

**Continuing Resolutions**  
**of**  
**The Evangelical Lutheran Church**  
**of**  
**St. Stephen, the Martyr**  
**-----2016-----**

**Mission Statement:**

**“St. Stephen Lutheran Church is a Christian community  
bringing God’s love to the world.”**

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**CR1 (B1.06) MINISTRY TEAMS DUTIES AND RESPONSIBILITIES****CR1.01 MISSION AND BENEVOLENCE**

1. Encourage and motivate the congregation toward support of the mission work of the congregation and the ELCA involving organizations and people throughout the local community and the world.
2. Support our sister parish in Lukani, Tanzania, through prayer, mission trips, and financial assistance for scholarships, wells, and other appropriate projects.
3. Responsible for distribution of benevolence funds.
4. Support, advise, encourage and help the ministry team's Chair in accomplishing the Mission and Benevolence objectives.

**CR1.02 EVANGELISM**

1. Stimulate and lead all members of the congregation in continuous and, from time to time, concerted endeavors to reawaken the spiritually indifferent and to reach others, who are as yet unwon, with the Gospel and attach them to Christ's Church.
2. Devote itself to deepening spiritual life and periodically study the congregation in the context of its surrounding community.
3. Assure an effective advertising and public relations effort.
4. Plan and organize new member receptions as required.
5. Recruit and provide for new member sponsors.
6. Support, advise, encourage and help the ministry team's Chair in accomplishing the Evangelism objectives.

**CR1.03 CONGREGATIONAL AND COMMUNITY CARE**

1. Extend Christian compassion and helpfulness to persons of all ages in need of aid in body or soul.
2. Plan, organize and enlist the participation of individual members and organizations of the congregation to assist in these efforts.
3. Study social conditions, in order to bring Christian truth to critical problems through the discussion of facts and issues.
4. Support, advise, encourage and help the Associate Pastor in accomplishing the Congregational and Community Care objectives.

**CR1.04 WORSHIP AND MUSIC**

1. In conjunction with the pastors, coordinate the entire process of the congregation's worship, music and artistic life. They will seek to provide alternative forms of worship and other acceptable forms of liturgy. They will seek to continually provide new and creative ways to enhance worship, music, and the arts.
2. Assure the availability of a competent organist or worship music leaders for all worship services.
3. Provide input to the pastor(s) and musical directors for music selections for all worship services.
4. In consultation with the pastor(s) and the music staff, plan and arrange special worship services as may be deemed appropriate.
5. Coordinate the staffing of all worship services and assure that competent people are available and trained to serve as musicians, greeters, ushers, acolytes, lectors, audio and video technicians, and for Children's Sermons.
6. Arrange for musical enhancement in the congregation during worship and through special music, concerts, cantatas, etc.
7. Senior Choir presents choral anthems on a regular basis to enhance worship

and amplify the message of the scripture. The membership will be open to any confirmed member of the congregation or by approval of the director. The director of the Senior Choir will be a member of the Worship Ministry Team. This person will use scripture and guidance from the pastor and the Worship and Music Ministry Team in selecting the musical works to be presented.

8. The Coalescence Band will lead and enrich the worship services by providing song and music that praise God and amplify the message of the scripture. They will lead music according to the worship schedule determined by the Worship and Music Ministry Team. Membership in the Coalescence Band is subject to the instrumentation/vocal needs of the group. At least one member of the Coalescence Band will be a member of the Worship and Music Ministry Team.
9. The Bells of St. Stephen will provide anthems on a regular basis to enhance worship and amplify the message of the scripture. They may provide music for additional worship services and special events throughout the year. They will be open to any confirmed member of the congregation or by approval of the director.
10. The One Fifty 6 Band will lead and enrich the worship services by providing song and music that praise God and amplify the message of the scripture. They will lead music according to the worship schedule determined by the Worship and Music Ministry Team. Membership in the One Fifty 6 Band is subject to the instrumentation/vocal needs of the group. At least one member of the One Fifty 6 Band will be a member of the Worship and Music Ministry Team.
11. Assure that refreshments are offered during worship.
12. Assure that hymnals and other devotional materials are provided and properly cared for.
13. Arrange for the care of paraments, banners, choir robes, vestments, and musical instruments.
14. In consultation with the pastor(s), the organist and the choir directors, furnish worship and music supplies appropriate for use in the worship service, such as bulletins, candles, flowers, choir music, and communion supplies. The Altar Guild will prepare the sanctuary for worship services, most specifically the altar area. This will include preparing the elements for communion, coordination of altar flowers, supplying baptismal napkins, and decorating the sanctuary according to the church seasons. Altar Guild leadership will include a liaison to the Worship and Music Ministry Team.
15. The Artwork and Heritage Guild will catalog all decorations, art work, photos and historical documents at St. Stephen and monitor its care, use, and placement throughout the building. This guild is responsible for maintaining the historical archives. The guild will be consulted when additional decorations, artwork and photos are offered to St. Stephen and before any are accepted by St. Stephen. The guild will be consulted before any material is moved throughout the building and will be consulted before any material is sold, given away, or disposed of. At least one member of the guild will be a member of the Worship Ministry Team.
16. Support, advise, encourage and help all music-related Staff in accomplishing the Worship and Music objectives.

