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Committee Manual

The Evangelical Lutheran Church Zion of Middletown, Maryland

TO: ALL Committee Members

The following pages contain policies and procedures established for individuals involved in the committee activities of Zion Lutheran Church.

Please read this handbook carefully. We hope it will provide guidance and answer questions of current members and those contemplating involvement in committee activities. Any further questions may be directed to your committee chair or council representative.

May God bless you in all you do.

Sincerely,

Church Council

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INTRODUCTION

As organizations grow their management often becomes significantly more complicated than it was when the organizations were relatively small. The church council can find it difficult to give adequate attention to every issue that it considers.

Committees help maximize an organization's productivity in several ways:

- They make it easier for the church council to handle complex issues.
- They match council members with expertise to appropriate areas.
- They can engage with an issue more deeply and consistently than the council could. The council can then concentrate on the key concern (based on the reports of the committee) at council meetings.
- They help divide the council's workload. Having separate committees is a simple way to distribute responsibility for the many tasks the council typically needs to tackle.
- They can attract and involve newcomers. Committees give opportunities for individual member growth and the development of a sense of personal responsibility. Effective service on an organization's committee helps the individual to develop a growing sense of cooperation.
- They serve as a training ground for new council officers. Chairing or just being involved in a committee is a good way for inexperienced council members to increase their involvement, develop confidence, and learn leadership skills. These people often move on to council leadership or officer roles.

It is normal to have all preliminary work in the preparation of council action be done by means of committees. Committees are advisory to the church council. They do not have the authority to make final decisions on important topics. Their recommendations cannot be implemented and are not authorized until the council has given its approval.

The term 'Committee' should not be confused with 'Ministry Team'. Ministry teams were established by the church council following the change to the By Laws during the congregational meeting in Feb. 2023 for the following purposes:

Altar Guild Ministry Team: prepares chancel for worship, baptisms, weddings, funerals, and communion- the heart of our gathering as a community of faith which is worshipping God. They are responsible for decorating the Church at Christmas and Easter, ordering Easter lilies and Christmas poinsettias and delivery of flowers to the homebound.

Christian Fellowship Ministry Team, having responsibility in the following areas:

- (a) Schedule and promote various fellowship events, such as banquets and church picnics.
- (b) Prepare and serve meals and refreshments at these events, and at other church sponsored events as required.

Christian Formation Team. This team, in consultation with the church staff, shall have responsibility for the organization, promotion and supervision of the educational opportunities of the Congregation and work with all youth and family ministries. It shall promote the value of service- taking what we learn in education of our faith and turning it into action and evangelism.

Living History Ministry Team that digitizes historical facts about Zion and its Pastors working in conjunction with other Middletown town and non-profit organizations. The team will also provide genealogical research and offer tours of Zion to teach others about our past to help fully shape our future.

Prayer Ministry Team that meets on a weekly basis to pray for individuals in need, our leaders, Zion's future, and God's direction.

Safety and Security Ministry Team to evaluate risks to the congregation and to enact new processes, equipment, personnel actions, and technologies to improve the safety of the congregation.

Stewardship Ministry Team that promotes the expression of the Christian faith in the daily life of the members; to inform them about the congregation's local, national, and international ministries; to teach them the Christian use of money; and to lead them to higher levels of proportionate giving for the Lord's work. The team shall be responsible for the annual Stewardship Campaign and may work closely with the Finance Committee to discern how they can be of help.

Welcome and Engagement Ministry Team that has the responsibilities to engage new members, prior members, and inactive members. They will help with recruiting new members, reactivating inactive members, integrating new members into the life of the congregation, and stimulating and directing the congregation in a program of personal evangelism. They will aid in helping members discern their gifts for ministry so that they can fulfill their callings and aid Zion in ministry for the community and world.

