

	Zion Lutheran Church Orientation Manual for Church Council Members	SOP # 13	
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Welcome to the ELCA Church Council

On behalf of the members of The Evangelical Lutheran Church Zion, we welcome you and express deep gratitude for your willingness to serve as a member of the Zion Church Council. Zion's mission statement reminds us that we have been elected to be stewards of the resources of this church for the sake of the gospel and for the sake of the world: "We are claimed, gathered, and sent for the sake of the world."

We invite you to the pages of this orientation manual. It is designed to serve both as a primer for new members and as a resource for continuing members. We urge you to refer to it often, since new material will be added as topics are identified and developed.

This manual describes the significant leadership role of the Zion Church Council, whose 14 members are charged with the responsibility of serving as "the board of [trustees] [directors] of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs" (Zion's Constitution 12.05a). The Council is the interim legislative authority between meetings of the Congregation. Fulfilling this leadership role requires wisdom, discernment, intensive preparation, extensive knowledge, collaboration, cooperation, and communication. It is our hope that you will find your participation rewarding. Many council members at the conclusion of their three-year terms have described a deeper faith, stronger relationship with this church, and powerful bonds with other members of the Church Council.

We look forward to the years ahead and pray that you will know the satisfaction of serving God and the Evangelical Lutheran Church Zion through your leadership.

Again, welcome!

In God's grace,

Matt and Diane Day
Pastors

Part 1

Section 1a

The Mission of the Evangelical Lutheran Church Zion

It is important that members of the Church Council understand the mission of this church that they serve, and that they know and affirm what this church confesses and believes.

Mission Statement of Zion: As a people of God, we share Christ's love, grow in faith, and serve others.

Vision Statement of Zion: At Zion we strive to provide a sanctuary for prayerful and joyous worship within a respectful and welcoming environment and to meet the spiritual needs of our intergenerational congregation and community using Christian ideas and values.

Priorities

- **Leadership**
 - Developing new and existing leaders to carry on the mission of the gospel and the congregation.
 - Recruit leaders who effectively plan, execute the ministry plans and communicate with members.
 - Discern the God-given mission and vision of Zion through, prayer, planning and future thinking.
 - We intend to develop and better utilize our committees and ministry teams to deal with the needs and challenges of the congregation so that council can focus on the mission and visionary work.

- **Communication**
 - Evaluate our communication strategies and techniques to make sure we are doing our best to keep the congregation and other vested parties informed of our work and plans.
 - Encourage timely two-way communication at all levels of congregational life.

- **Relationship Building**
 - United around Jesus, we intend to build relationships among ministry teams, committees, and individuals in the congregations to foster mutual

care and support of one another and aid in conflict resolution when it arises.

Section 1b

Organization and Governance of the Evangelical Lutheran Church Zion

ZION'S ORGANIZATION

This congregation is an interdependent part of the Evangelical Lutheran Church in America, and of the Delaware Maryland Synod of the Evangelical Lutheran Church in America.

The Congregation:

- is an instrument for accomplishing the purposes of this church that are shared with and supported by the members;
- develops policy, sets standards for leadership, establishes criteria for this church's endeavors, and coordinates the work of this church;
- is a means for sharing of resources and services as determined by this church.

GOVERNANCE STRUCTURE

The congregation carries out its governance duties through the church council and executive committee.

The congregation is the highest legislative authority of Zion. It meets regularly once a year to review the work of officers and congregational units; establish church policy; adopt the church budget; and establish units to carry out the functions of the church).

The church (congregation) council is the board of directors of Zion. It is the interim legislative authority between meetings of the Congregation. The council acts on policies proposed by church units/committees, subject to review by the congregation; reviews procedures and programs of church units to ensure that Zion's purposes, policies, and objectives are being fulfilled; and reviews recommendations from church ministry teams, committees, and staff for consideration by the Congregation.

ZION'S ADMINISTRATION AND OVERSIGHT

Pastor(s): The pastor(s) work as a team with the church council to discern and carry out the mission of the congregation and provide a model of healthy community for the sake of the Gospel. Patterns of equality between the pastor and the elected lay leadership (president/church council) are found throughout the constitution. One is not

the boss of the other. Rather, there is a mutuality of purpose and an opportunity for the varied gifts of the Body of Christ to work together for a common purpose.

President: The council president presides over the church council. The president is elected to a 1-year term by the church council; is a member of the church council; The president shall preside at all meetings of the congregation, executive committee, and the council; represent the congregation in matters of business, writes the annual report of all council activities for the annual meeting; uphold the constitution and by-laws and ensure policies are being followed. The president's primary duties also include, as the lay leader of the congregation and council, addressing and resolving issues as they arise both to prevent problems and minimize and resolve problems as they may arise. In doing so, the president shall advise and support council members in working together to address such issues. The president will make decisions for referring matters to other appropriate parties, including but not limited to Synod, in instances where council or the congregation have engaged in extensive deliberations without reaching a solution and additional expertise is required.

Secretary, and Vice President: Serving alongside the president, the other officers of the congregation are the secretary and the vice president. The secretary and vice president are elected by the church council, to a one-year term, and each is a voting member of the church council.

Treasurer, Financial Secretary: The Treasurer and Financial Secretary are salaried positions.

Ministry Teams, Committees, and Staff: The ministry teams, committees, and staff of the church serve to carry out directives and policy established by the church council. Each has areas for ministry for which it is responsible. An organizational structure for the church can be found in Zion's constitution and By Laws.

WHAT PRIMARY PRINCIPLES OF ORGANIZATION GUIDE THE WORK OF THIS CHURCH?

