready and documents and reports needed are available. He/she shall develop a working knowledge of the constitution, bylaws, continuing resolutions, articles of incorporation, and Roberts Rules of Order so as to act as parliamentarian. This person shall assist the President to assure that this constitution, bylaws, and continuing resolutions are upheld and kept current. The Vice President shall serve as convener for the Focus Area Coordinators. The Vice President shall also serve as chairman for the Personnel Committee. He/she shall take on special assignments as requested by the President.

C11.01.06.B09.

The Council Secretary shall prepare or see that correspondence as needed by the Council is prepared and be the custodian of Council files and documents. The Council minutes shall include the names of the members and visitors present and members absent. A first draft of the Council minutes shall be distributed to Council members and the Business Manager within one week of the Council meeting. He/she shall provide synopses of Council actions to inform the congregation via the news letter and/or other means. He/she may be required to handle legal documents, be a signer for the congregation, or attest to signatures depending on the requirements of the document.

C11.01.07.B09.

The Treasurer coordinates the activities of the Controller, Financial Secretary, and the Income Records Secretary. This person advises and assists on matters concerning financial policy and supervises the financial and fiscal activities of this congregation. He/she chairs the Spending Plan Ministry and the Finance Committee. This person sees that financial reports are timely and in good order. The Treasurer shall not have check signing authority.

C11.01.08.A06.

The Controller, acting within the authority of the Treasurer, and in consort with the Business Manager, is responsible for the congregations banking and financial institution activities and cash position of major accounts. The Controller gives particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the Synod. The Controller has the authority to sign checks. The Controller also works closely with the Gifts and Memorials Committee to complete disbursement requests. As authorized he/she approves disbursements from church and church organization accounts.

CONTINUING RESOLUTIONS

C11.01.09.AO6.

The Financial Secretary monitors spending relative to the approved Ministry Spending Plan. The Financial Secretary shall be responsible for assuring that the appropriate Focus Area Staff personnel are provided with a report of monthly expenditures compared to the spending plan. Significant spending plan overages, and concerning spending trends, shall be reported to the Treasurer as soon as practical in an effort to curtail continued overages. When appropriate the Financial Secretary may serve as a consultant and substitute for the Business Manager. He/she serves as a member of the Finance Committee.

C11.01.10.AO6.

The Income Records Secretary keeps individual records of the congregation's giving and other income and provides periodic statements to the membership. He/she provides such information as the Business Manager may need, provides regular reports to the Treasurer, and reports as requested by the Stewardship Committee. This person receives necessary income information from the money counters. He/she is responsible for the money counting policies and directs the Money Counters Ministry.

C12.01.01.AO6

A person elected to the Congregation Council will be expected to accept a leadership role in the congregation and attend all council meetings and retreats. He/she shall become familiar with the constitution, bylaws, continuing resolutions, and policies and procedures. He/she shall be prepared to take on special assignments as requested by the President.

C12.05.01.A07

Increasing the Annual Spending Plan The recommendation from the finance officers is intended to give the council members additional insight into the financial health of the congregation. The decision to increase the annual spending plan remains with the Congregation Council.

C12.05.03.AO6.

Benevolence as approved by the congregation during the December 2003 meeting, the benevolence paid specifically in support of the synodical and churchwide organizations (known as apportionment) be at least 7.0% of unrestricted giving for 2004 increasing by 0.5% in 2005 and each year thereafter. (e.g. 7.5% in 2005; 8.0% in 2006). Unrestricted giving is defined as plate, envelope giving, and special services contributions. The percentage of unrestricted giving paid to all benevolences is to increase annual by at least 0.5% (e.g. 8% in 2004; 8.5% in 2005; 9% in 2006). Since this was a resolution approved by the congregation, it will require action by the congregation to change this policy.

CONTINUING RESOLUTIONS

C12.11.01.A06.

Visitors to a Council Meeting planning to present or discuss an issue should, prior to the meeting notify a member of the Executive Committee, to have his/her issue placed on the meeting agenda.

C13.01.A06.

The Executive Committee prepares agenda for the Congregation Council, congregation's annual meeting, and special meetings. In situations requiring immediate action the President must contact each council member, by E-mail or other expeditious means, in order to determine a course of action. Such action must be ratified at the next regular council meeting. The committee monitors and determines that council directives are being carried out. In the absence of a Mutual Ministry Committee, these duties shall be fulfilled by the Executive Committee.

C13.02.01.B07.