Worship and Music Ministry Team. It shall be the duty of this team to assist the Council in seeing that the services of God's House are conducted properly and in accordance with the liturgy and traditions of the Church. They shall recruit and train worship assistants. They shall provide resources for choirs and worship ensembles (including for both contemporary worship and traditional worship), be responsible for the care of musical instruments and choir vestments, and in consultation with the Pastor and Director of Music, provide music proper for the services of worship.

ESTABLISHING COMMITTEES:

Committees are established by the Church Council and are responsible to the Council for a report on their work. The Council, therefore, determines the committee's membership, its powers, its duties, and gives instruction to the committee concerning its tasks. By delegating certain responsibilities to committees, the Council can potentially improve the quality of its decision making.

The specific composition and authority of the committees depends upon the rules set out in its Constitution and By Laws. Committees are responsible to the Church Council, which in turn is responsible to the congregation.

When establishing a committee, the council President should:

- Have written terms of reference describing its role, authority, and relationship to other decision-making bodies in the organization.
- Be clear about its accountability to others - legal, financial, organization members, external organizational structures.
- Decide its lifespan and build in regular reviews of its purpose and effectiveness.
- If possible, appoint committee members with the necessary skills and experience rather than only friends or just those who are willing and available.
- Ensure new members have an appropriate induction before they start - this will help them contribute effectively to meetings from the outset.

RELATIONSHIPS

Mutual Understanding and Respect

The most effective committee members relate to other council colleagues and to staff with mutual understanding and respect.

- The first obligation of a committee to the Council is to provide adequate information that enables council members to review committee actions and recommendations thoroughly.

- Council members, in turn, must devote time and thought to studying committee recommendations, which reflect a considerable investment on the part of committee members.
- Both the Council and committees should remember that the Council is not simply a rubber stamp for committee recommendations. The Council always has the option to reject a committee proposal or refer a matter back to the committee for more work.

Clarity of committee and staff roles

Clarity of committee and staff roles is especially vital. An appropriate staff liaison (or the Pastor) should support the work of each committee. It is important to assess the level of staff support that is realistically required, to avoid drawing staff members away from other responsibilities.

Committees advise and make recommendations to the Church Council on matters of governance and on council participation in church-wide activities, such as strategic planning. Just as committees must not supplant the responsibilities of the council, they must not become involved in day-to-day administrative/staff work.

Communication with Staff Liaison

Communication between the committee chair and the appropriate staff liaison should occur on at least a monthly basis, even if it is only to touch base and see if anything new is happening that will affect their committee. The success of committee chairs depends upon the rapport they can build with their staff liaison.

COMMITTEE MEMBERSHIP

The composition of the committees is determined by the constitution and bylaws. The members of a standing committee should be chosen to provide the strongest possible group for the handling of any task that may arise within the province of the committee.

Rotation of committee membership is usually wise. Many organizations have found that a system of rotation provides aggressive leadership that is in touch with the entire membership, programs and needs of the organization.

Ex-Officio Members

Frequently committees contain some members who are members by virtue of their office, and, therefore, are termed ex-officio members. There is no distinction between ex-officio members and the other members of the committee.

Presiding Officer

It is the duty of the chair to serve as the presiding officer of the committee.

Committee chairs and members are usually appointed by the Council President on an annual basis and are subject to Council ratification.

Members

The committee members are expected to participate and positively contribute in assisting the committee to reach its goals and meet its timelines. Members are expected to do the following:

- Act in good faith and in accordance with what they believe to be in the best interests of the church.
- Discharge their responsibilities diligently and not delegate them to other committee members or staff.
- Publicly disclose any actual or perceived conflicts of interest and do not vote in such committee matters.
- Refrain from any discussions or activities that violate antitrust laws.

HOW TO SERVE AS A COMMITTEE CHAIRMAN

Effective committees need good management, with the role of committee chair being central to this. To serve as the chair of any committee is a privilege which members should take very seriously. The people selected to serve as committee chairs are intended to be persons who readily accept responsibility, foster creativity, and deal in firm but unobtrusive ways to keep the committee on the topic and achieving its objectives. They possess leadership potential, experience, ability, and have demonstrated past accomplishments.