## **CR1.05 CHILDREN AND FAMILIES MINISTRY**

1. In partnership with the pastor(s) and other members of the Faith Formation team (Youth Director, Adult Learning Coordinator and Worship Coordinator), plan and implement Sunday School and Wednesday School programming/special events, family ministry events and Vacation Bible School.
2. Supervise the staff/volunteers and support the activities of the Cradle Roll, Nursery, and Library.

3. With the support of the Faith Formation team, set annual goals for Children and Families Ministry, working together to achieve those goals.
4. Utilizing resources available in the St. Stephen library, encourage families to bring Lutheran traditions into their homes. Encourage families to attend worship and special events throughout the year.

**CR1.06 YOUTH and FAMILIES MINISTRY**

1. In partnership with the pastor(s) and other members of the Faith Formation team (Children and Families Ministry director, Adult Learning coordinator and Worship coordinator) oversee the conduct and promotion of effective programs and Christian growth experiences to interest and maintain the youth as active members of the congregation.
2. Support the Youth Director's responsibility of selecting and training program volunteers and work as a team to ensure volunteers are trained appropriately.
3. Support, advise, encourage and help the Youth Director in accomplishing the Youth Ministry objectives.

**CR1.07 FELLOWSHIP**

1. Encourage and promote the active participation in fellowship activities of the congregation to build stronger relationships among the members of the church and the community.
2. Plan, organize, and conduct fellowship activities (for example, musical festival and auction, family camp, musical events, Bunco, Progressive Dinner, and other events) which promote the gathering of members and non-members.
3. Support, advise, encourage and help the ministry team's Chair in accomplishing the Fellowship objectives.

**CR1.08 ADULT LEARNING**

1. Encourage all members of the congregation, particularly adult members (post-high school) to be involved in life-long learning opportunities.
2. Plan, organize, and implement a variety of adult learning events, varying both in length and schedule.
3. Plan, organize, and implement opportunities for families to learn together and foster family growth.
4. Advocate for lifelong education.
5. Support, advise, encourage and help the ministry team's Chair in accomplishing the Adult Learning objectives.

**CR1.09 FINANCE**

1. The treasurer and financial secretary are ex-officio members of the finance committee.
2. Prepare a draft budget for the succeeding calendar year, including the congregation's full indicated share in support of the wider ministry of the synod and the ELCA. Submit such draft budget to the Congregation Council for its action and later presentation to the annual meeting for action by the congregation.
3. Set a budget for the next January. This budget is to be presented at the congregation meeting to ensure operation of the church during the month of January so we do not operate without a budget for that month.
4. Exercise oversight of all the financial accounts of the congregation that use St. Stephen EIN number to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations.
5. Responsible for the congregation's investments subject to the approval of the Congregation Council.

