

DAVIS LUTHERAN
CHURCH

LEADER
HANDBOOK

Members of Church Council

Elected Members-at-large

Up to 5, no less than 3

Elected Congregational Officers

Congregational President: May Turner term expires 2011

Congregational Vice President: Bill Davis term expires 2011

Congregational Secretary: Ali Steele term expires 2011

Treasurer: Dennis Ojakangas term expires 2010

Financial Secretary: Bill Badham term expires 2011

Pastor

Rev. Jeff Irwin

The council member handbook is to assist the congregation in organizing its ministries in such a way that the mission, vision and goals of the congregation are furthered and met. It includes the following:

- Council Meetings and Times**
- Calendar of events**
- Duties of Council Officers and endorsed committees.**
- Chapters 12 and 13 from the congregational constitution as a reference to decision-making and procedures.**
- Council meeting agenda model**

The council handbook is a resource for council members, committee chairs/members, and members of the congregation. It should be review and updated when needed.

Council Meetings and Times

Regularly scheduled meetings: 3rd Tuesday of every month. 7:15 p.m. *(Council does not meet in July and August.)*

Congregational Meetings: Annual meeting 3rd Sunday of November after worship. A spring meeting is often included.

Listening Posts: Scheduled 2 or 3 times a year during Adult Education to facilitate congregational communication and support of ministries.

Retreats: Council tries to set aside a daylong retreat for spiritual growth and/or mission planning. One or two retreats happen a year.

All council members are asked to attend regularly scheduled monthly meetings, congregational meetings, and retreats. A representative group should attend the listening posts when scheduled and report to the council.

Calendar of Events

September

Fall, Winter, Spring worship schedule resumes
Sunday School starts
Confirmation starts

October

Stewardship Sunday
Budget meetings

November

Council approves budget to recommend to the congregation
Congregational meeting 3rd Sunday of the month
Elections/Budget

December

Sunday School Christmas Program
Candlelight Dessert
Advent midweek worship

January

New Council installed
Rotating Winter Shelter (or February)

February

March

Lent midweek worship

April

Picnic Day BBQ

May

Recognition Sunday
Summer worship Schedule begins

June

Sunday school classes end

July/August

No Council meetings

Duties of Officers

President of the Congregation

The president will preside over all meetings of the congregation and Congregation Council, direct the proceedings according to parliamentary rules of order, and uphold the constitution. The president will be administratively responsible for the operation of all parts of the congregation's program. With the assistance of the Secretary, the President will also notify the voting members of all regular and special meetings of the Council. The president and the secretary or treasurer will sign and execute all contracts, mortgages, deeds of trust, notes, deeds, and legal and/or official documents of this congregation.

Vice President of the Congregation

The vice president will assume the duties of the president during the latter's inability to serve. The vice president will: serve as chair of the Finance Committee and coordinate the financial affairs of the congregation; be responsible for planning of the next year's budgetary program; and actively aid the president in the administration of office.

Congregational Secretary

The secretary will keep a record of all proceedings of the meetings of the congregation and Congregation Council, a record of appointed committees, carry on correspondence, and in general perform such duties as are usually required of a secretary. The secretary will have possession of and surrender to a successor, all records and documents of the congregation.

Treasurer

The treasurer will account for all monies deposited by the financial secretary, pay all bills authorized for payment and in keeping with the congregation budget, and render a report of disbursements and accounts due at each Congregation Council meeting and regular Congregation Meeting. In the event of the treasurer's absence from office, an officer or other Council member will be designated by the Council as a whole to pay all bills.

Financial Secretary

The financial secretary will receive all contributions to the congregation, keep a record of the same, make deposits to the congregation's account in such financial institutions as the Council may designate, and provide the treasurer with a duplicate record of such deposits. The financial secretary will furnish each contributing member with a yearly statement of contributions and render a report of receipts at each Congregation Council meeting and regular Congregation Meeting.

Membership and Duties of Endorsed Committees and Ministries

Not all committees use the title committee in their ministry. For purposes of this handbook and in relationship to the Church Council and the Constitutional language of committee descriptions, any identified committee, group, or ministry listed under this section are considered Endorsed Committees of this congregation and follow the guidelines and procedures of Chapter 13.

Finance Committee: To consist of the vice-president, financial secretary, treasurer, and members. The vice-president shall serve as chair of the Finance committee. The chair of the Stewardship Committee will serve as an ex-officio member. The duties of the Finance Committee will be to prepare and submit to the Congregational Council a proposed annual budget of the congregation, and will cooperate with the Stewardship Committee in such planning so as to ensure the raising of the necessary funds to support the

budget. The members of the Finance Committee shall assist the Financial Secretary in receiving and accounting for all contributions.