The chair should not only be familiar with parliamentary usage, and set the example of strict conformity thereto, but the person should be an individual of executive ability, capable of controlling others. The chair should set an example of courtesy, and should never forget that to control others it is necessary to control one's self.

Responsibilities

There are specific duties that each committee chair must perform if the committee is to function effectively. See **Appendix A**

Running Meetings

A successful and productive meeting does not happen by chance. It requires advanced planning with a carefully thought-out agenda that is provided to committee members in advance of the meeting call. The agenda should spell out the beginning and ending times of the meeting as well as the items to be discussed.

- It is the chair's responsibility to adhere to the timelines and assist in moving the discussion along in order to cover all agenda items. Staying within the time limits and covering all agenda items may be difficult in the short time allotted. This may include limiting discussion and bringing the group to consensus. Remember that all committee members are volunteers; please be respectful of their time and contribution.
- The sequence of the agenda is important. Start the meeting with a positive item that will bring consensus and encourage discussion. This will set the stage for a meeting open to contribution. Additionally, topics requiring clear thought and much mental energy should be discussed early.
- Try to stagger heavy, difficult topics to allow for a natural rest prior to tackling the next big item. End the meeting with topics that will unify the committee to give members a feeling of accomplishment.
- Try not to overschedule the meeting. If you have numerous items to discuss, a prior emailed correspondence with a request for an "action without meeting" vote may help to control some of the discussion and allow for input. This can then be summarized and sent out with a copy of the agenda.
- Always start on time, announcing the business to be conducted. It may be necessary to remind the committee of the big picture and the contribution they are making to the organization.

Good business rules must apply. The chair controls the meeting. Everyone should be allowed to talk, but discourage breaking in. Call on the least-senior members to express their views; discussions tend to close down after more-senior members express strong views. Encourage a clash of ideas, but not of personalities. If emotions get too high, return the floor to a neutral person, and take a break if necessary. Be sensitive to the feelings of the committee members.

Look for visual and verbal cues to determine if a member is not happy with the discussion and then deal with the situation. Don't allow one person to destroy the work of the committee. Deal with dysfunctional behavior by confronting the person in private in a caring constructive manner and attempt to come to resolution.

Before calling for a vote, restate the issue to make sure everyone understands the motion and the consequences of the vote. Seek consensus but not unanimity. You can compromise an idea too much by trying to get every person to completely agree.

One of the key roles as committees chair is that of facilitator. You must keep the committee focused on the agenda and end the meeting on time. If you are unable to complete all agenda items within the time frame allotted, reschedule another meeting to finish the discussion. Keep discussions on track by periodically restating the issue and the goal of the discussion. Monitor participation. Control talkative members and draw out silent members.

Committees follow Roberts Rules of Order for correct parliamentary procedure. If you are not familiar with them, a copy can be purchased from any bookstore.

REPORTS OF COMMITTEES

Reporting Procedures for the Church council

It is customary for the by-laws to require an annual report from the church council, which usually gives a brief account of its doings for the year with recommendations for the future. After discussion, and amendment, if necessary, the report is usually adopted by the council and published in its annual proceedings as the report of the council. In such a case, care should be taken in publishing it to enclose in brackets all that has been struck out, and to put in italics whatever has been inserted, and to insert a note to that effect at the beginning of the report, so that exactly what the council recommended can readily be seen.

The congregation cannot alter the report of the council. It may decline to endorse it, or even to allow it to be printed, but it cannot make it appear that the council stated anything different from what it has reported. By the above plan is shown exactly what the Council reported and what the congregation adopted or endorsed.

Reporting Procedures for Committees

A written report of any meeting is a key part of the committee process. The minutes to any meeting should be distributed to the committee members as soon as possible after the meeting. This is especially true if there are action items for particular members. Provide feedback and obtain information when there is momentum after a meeting. The more time that passes, the more difficult it is to obtain the cooperation of your volunteers.