6. Purchase insurance for all real property and liability at the appropriate levels; this includes but is not limited to real property and operational items, Workers Compensation, employee liability, and directors insurance. Secure an “umbrella” policy for theft, loss and accidents, employee misconduct and bonding.
7. Provide for annual audits of the accounts of the treasurer, the financial secretary, and the accounts of the organizations within the congregation. Auditing of the congregation’s financial records should comply with the most recent edition of the ELCA document *Congregation Audit Guide*.
8. Establish and assure the implementation of effective financial policies and procedures including offering counting, electronic payments of donations, fundraising and on-line registrations, bank deposits, and bank accounts.
9. Ensure that all state and federal tax filings/payments are done promptly.
10. Supervise the staffing and work of the Gift Committee.
11. The treasurer, as part of the finance ministry team, will approve before signature by the Lead Pastor or President all contracts and service agreements for equipment and large purchases.
12. Oversee the counting and recording of all donations, monitor pledges, and issue quarterly and annual statements (financial secretary). The year-end statement is for tax purposes and must be mailed first class with a postmark no later than January 31.
13. Provide financial forecasting for revenue/expenses and cash flow. Monitor the financial position of the congregation. Inform the council in a timely manner of any areas of concern.
14. When an increase in the budget is brought to the congregation council after the congregation annual meeting, ascertain what the effect on the financials will be. Give a recommendation to the council on how it will be paid for. Solutions can include, but not limited to, decrease spending in other areas of the budget and adjust budget accordingly, consult with the stewardship ministry team on ways to increase revenue, or recommend not increasing the budget.
15. All financial procedures should comply with the most recent edition of the ELCA document *Resources For Congregational Treasurers And Bookkeepers*.
16. Work in conjunction with the stewardship ministry team to explore all avenues of revenue generation.
17. Support, advise, encourage and help the ministry team’s Chair in accomplishing the Finance objectives.

## **CR1.10**

### **STEWARDSHIP**

1. Evoke and promote the expression of Christian faith in daily living.
2. Teach the Christian use of money, with emphasis on giving and supporting God’s work.
3. Communicate to the congregation how donations are being spent in the service of the Lord, to include local, national, and worldwide ministries.
4. Lead, encourage and inspire all congregation members to higher levels of proportionate giving for the Lord’s work.
5. Organize and conduct the annual pledge drive.
6. Coordinate the information and documentation of the “Time and Talent” drive. Enter the information into the current church database and make the information available to the appropriate ministry teams.
7. Extend messages of appreciation and ministry success to the congregation throughout the year.
8. Support, advise, encourage and help the ministry team’s Chair in accomplishing the Stewardship objectives.

**CR1.11 PROPERTY**

1. Oversee and assure the proper maintenance and protection of all capital and real property of the congregation and assure that the same is kept in good working order.
2. Real property is defined as anything that is permanently attached to the building and would not be removed if the church were to move. This includes but is not limited to: the land itself and all landscaping and signage; buildings and parking lot; large items that are included like organ, pews, chimes, kitchen appliances; systems that include hvac, plumbing, electrical and automatic doors; video system and security system; services which include snow plowing, hvac maintenance, organ maintenance (in consultation with worship ministry team).
3. Systems that are not under the responsibility of Property include the phone system and computer system.
4. Oversee all property contracts, including equipment maintenance, snow plowing, copier, and kitchen equipment.
5. Oversee and have responsibility for the use of all capital funds, including money in the current fund allocated for capital repairs and improvements.
6. Oversee property, maintenance and capital improvements.
7. Support, advise, encourage and help the ministry team's Chair and Custodian(s) in accomplishing the Property objectives.

**CR2 (B1.07)****MINISTRY TEAM PROGRAM CENTERS**

1. Each Program Center will work with specific ministry teams and activity groups to help them communicate with each other and those in other centers.
2. Budgets will remain tied to each Ministry Team, not lumped together by Center.
3. There are four Program Centers with one to two Communications Leads for each center. Ministry Teams and activity groups are divided among the Centers as follows:
  - a. **Learning Center:** Assigned the following Ministry Teams and activity groups: 1) Youth and Families MT; 2) Children and Families MT; 3) Adult Learning MT; 4) Confirmation.
  - b. **Worship Center:** Assigned the following Ministry Teams and activity groups: 1) Worship and Music MT; 2) Wednesday night services.
  - c. **Outreach Center:** Assigned the following Ministry Teams and activity groups: 1) Fellowship MT; 2) Evangelism MT; 3) Stewardship MT; 4) Congregational and Community Care MT; 5) Mission/Benevolence MT; 6) Women in Ministry; 7) all the other activity groups such as Relay for Life, Music Festival and Auction, Men's group, Cruisers, and any other group focused on fellowship, mission and evangelism.
  - d. **Operation Center:** Assigned the following Ministry Teams and activity groups: 1) Property MT; 2) Finance MT; 3) Staff Relations; 4) Funeral preparation; 5) Food/kitchen team; 6) Secretary; 7) Custodians; 8) Emergency operations; 9) Office administration; 10) all the other activity groups that help keep the church running or support the business of the church.