Education Committee: To consist of an identified leader (chair), members and the Sunday School Superintendent. The duties of the Education Committee will be to promote Christian Education throughout the congregation program. They shall be responsible for Sunday School, Vacation Bible School, Adult Education programs, they will assist the pastor(s) with confirmation ministry and First Communion classes. They will encourage Christian study and reading in their administration of the congregation library. They will promote personal bible study in congregation and home bible study groups. They will be responsible for the orientation of new members into congregational fellowship. They will assist the congregation with any special educational emphasis throughout the church year.

Property Committee: To consist of an identified leader (chair) and members. The duties of the Property Committee will be to oversee the buildings and real estate of the congregation and will make provision for the upkeep of the same, including necessary insurance. This committee will also make provisions for the cleanliness and orderliness of the church for regular church services. The committee will report necessary repairs to the congregation, and in emergency, will tend to such repairs immediately.

Stewardship Committee: To consist of an identified leader (chair) and members. The duties of the Stewardship Committee will be concerned about the individual stewardship of time, talents and treasuries of the congregation. The principle mission of the committee is to facilitate the practice of faithful stewardship of God's gifts – the giving of our time and possessions. They will cooperate with the Finance Committee in raising the necessary funds from among the membership to support the congregation's program which will include Synod and church-wide missions. Committee members shall cooperate with the Nominating Committee.

Worship Committee: To consist of an identified leader (chair) and members. The music director will serve as an ex officio member. The duties of the Worship Committee are to be responsible for how liturgy, music, banners, and other forms of art are used to carry out the themes of the church year and of the weekly lessons. The committee will plan participation in worship by worship assistants, readers, acolytes, ushers, choir members, other musicians and worshipping members. The committee shall also work with the Altar Guild and Banner Coordinator.

Hospitality Committee: To consist of an identified leader (chair) and members. The duties of the Hospitality Committee will be to promote and support the fellowship of the congregation by organizing and conducting a variety of social functions. The committee also provides the necessary planning and organization to ensure that appropriate refreshments are available at regularly scheduled worship, and special functions and services such as funerals, receptions, baptisms, etc.

Campus Council: To consist of an identified leader (chair) and to include other members designated to serve on the Belfry Council. Additional members may serve on the campus council. The Campus Council's duties are to recognize and support the community of Lutheran students attending UC Davis, and work to welcome and involve them in the congregation in ways appropriate to their student lives. The Campus Council is a formal connection between the leadership of the congregation and the Belfry, the Lutheran and Episcopal campus ministry at UC Davis. The Campus Council represents the Congregational Council of Davis Lutheran Church as voting members of the Belfry Campus Ministry Council.

Social Ministry/Missions Committee: To consist of an identified leader (chair) and members. The duties of the Social Ministry/Missions Committee will be to promote congregational knowledge, interest, and involvement in local, national, and global social welfare concerns, and facilitates congregational support of hunger, housing and health care programs. It promotes congregational knowledge and interest in mission work, and determines the distribution of congregational financial support for missions, either foreign or domestic.

Youth Committee: To consist of an identified leader (chair) and members. The youth and family life director will serve as an ex officio member. The duties of the Youth Committee are the responsibilities for the Junior and Senior High youth programs for the congregation. The members are to be committed to

Christ and the Church, and as examples to youth, show such commitment through their stewardship, prayer and compassion and by regularly attending worship.

Wedding Committee: To consist of an identified leader (chair) and members. The duties of the Wedding Committee will be to organize and support the planning and conducting of weddings, and communicates with wedding parties regarding the logistics of the ceremony and all related activities.

Audit Committee: To consist of at least three voting members of the congregation including an identified leader (chair). The duties of the Audit Committee will be responsible for conducting a financial audit at least once a year. The committee members may not be members of the Congregational Council or Finance Committee.

Altar Guild: To consist of an identified leader (chair) and members. The duties of the Altar Guild will be to adorn the chancel area in response to the church calendar. The Altar Guild maintains the brassware, the paraments, and robes for worship assistants and acolytes. The Altar Guild communicates with the Banner Coordinator so that ornamentation efforts are complementary and reflective of the seasons of the church year.

Nominations Committee: To consist of an identified leader (chair) and members. The duties of the Nominations Committee are to assist the president in identifying candidates for any office, council or committee of the congregation.

Personnel Committee: To consist of the Pastor, Council President, Vice-President, most recent past Council President, and two members at large. The duties of the Personnel Committee are subject to actions of the church council regarding personnel and employment relationships with the congregation.