Every committee should have a specific time to make its progress report. Every committee should make reports. Failure of a committee to

report is not fair to the congregation nor to the committee members who have labored diligently to achieve the task assigned.

The Chair should make the report to the Church Council. The Council President may duplicate the report and distribute it to the entire group so that they may more easily visualize and understand the content. After presenting the report, the committee chair should move the adoption of the report. The Council should then be given sufficient time to discuss the findings. Questions concerning the recommendation may be directed to the committee chair or to another committee member.

As a rule, all standing committee reports should be filed with the Church Council as a part of the permanent record.

The format for committee reports is in **Appendix B**.

CONCERNING FINANCIAL NEEDS FOR COMMITTEES

All committees requiring expenditures of money should be aware of amounts allocated to their work from the annual budget. Requests for budget amounts should be made (in writing) to the finance committee for inclusion in the annual budget by September 1st. Requests for non-budget items should be made to the Finance Committee for approval.

SUMMARY

All committees are important. If any committee fails in its responsibilities, the work of the organization is hindered.

The purpose of the information presented in this handbook is to better inform the Church Council and the committee members of the duties of the various committees. People do much better that which they know how to do and when they know they are expected to do a task.

This SOP will be reviewed by the Church Council on an annual basis.

Part 2: CHURCH COMMITTEES

At its annual meeting the congregation will determine their policies, guide their activities, and receive reports concerning their membership, work, and finances. The Council President may need to make decisions for referring matters to other appropriate parties, in instances where the Council or the congregation have engaged in extensive deliberations without reaching a solution and additional expertise is required.

The Church Council has many widely varied responsibilities. It would be extremely difficult and far too time-consuming for the entire body to handle all the details of planning and administering the various church activities.

Pastors are ex-officio members of each committee and should be contacted before each meeting is set. All committee chairs should clear with the pastor(s) and church calendar for the best time of meeting. The pastors may ask the committee chair to call a meeting when they see a need for such.

Zion's committees/Council are considered separately in the following sections.

Church Council

It is customary and necessary for a congregation to delegate to a committee, usually known as the Church Council, all its authority, with slight limitations, to be exercised between its meetings. The by-laws of the council are adopted by the congregation.

The Church Council has general oversight of the life and activities of this congregation, and particularly 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 Church Council is the 'Board of Managers' or 'Directors' of this congregation and, as such, is responsible for maintaining and protecting its property and managing its business and fiscal affairs.

The Church Council elects its officers, and they are also the officers of this congregation to act on behalf of the congregation.

The members of the Church Council except the pastor(s) are elected by written ballot to serve for 2 years or until their successors are elected. Such members are eligible to serve no more than two full terms consecutively. Their terms shall begin at the close of the annual meeting at which they are

elected. In the church council business is transacted the same as in the congregation meetings

Congregational Committees: These committees are identified in Zion's constitution Chapter 13.

- The Church Council is authorized to appoint from its membership an Executive Committee of a specified number who have all the power of the Council between the meetings of the Council, just as the Council has all the power of the church between the annual meetings, except that the subordinate body cannot modify any action taken by its superior. The Executive Committee is essentially a small deliberative assembly, subordinate to the congregation with their duties and authority, and the number of their regular meetings and their quorums, defined by the congregation, or by the constitution.

In the Executive Committee business is transacted with the informality observed by committees. The formalities necessary to transact business in a large assembly would hinder business in so small a body.

- Other Committees include:
 - a Nominating Committee who shall present recommendations for the Church Council to nominate voting members of the congregation for election to the Church Council.
 - an Audit Committee who reports directly to the Church Council.
 - a Mutual Ministry committee; and
 - a Call Committee when a vacancy occurs in a position for which this congregation calls a rostered minister.
 - Other committees of this congregation may be formed, as the need arises, by decision of the Church Council.

Ordinary Committees: Special or Standing: These committees may be either a "standing committee"; or a "special [or select] committee," appointed for a special purpose.