**CR3 (C13.09)****GIFT COMMITTEE RESPONSIBILITIES**

1. **Memorial Gifts:** A memorial fund is set up to honor a person. This gift is considered unrestricted or restricted based on the definitions below. When memorial Gifts are received:
  - a. The family name and the family contact information will be recorded with the proposed use of the fund. These gifts are considered restricted for a period of one year from the time this fund is established. (The date the fund

- was established should be noted in the name of the fund in the accounting system)
- b. The purpose of the fund must be agreed upon by the gift committee and the family. The use or purpose for the fund must be in writing.
  - c. The gift committee will provide to the giver written instructions on how the gift will be used and how left-over funds will be distributed.
  - d. If the fund does not reach the dollar amount necessary for the stated purpose or use, the gift committee will contact the family in a timely manner to suggest an alternative gift.
  - e. Upon the 1 year anniversary of the gift, if the fund is unused, the funds are considered unrestricted unless otherwise directed by the family. The funds may be used for any purpose the gift committee, with input from the pastor and finance team, deems appropriate.
2. **Unrestricted Gifts:** All gifts given without written instructions will be considered unrestricted and may be used for any purpose by the gift committee, with input from the pastor and finance team, as deemed appropriate.
3. **Restricted Gifts:**
- a. All gifts given with written instruction are considered restricted funds and cannot be used for any other purpose without express permission from the giver.
  - b. All restricted gifts must be approved by the gift committee.
  - c. The gift committee will provide to the giver written instructions on how the gift will be used and how left-over funds will be distributed.
  - d. If instructions are vague and broad, i.e. "use as you see fit or whatever you need," this gift will be considered an unrestricted gift (see above).
  - e. For a gift to be approved it must be deemed appropriate and large enough for the project or fund. If the gift is not usable at this time, the chair of the gift committee will notify the giver and discuss alternatives. Left-over funds after the project is completed can be used as the gift committee sees fit.
  - f. The gift committee will oversee the record keeping of the restricted gifts.
  - g. The committee will have responsibility for cleaning up and consolidating our current special designated funds as follows:
    - i. The committee will go through the special designated and memorial funds and determine on a line by line basis what each gift is for and who gave it
    - ii. The committee will record that information and determine which accounts are considered restricted.
    - iii. The committee is expected to contact the appropriate parties to determine the use of each account. They will determine if the special designated and memorial funds can be used for another purpose (this action would be deemed appropriate if too much time has passed or there is no documentation of the use of the fund or who gave it).
    - iv. The new use of the funds shall be recommended to the congregation council by the committee.
4. The gift committee will oversee thank you and gift acknowledgements as appropriate.
5. The gift committee will present recommendations for any changes regarding funds to the congregation council for approval.

CR4 (B1.01)

**MEMBERSHIP STATUS**

Status of the accuracy of the membership rolls of this congregation is described as follows:

- b. ~~Active members: Confirmed members who have received Holy Communion or made a contribution of record to the congregation during the current or preceding calendar year.~~

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a. Voting membersstatus: Confirmed members who, during the current or preceding calendar year, shall have communed in this congregation ~~AND and~~ shall have made a contribution of record to this congregation's current fund. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of the constitution and its bylaws.

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~~e-b.~~ Active membersstatus: Confirmed members who have received Holy Communion or made a contribution of record to the congregation during the current or preceding calendar year.

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~~e-c.~~ Inactive membersstatus: Confirmed members who have neither received Holy Communion nor made a contribution of record to the congregation within the previous 24 months. As such they shall remain within the continuing concern of the congregation and shall be given conscientious pastoral care. An inactive member shall be restored to the active roll of confirmed members when he or she again receives Holy Communion or makes a contribution of record to the congregation.

~~f-d.~~ Accuracy of contact information is the responsibility of the congregational member.