The Nominating Committee

- a. The Nominating Committee shall meet during January of each year to select a spokesperson, review current by-laws and Continuing Resolutions pertaining to the Nominating Committee, and review individual term limits as applicable. The spokesperson will coordinate the committee's activities, set time and place for meetings, and be a contact for the committee.
- b. Work closely with the Congregation Council to keep the Continuing Resolutions describing responsibilities of the Nominating Committee current.
- c. This committee shall provide a slate of candidates to fill council member vacancies for the following year. It is recommended that the slate exceed the number of vacancies by at least two. It shall also provide candidates for the Finance Compliance Review Committee, Focus Area Coordinators, and the succeeding Nominating Committee.
- d. This Committee shall meet periodically during the year to review the membership roster to find potential leaders. Resources from the Spiritual Gifts Team are available to assist the Nominating Committee.
- e. This committee shall plan, direct, and supervise the elections at the annual congregation meeting. It shall arrange to tally the ballots and announce the results. It shall see that the results are also published in the news letter.
- f. Report committee activity to the congregation on a quarterly basis via "The Trumpet".
- g. Have council nominee biographies available for membership review one (1) week prior to the December Congregation Meeting.
- h. The Pastor(s) shall provide oversight for the Nominating Committee. [see also C.13.08]

CONTINUING RESOLUTIONS

C13.03.01.A06 The Finance Compliance Review Committee (FCRC)

- a. The FCRC shall select a spokesperson from among its members. The person will coordinate the committee's activities, set time and place for meetings, and be a contact for the committee. The Business Manager shall provide copies or original documents, as appropriate, to the committee as needed for the review. Original documents can not be removed from the Church building. The final report must be received by the Executive Committee for their November meeting.
- b. The most current copy of the Financial Compliance Review Policy shall be used outlining the duties and procedures for the committee.

C13.04.01.A06. The Mutual Ministry Committee shall meet with the Pastor(s) and staff both together and individually to express thoughts and concerns of the church. This group will be very private and all that is discussed will be kept in strictest confidence. There will be no minutes taken at any meeting so that all involved can share all that they feel. This committee will not report to Council but will listen and provide nurturing to the staff.

C13.06.01.A06. The Finance Committee shall assist and advise the Treasurer concerning our congregation's financial and fiscal policy as needed to function in council as the Treasurer. It will meet at least quarterly, and at a time and place designated by the Treasurer. It shall oversee all church financial and fiscal activities, keep proper records in form and substance consistent with accepted financial practice. Financial transactions, commitments and payments are to be properly authorized including adjustments and transfers within the spending plan, and reports provided as may be required for the Treasurer. It shall develop and keep financial and fiscal records as the Council may require. The Business Manager shall provide such computer assistance and record keeping as the committee may need.

C13.06.02.A06. The Personnel Committee

- a. The committee will be responsible for developing and keeping current all job descriptions. These descriptions explain the duties, training, and skills that each job requires.
- b. The committee will be responsible for overseeing the hiring and separation of employees. Their duties include, but are not limited to: recruiting, screening, interviewing, testing, checking references, defining benefits and compensation, presenting candidates to the Congregation Council for hiring decisions, and following by extending and offer of employment.

CONTINUING RESOLUTIONS

C13.06.02.A06. The Personnel Committee

- c. The committee will conduct yearly performance evaluations of Pastor(s), employees, and lay workers that receive financial compensation from this congregation.
- d. The committee shall be responsible for administering the Sexual Harassment and Misconduct Policy, and the Background Check Policy.
- e. The committee shall be responsible for maintaining and updating the Employee Handbook.
- f. The committee shall work with the Congregation Council and Pastor(s) to complete the responsibilities of Article C9.04.01.
- g. The Congregation Council shall provide oversight to this committee.

C13.06.03.A06. Gifts and Memorials Committee

- a. The objective of this ministry is to encourage gifts, bequests, and other planned giving to All Saints Lutheran Church and to provide a mechanism for the use of such gifts to further the mission of the church and the work of Jesus Christ.
- b. The function of the ministry is to administer the policy to fulfill the ministry objective. The most current Gift and Memorials Policy shall be used outlining the committee's responsibilities.

C13.06.04.A06. Stewardship Committee

- a. The committee shall select a spokesperson from among its members. The person will coordinate the committee's activities, set time and place for meetings, and be a contact for the committee.
- b. The Stewardship Committee shall promote and implement the Christian Stewardship of our lives and resources. It shall be charged with the responsibility of promoting the expression of our faith in daily living and service, including the Christian use of money. It shall promote proportionate giving for the Lord's work locally and through the church's worldwide ministries. Toward this end, the committee shall be responsible for providing a year-round stewardship emphasis and educational program, as well as conducting the Annual Affirmation and Response.

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C13.06.05.A06 Documents/Policies Committee

The Documents/Policies Committee have the following responsibilities:

- a. Review existing policies on a yearly basis.
- b. Submit changes of existing policies to the Congregation Council for approval.
- c. Develop new policies as requested by the Congregation Council.
- d. Record changes to the ASLC Continuing Resolutions as requested by the Congregation Council.
- e. Keep a record of all ASLC Congregation Meeting Resolutions.
- f. Revise the ASLC Constitution and By-Laws to comply with Amendments by the Churchwide Assembly, or as requested by the Congregation Council.