- a. Standing committees are constituted to perform a continuing function and remain in existence permanently or for the life of the assembly that establishes them. Members of such a committee serve for a term corresponding to that of the officers, or until their successors have been chosen.

At the first meeting each year, the church council appoints a council representative to work with the standing committees to assist in setting new goals. The goals of all standing committees

are subject to review by the Church Council annually to assure the goals are in alignment with the Church Council's goals. Additional reviews may be needed in changing environments and priorities to ensure overall alignment.

Membership rosters are updated from each of the standing committees by the Council representative and submitted to the President.

Reports of standing committee activities are submitted to the Congregation Council. Issues requiring church council action should be highlighted.

- b. A special committee is appointed to carry out a specific task, at the completion of which it automatically ceases to exist.

STATEMENT OF ACKNOWLEDGEMENT

I have received a copy of the Committee Handbook and have read or had it read to me carefully. I further understand all matters set forth in the employee handbook and agree to abide by and adhere to Zion Lutheran Church policies during my tenure as committee chair, as they may be modified from time to time.

I understand that it is my responsibility to maintain and keep my handbook updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of the Committee Handbook.

Name (Please Print) _____

Chairperson's Signature _____

Date _____

Appendix A

Chairperson's/President's Responsibilities

The chair's responsibilities and duties can be considered in the following areas:

- serves as the presiding officer of the committee;
- opens the session at the time at which the committee is to meet;
- announces the business before the committee in the order in which it is to be acted upon;
- recognizes members entitled to the floor;
- states and puts to vote all questions which are regularly moved, or necessarily arise during the proceedings, and announces the result of the vote.
- protects the committee from annoyance from evidently frivolous or dilatory motions by refusing to recognize them;
- assists in the expediting of business in every way compatible with the rights of the members;
- enforces on all occasions the observance of order and decorum among the members;
- informs the committee, when necessary, or when referred to for the purpose, on a point of order or practice pertinent to pending business;
- publicly discloses any actual or perceived conflicts of interest and refrains from voting in such instances;
- authenticates all the acts, orders, and proceedings of the committee;
- submits a written committee report for each council meeting in a timely manner;
- recommends a budget;
- defines the committee's goals and objectives for the year with the Council President;
- plans committee meetings and agenda with staff [via conference calls];
- exercises leadership;
- moves members toward participation and decisions;
- evaluates committee efforts and communicates recommendations to the council;
- maintains records and relevant information on committee work
 - the chair must keep sufficiently informed to interact knowledgeably with other committee members and staff
- refrains from any discussions or activities that violate antitrust laws.

Appendix B
Committee and Ministry Team
Report to Council

Committee/Ministry Team*

Date of Report*

Action Items of your Committee/Ministry Team?

What is your committee/ministry team working on?

What have you accomplished?

What are you taking up in the future?

Recommended Action(s) for church council consideration

Rationale for recommended actions:

Appendix C

Preparing for Meetings

There are specific duties that each committee chair/Council President must perform if the committee/council is to function effectively:

1. Prepare an agenda for consideration at the committee meetings.
2. Make necessary plans for the committee meeting and see that all members are properly notified. The time and place of the meeting should be agreeable to the majority of the committee members. Contact the church office and have it put on the calendar including Zion meetings.
3. Gather necessary resource materials needed for effective work. This task may involve the assignment of specific research responsibilities to other committee members.
4. Call the meeting to order at the scheduled time.
5. Help the committee to get properly organized for work.
6. Develop a clear understanding of what is expected of the committee and the exact dates when reports are to be given.
7. Introduce the problem and/or problems assigned to the committee and lead the committee to determine what part of the problem will be dealt with in the present meeting.
8. See that a secretary keeps full notes of the committee discussions so that accurate records of the committee's recommendations are recorded. Turn in records of committee meetings to the church office so that a complete central file of committee work may be maintained.
9. Help the group analyze what needs to be done and lead a democratic discussion of the problems, securing participation on the part of all committee members.
10. Lead the committee, after full consideration, to adopt specific recommendations to report to the Council/congregation.
 - a. be clear about the main purpose of particular meetings;
 - b. set a realistic agenda for the time available and ensure they're distributed with any supporting papers so people can read them beforehand;
 - c. good supporting papers are about content not volume - to help members understand the issues, their context, and options to consider;
 - d. focus on essential items;
 - e. be clear about the objective of each agenda item;
 - f. work out timings for each item, giving more time to strategic matters;
 - g. decide to what degree and how relationship and team building will be part of the meeting.