Health Ministry Team: To consist of an identified leader (chair) and members. The duties of the Health Ministry Team are committed to maintaining a program that promotes wholeness of body, mind and spirit through responding to the health needs of the church and community. Activities include providing meals and assistance, transportation, visitation of ill or homebound parishioners, sending greeting cards, providing health education classes and articles, assisting with Mini Health Fairs, and helping with our Ladies' Lunch Bunch luncheons for socialization.

Mission Endowment Committee: The membership and duties of the Endowment committee are outlined in the governing documents of the Mission Endowment Fund. **(C5.05.** This congregation shall have a mission endowment fund that will operate as specified in this congregation's continuing resolutions. The purpose of the mission endowment fund is to provide for mission work beyond the operational budget of this congregation.)

The following chapters (12 and 13) of the congregational constitution provide the governing documentation for the congregational council and committees of this church. These chapters are included as a governing resource; each council member should have a full copy of the Church constitution during their term of service on the council. One can be obtained from the church office. Specifically, this handbook is provided in accordance with C13.04. Duties of all endorsed committees will be listed in the Council handbook.

Chapter 12.

CONGREGATION COUNCIL

C12.01. The voting membership of the Congregation Council will consist of the pastor(s), the officers of the congregation and not more than five nor fewer than three members of the congregation, at least one of whom shall be a youth and at least one of whom shall be a young adult. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. At large representatives will liaise with endorsed committees in the following areas: Worship and Music; Congregational Life and Care; Outreach and Social Ministry; Education and Youth; Property and Finance. All Council members are responsible for communicating decisions of the Council to committees and to the Congregation as a whole. The Council may also designate alternate members: in the case of the absence or resignation of elected Council members, alternate members will attend council

meetings and perform other functions of membership in the Council as appropriate.

- a. Council membership requires voting membership in the congregation and submission of a safe church background check.
- b. A member's place on the Congregation Council may be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from four successive regular meetings of the Congregation Council without cause. Consistent with the laws of the state in which the congregation is incorporated, the congregation may adopt procedures for the removal of a member of the Congregation Council in other circumstances.
- c. The Council may appoint representatives as appropriate to coordinate volunteer activities, conduct nominations and elections, or otherwise serve the goals of the Congregation as expressed through the Council.
- d. The Council may establish *ad hoc* committees as appropriate. The Council will evaluate *ad hoc* committees on a regular basis.

C12.02. At large Congregational Council members and alternates will be elected by ballot or voice vote at the November Congregational meeting. Terms will begin in January of the following year and end December 31. Each at large member and alternate will serve a two year term.

C12.02.1 If a Council member resigns, the designated alternate will enter the Council as a full voting member for the remainder of the term.

C12.03. The Congregation Council will have general oversight of the life and activities of this congregation, assuring that all its activities accord in spirit with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council will include the following:

- a. To lead this congregation in stating its mission, to engage in long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, and service by providing support and direction from the council.
- c. To work with the appropriate individuals and committees to establish policies guiding employment and volunteer activities.
- d. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- e. To liaise with endorsed committees and other congregational groups and to assist these committees and groups in promoting the vitality of worship and congregational life. At large members of the Council will assume responsibility for maintaining communication with the appropriate endorsed committees.

C12.03e.1. The Congregation Council will provide space on its agendas for committees to report, seek guidance, or request approval of its ministries.

- f. To promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To make provision for pastoral service during the sickness or absence of the pastor.
- h. To maintain and promote 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.
- i. To seek out and encourage qualified persons to prepare for the ministry of the Gospel by maintaining an active internship program.

C12.04. The Congregation Council will be responsible for the financial and property matters of this congregation.

- a. The Congregation Council will be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It will have the powers and be subject to the obligations that pertain to such boards under the laws of the State of California, except as otherwise provided herein.
- b. The Congregation Council will 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 will submit an annual operating budget for adoption by this congregation, will supervise the expenditure of funds in accordance therewith following its

adoption, and may incur obligations of more than 5 (five) percent in excess of the adopted operating budget only after approval by a Congregation Meeting. The prior year's approved budget will continue until a new budget is approved. The budget will include this congregation's partnership in the wider ministry of the synod and the ELCA.

