

Council Responsibilities & Expectations

Calvary Lutheran Church council is responsible for the fiduciary and visioning leadership of the congregation as well as being able to consistently tell the story of our congregation's mission, values, goals and accomplishments. Per Calvary's Constitution, our responsibilities are:

CHAPTER 12. CONGREGATION COUNCIL

- C12.01.** The voting membership of the Congregation Council shall consist of the officers of the Congregation and the number of elected Council members of the Congregation as provided for in the by-laws. Any members on the active roster of the congregation may be elected, subject only to the limitation of the length of continuous service permitted in that office. Consistent with the laws of Minnesota the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances. A members place on the Congregation Council shall be declared vacant if the member is absent from four successive regular meetings of the Congregational Council without cause.
- C12.02.** Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.
- C12.03.** The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:
- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
 - b. To supervise all schools, organizations, committees and task forces of the congregation.
 - c. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
 - d. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
 - e. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
 - f. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
 - g. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
 - h. To arrange for pastoral service during the sickness or absence of a pastor.
 - i. To emphasize partnership with the synod and church-wide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
 - j. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- C12.04.** The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of directors of this congregation, and as such shall be responsible for the maintenance and protection of the property of the church and the management of the business and financial affairs of the church. It shall have the powers and

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be subjected to the obligations that pertain to such boards under the laws of the State of Minnesota, except as otherwise provided herein.

- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council may enter into contracts of up to \$20,000.00 for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations more than \$20,000.00 in excess of the anticipated receipts only after approval by a congregation meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and church-wide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.05. The Congregation Council shall see that the provisions of this constitution are carried out.

C12.06. The Congregation Council shall provide for an annual review of the membership roster.

C12.07. The Congregation Council shall be responsible for assuring the proper supervision of all congregational staff.

C12.08. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

C12.09. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor(s) or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.10. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council.

C12.11. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the [senior] pastor or interim pastor, except when the [senior] pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting. Chronic or repeated absence of the [senior] pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.

C12.12. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

As an elected body, our expectations of one another are:

Worship regularly

Make a commitment to tithe to the church. Participate in the spiritual financial pledge and any congregational wide appeal

Be a positive member of our congregation

To attend at least one enrichment event outside of Calvary (through the synod or other)

Friday Tidbits will highlight ministry and mission happenings each week by the Senior Pastor

Come to meetings on time

Be prepared for meetings (reading ahead; asking questions in your area of influence, staff and other council leaders; gaining information on specific topics). Understand how to use Wiki

Agendas and reports for each meeting is drafted & sent to the council the Friday prior to the meeting. All council members have until Monday at 5:00 PM to add to the agenda. After that, the agenda is set and no further additions will be added unless the council approves the addition at the meeting.

Passionately express your opinions

Be respectful and considerate of others when disagreeing

Be the voice for the congregation and give feedback to the council about what you hear

Act as a decision making body in meetings

Once council votes on a matter it then becomes the will of the council and needs to be supported by the entire council

Serve as a liaison to a ministry team with fiduciary responsibilities

If any of these expectations/responsibilities are compromised by any individuals of the elected council, they will meet first with the Senior Pastor and president of the congregation to address the issue raised and to find a solution that is appropriate. If needed, the full council will be brought into the process after the initial meeting.

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