Appendix D

Committees: Organization and Function

Church Council

Chairperson: Council President

Membership rosters:

Role: The Church 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.

Authority: Constitution of the Evangelical Lutheran Church Zion C12.01

Relationship to other decision-making bodies in the church: Oversight of all committees and ministry teams.

Reporting requirement: Submits an annual report at the congregational meeting which will be held on the fourth Sunday in January or the first Sunday in February at a time specified by the council.

Meeting Time: monthly

Minutes: The Council secretary is also the corporate secretary of the congregation. That means that state nonprofit or not-for-profit corporate law will also govern how the records of the congregation are to be kept and maintained. This requires that the minutes of the congregation meetings and congregation council meetings be accurate and kept in a way that allows members of the congregation appropriate access to these minutes. This usually means that minutes are stored in the church office (and in the cloud), not in the secretary's home. Once approved by the Council or the congregation meeting, these are the official records of the congregation's decisions. The minutes should contain mainly a record of what was *done* at the meeting, not what was *said* by the members. Certain elements should be part of congregation or council minutes:

First paragraph

1. Date, time, and location of the meeting. A record of the required notifications calling the meeting should be noted.
2. The presiding officer's call to order.

3. For a council or committee meeting, the names of the members present and absent. Those whose absence is excused should also be noted.
4. Affirmation that a quorum exists, including the number required for a quorum and the total number of members present.
5. Approval of minutes of previous meetings.

Body of the minutes

6. The exact language of motions or resolutions and any amendments. Even if an amendment is not adopted the language of an amendment and its disposition should be recorded.
7. The motion should be recorded, and the fact that a second is provided should be noted.
8. When a ballot is used or when voting other than by voice vote, the numbers of votes for or against are recorded. When voting by voice, the ruling of the chair is recorded.
9. When there are nominations and elections, the names of all nominees are recorded. When announced, the number of votes for each person is recorded along with the declaration of election.
10. A copy of all written reports is attached to the minutes.
11. A summary of any oral report should be included when there is not a written report.

Last paragraph

12. Adjournment, including the time, is recorded.

The Signature

13. Minutes should be signed by the secretary and can also be signed, if the council wishes, by the president.

Minutes do not need to include:

1. Record of discussion between members regarding the issues being considered.
2. Discussions that take place in executive session. Minutes should reflect the times when members went into and out of executive session. If actions are taken in executive session, they must then be reported out in open session.
3. Formal discussions with attorneys, certified public accountants, and other legal advisors should be in executive session.

Proper steps need to be taken to ensure that the minutes reflect accurately what was discussed at the meeting. The objective is to have a record of the actions taken at the meeting, which was properly announced and run, and that the

decisions were approved by the required number of votes. The meeting minutes should report the decisions that occurred during the meeting.

It is the responsibility of the Council secretary to keep the minutes of all meetings of the congregation, the congregation council, and the congregation executive committee, as well as the approval, distribution, and publication of such minutes.

Executive sessions of the council should be used to discuss legal issues, personnel and potential liability issues and no decisions are to be made. The contents of these sessions are not to be disclosed in the general minutes, but the minutes should note that the members participated in an executive session. There should be separate minutes of the executive session, which should be kept separately in a confidential file.