- d. The Congregation Council may enter into contracts not included in the budget; these contracts may not exceed 5 (five) percent of the annual operating budget approved at the annual meeting.
 - e. The Congregation Council will conduct the financial affairs of the congregation efficiently, giving particular attention to the prompt payment of all obligations.
 - f. The Congregation Council will be responsible for this congregation's investments and its total insurance program, either directly or through endorsed committees.
- C12.05.** The Congregation Council will see that the provisions of this constitution, and its bylaws, and the continuing resolutions are carried out.
- C12.06.** The Congregation Council will provide for an annual review of the membership roster.
- C12.07.** The Congregation Council or its designees will have ultimate responsibility for the employment and supervision of the salaried lay workers of this congregation.
- a. The Council may delegate this responsibility to the Personnel Committee and other evaluation committees as appropriate. The Council will remain the final decision-making body in personnel decisions and evaluations.
- C12.08.** The Congregation Council will submit a yearly report of the Congregation and its activities; this report will be posted on the Congregation web site, sent electronically to all members, and distributed in hard copy.
- C12.09.** The Congregation Council will meet once a month from September through June. The annual calendar of meetings will be announced at the annual Congregational Meeting and will be published in the minutes of that meeting. Changes from the calendar will be noticed at worship on the Sunday prior to the change. All Council members will be notified at least 48 hours in advance of the meeting. Special meetings may be called by the pastor or the president. At the request of at least one-half of the Council members, a special meeting must be called by the president. Notice of a special meeting will be given to all members of the Council. The purpose of the special meeting must be communicated with the notice and no other business may be transacted.
- C12.09.1** The Council will provide space on its agenda for committee or ministry reports, proposals, and concerns at the request of the committee or ministry as required by the business of the Council.
- C12.10.** A quorum for the transaction of business will consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent from a particular regular or special meeting and has given prior approval to the agenda, which will be the only business considered at that meeting. Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting will not preclude action by the Congregation Council, following consultation with the synodical bishop.

Chapter 13.

CONGREGATION COMMITTEES

- C13.01.** All congregation committees work in cooperation with and are advisory to the Congregation Council. The Council may call for the formation of committees as required by the needs of the congregation. Any ministry may form a committee subject to Council approval. Committee and interest group actions are subject to approval by the Congregation Council.
- C13.01a.** Any ministry or other group within the Congregation may form a committee by:
- a. Bringing their request for a committee to the church council for consideration and review by two or more persons. The committee representative is required to be a voting member of the congregation for at least 6 months.
 - b. Submitting a mission statement or statement of purpose.
 - c. Identifying a contact leader.
 - d. Submitting a budget request as appropriate.

e. The church council will review and act on the formation of a committee guided by the mission, vision, and values of the congregation.

f. Upon council approval the purpose statement and duties of the committee will be added to a handbook to be distributed to all council members and committee chairs and made available to the Congregation. (See C13.04)

C13.01b. Existing committees at the time of the ratification of this amended constitution will continue to perform their current roles. The individual committees and the Congregation Council will periodically review the roles and structures of these committees as appropriate.

C13.01b.1. Committees may be disbanded or may assume new functions with the concurrence of the council and committee members as described in C13.01a

C13.01c. Committees are responsible for the recruitment, training and support of their members. The Council may assist committees in recruitment as appropriate. The committee chair is responsible for an annual report to the congregation, submitting a budget request to the congregational council, managing the committee budget, updating its purpose and duties statement, and other communications within the congregation of its ministry.

C13.01d. The pastor and president of the congregation may serve as ex-officio members on all committees of the congregation. Council members will act as liaisons to committees and interest groups on behalf of the Congregation Council.

C13.01e. The Council and/or Council President may form ad-hoc committees as required by the duties of the Council. These committees report directly to the Council and are not listed in the handbook. Membership and tenure of such committee will be determined at the discretion of the Council or Council President.

C13.02. The duties of the committees are to minister to the congregation in the following areas:

- 1) Worship and Music
- 2) Congregational Life and Care
- 3) Outreach and Social Ministry
- 4) Education and Youth
- 5) Property and Finance

C13.03. When a pastoral vacancy occurs, a Call Committee of at least six voting members will be elected by the congregation. The term of office will terminate upon installation of the newly called pastor.

C13.04. Duties of all endorsed committees will be listed in the Council handbook.

Monthly Council Meeting Agenda Model

Engaging God's People

*Reaching Out and Connecting
Sustaining, Accessible, Spiritually Vibrant Ministry*

Davis Lutheran Church
Council Meeting Agenda
Date: Time: 7:00pm
Fellowship Hall

Devotions

All Committee Gathering – *this is time to be used **before** the council meeting for committees to share information together. No motions or voting action takes place at this time.*

Break

I. Council Meeting Called to Order

II. Adoption of Minutes

III. Committee Action Items

IV. DLC Vision and Strategic Direction

V. Committee Focus – *a particular committee/ministry is highlighted*

Break

V. Pastoral Report

VI. Financial Reports

VII. Loose Ends

VIII. Closing Prayer

Next Meeting Date and devotion leader