Details about the deliberations prior to the decisions or discussions between members regarding the matters brought up for consideration should not be included in the minutes. Neither should be any discussions with attorneys, certified public accountants or insurance adjusters that may contain privileged information. Decisions made as a result of such discussions should be included in the minutes.

Proper steps must be taken to maintain accurate minutes of every meeting. It is very important that the congregation secure these documents by placing them in a fireproof safe or maintain copies in an off-site location, ultimately keeping them in the congregation's archives.

Congregation Committees

Executive Committee

Chairperson: Council President

Membership rosters: The Executive Committee consists of the

- President,
- Vice President, and
- Secretary of the Congregation and
- the Pastor(s)

Role: The Executive Committee is in reality a “board within a board” and operates under the rules applicable to the Council rather than those applicable to committees. The Executive Committee is empowered to act on behalf of the Council, when necessary, in between regular meetings, fix the hour and place of meetings, and create the agenda for regular meetings.

Authority: Constitution of the Evangelical Lutheran Church Zion C13.01

Relationship to other decision-making bodies in the church: Oversight of all committees and ministry teams in between regular meetings,

Reporting requirement: The Executive Committee is required to make a report of its activities at regular Council meetings. No action need be taken on this report, which is generally intended as information only. The committee also reports at the annual congregational meeting which will be held on the fourth Sunday in January or the first Sunday in February at a time specified by the council.

Meeting Time: As needed.

Nominating Committee:

Chairperson: Appointed by the executive committee.

Membership rosters: The committee be appointed by the Church Council and consists of at least 4 but not more than 6 members from the congregation at large, two of whom, if possible, shall be outgoing members of the Congregation Council.

Role: to present recommendations for the Church Council to nominate voting members of the congregation for election to the Church Council.

Authority: Constitution of the Evangelical Lutheran Church Zion Section 13.02.

Reporting requirement: The Nominating Committee shall report directly to the congregation at the annual congregational meeting which will be held on the fourth Sunday in January or the first Sunday in February at a time specified by the Council.

Audit Committee:

Chairperson: Appointed by the Council.

Membership rosters: An Audit Committee of three voting members, two of whom must be members of the finance committee, shall be appointed annually by the Church Council. Audit committee members shall not be members of the congregation council.

Role: The Audit Committee will ensure that an audit of Zion and its ministries is completed once a year. Furthermore, the Audit Committee will contract with an outside CPA firm no longer than every five years to conduct a financial audit.

Authority: Constitution of the Evangelical Lutheran Church Zion C13.03 and By-Laws Article V Standing Committees, Section 13

Reporting requirement: The Audit Committee shall report directly to the congregation at the annual congregational meeting which will be held on the fourth Sunday in January or the first Sunday in February at a time specified by the Council.

Meeting Time: Annually at the call of the chair.

Committee of Mutual Ministry (Mutual Ministry Committee)

Chairperson: Appointed by the Executive Committee

Membership rosters: appointed by the Executive Committee.

The term of the office shall be two years with three new members elected after two years.

Role: To affirm and strengthen the mission of the congregation and the ministry of the staff.

Authority: Constitution of the Evangelical Lutheran Church Zion C13.07 and By-Laws Article V Standing Committees, Section 20

Relationship to other decision-making bodies in the church: In regard to Called staff only, the committee will forward to the Personnel Committee recommendations about annual salary, benefits, specific duties for the coming year which are part of the “Definition of Compensation, Benefits, and Responsibilities” form (Call document) used in the annual review.

Reporting requirement: Monthly reports of standing committee activities shall be submitted to the Church Council. A report is submitted to the congregation at the annual meeting.

Meeting Time: As needed.

Call Committee:

Membership rosters: Six voting members shall be appointed by the Church Council. Term of office will terminate upon installation of the newly called rostered minister.

Role: When a vacancy occurs in a position for which this congregation calls a rostered minister, a Call Committee.

Authority: Constitution of the Evangelical Lutheran Church Zion C13.05 and By-Laws Article V Standing Committees, Section 1

Standing Committees

Executive Committee, Audit Committee and Mutual Ministry Committee (See Congregation Committees above)

Committee on Church Property (Property Committee)

Chairperson: appointed by the Council

Membership rosters: N/A

Role: This committee provides for the proper maintenance and protection of all property to include all technology, equipment both real and personal along with intellectual property of the Congregation.

Authority: By-Laws Article V Standing Committees, Section 5

Relationship to other decision-making bodies in the church: The committee must submit requests for repairs, replacement, or new property not within the current budget to the church council for approval.

Reporting requirement: Monthly reports of standing committee activities shall be submitted to the church council. A report is submitted to the congregation at the annual meeting.

Finance Committee:

Chairperson: appointed by the Council

Membership rosters: If the Treasurer is not a member of the finance committee, he or she has the right to a seat and voice in its sessions.

Role: The duty of this committee is to prepare the annual budget of the congregation for the succeeding year and to provide ways and means for the gathering of the needed funds in a scriptural and systematic way. The full benevolence budget apportioned by the Synod will be included in the annual budget. The committee sees that the financial affairs of the congregation are conducted efficiently, giving special attention to the prompt payment of bills and to the regular forwarding of benevolence monies to the Synodical Treasurer.

Authority: By-Laws Article V Standing Committees, Section 12

Relationship to other decision-making bodies in the church: The committee is, subject to the approval of the church council, responsible for the congregation's investments and insurance program and provides for the annual auditing of the accounts of the Treasurer of the Congregation, of its Financial Secretary, and of the Secretary-Treasurer of the Cemetery Board of Managers.

Reporting requirement: Monthly reports of standing committee activities shall be submitted to the church council. A report is submitted to the congregation at the annual meeting.

Committee on Personnel Administration (Personnel Committee)

Goals: The goals of the personnel committee are to ensure official job descriptions are established for all employees; encourage the utilization of annual evaluations by all supervisors; improve employee performance through goal development and a formal review process. The committee will continue to encourage quick and reasonable resolution of any situations, difficulties, or complaints that may arise among staff members regarding dissatisfaction with church practices, policies, or other work situations.

Chairperson: appointed by the Council

Role: This committee exists to provide oversight to the church's employment relationships, primarily through the creation of employment policy. The personnel committee will assist the pastors and administrative staff in the following areas:

- Proposing employment policies to the church council.
- Make policy recommendations regarding overall salary administration.
 - Developing a compensation strategy to manage employee growth within a role.
 - Use the compensation strategy in conjunction with the finance committee to determine an appropriate benefits package that includes health insurance, paid time off, retirement, etc.
 - Establish employee job classifications. Jobs need to be classified for full-time, part-time, exempt, and nonexempt employment status.
- Review job applications and recommend job candidates for interviews.
 - Create a process to
 - screen,
 - review, and
 - recommend job candidates for interviews.
- Serve as an advisory board to the pastors on personnel related issues, as requested.
- Provide oversight to the overall annual performance review process, to ensure that the process was conducted in a timely manner and with integrity.

- The chair acts as an arbitrator on staff team issues that involve potential policy violations, only after those issues have been appropriately vetted through normal supervisory channels.
 - Serves as a witness during disciplinary employment conversations, when requested to do so by the supervisor.
- Assist the church council and mutual ministry committee in preparing for its annual performance review of the senior clergy leader.
- Work with the supervisors and employees on the design of job descriptions, when asked to do so by the supervisors.

Authority: By-Laws Article V Standing Committees, Section 18

Relationship to other decision-making bodies in the church: makes budgetary recommendations regarding staff salaries to the finance committee:

- **Finance Committee** - works in conjunction with the finance committee to determine appropriate benefits packages for employees.
- **Mutual Ministry Committee** – assists the mutual ministry committee in preparing for its annual performance review of the senior clergy leader.

Reporting requirement

- Reports to the congregation at the annual meeting
- Monthly reports of committee activities are submitted as required to the church council.

Meeting Time: At the call of the chair