1. Confessional integrity

The congregation in its governing documents shall include the Confession of Faith and Statement of Purpose and such structural components as are required in the constitution.

2. Interdependence

This church is to function as people of God. Each part, while fully the church, recognizes that it is not the whole church and therefore lives in a partnership relationship with the others.

3. Inclusive participation

This church, in faithfulness to the Gospel, is committed to be an inclusive church amid division in society. Therefore, in its organization and outreach, the units of this church must seek to exhibit the inclusive unity that is God's will for the Church.

4. Accountability and styles of leadership

Leaders in this church should demonstrate that they are servants by their words, lifestyle, and manner of leadership. Leaders in this church must recognize their accountability to the Triune God, to the whole Church, to each other, and to the organization of this church in which they have been asked to serve.

5. Good stewardship

As a steward of the resources that God has provided, this church must organize itself to make the most effective use of its resources to accomplish its mission.

6. Responsibility and review

The church council should establish an ongoing process to review the function of the structural organization of this church and to develop recommendations for changes.

Part 2

Section 2a

The Church Council: Its Composition and Responsibilities

The following is a brief orientation to the composition of the church council and its responsibilities under Zion's Constitution. For the official wording and for complete detail, it is important to consult the copy of the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church Zion*,

Composition of the Church Council:

The 14 voting members of the Church Council are:

1. Twelve persons elected by the Congregation. Each is elected to a three-year term. Members shall be eligible to serve no more than two full terms consecutively.
2. The officers of this congregation shall be a president, vice president, secretary, treasurer, and financial secretary; the president, vice president, and secretary shall be selected from the elected membership of the Congregation Council. The treasurer and financial secretary are not selected from the elected membership of the Congregation Council and shall have voice but not vote at the meetings of the Congregation Council.

The council may have either a youth and/or young adult member(s) who are non-voting members. The youth member shall be a high school student and the young adult shall be 18-30 years of age.

THE WORK OF THE CHURCH COUNCIL

Church council members have many tasks to perform, both in preparation for and in conducting the council's meetings. Remembering that the people of this church work together using the principles of interdependence, partnership, and mutuality in decision-making, the work involved around council meetings will include, but not be limited to, the following:

1. Review of materials presented by officers, committees, or program units.

Officers and program units prepare written and verbal reports for council review.

Activities of the program units and their committees that require action or approval are presented to the executive committees for action.

The executive committee meets prior to the council meetings to review resolutions, actions, and policies proposed by officers, committees, or program units. The committee chairs reports to the council the findings and proposed actions that have been reviewed and presented by that committee. Committee reports requiring council action will be prepared by the executive committee and moved on the council floor.

Each member will receive written reports in pre-council meeting materials as well as written and verbal reports during meetings. Some will require only review while others will call for eventual action that will be facilitated during the council meeting.

2. Formulation of recommendations to be presented to the congregation.

The church council acts on resolutions by referring those resolutions to appropriate units or officers, and later reporting to the congregation on the action taken by the council. The council also reviews all recommendations from church units for consideration by the congregation.

3. Review and approval of documents, reports, policies, and social statements.

The church council's role is not to duplicate the work of the program units, but rather to review their work from the church's point of view and to ensure that Zion's purposes, policies, and objectives are being fulfilled.

3. Review of planning processes and policies

The council reviews procedures and programs of the church units to ensure that Zion's purposes, policies, and objectives are being fulfilled.

4. Approving goals and expenditure authorizations

The council, upon recommendation of the council President, submits budget proposals for approval by the congregation and authorizes expenditures within the parameters of approved budgets.

5. Monitoring achievement of goals, objectives, and recommendations

The church council serves as the interim legislative authority between congregational meetings. In that role, the council exercises the authority of the church as long as the actions of the church council do not conflict with the actions of and policies established by the congregation, and the council is not precluded by constitutional or bylaw provisions from acting on the matter.

See Chapter 12 of Zion's *Constitution, Bylaws and Continuing Resolutions* for the full list of Church Council responsibilities.

Section 2b

Your Role as a Church Council Member: A Position Description

The position of church council member carries with it the respect and trust of the people of Zion. The council members' willingness to contribute to the life of your church is highly significant and greatly appreciated.

The service of a church council member is an affirmation of their gifts of leadership and reflects their involvement in the Body of Christ. It will involve the members' time, expertise, enthusiasm, energy, wisdom, and prayers as we work together to serve the mission of this church.

COUNCIL MEMBER ROLE:

As a member of the church council of the Evangelical Lutheran Church, Zion, you serve within the body of the church council and as an individual member within that body.

The church council as a body:

1. Is to ensure the mission of Zion.
2. Is the board of directors of this church and serves as the interim legislative authority between meetings of the Congregational Meetings.
3. As appropriate, acts on policies, reviews procedures and programs, submits budget proposals, establishes criteria, adopts personnel policies, acts on resolutions, and reports actions to the congregation.
4. Elects a member to serve the balance of a term in the event of a vacancy on the council or on a board or committee.
5. Is composed of 14 voting members (the 12 council members plus two pastors).
6. Meets at least twelve times a year.

You as an individual member within the body:

1. Represent *this whole church* in your service on the council, forgoing any personal, or specific congregational agendas;
2. Must be a member of Zion and continue to serve the congregation with regular attendance, financial stewardship, and as an active participant in the life and mission of this congregation;
3. May not receive an honorarium from any group while acting as a representative of this church or church council;

4. Are elected to one three-year term and shall be eligible for one consecutive reelection.

Your responsibilities:

(Sources: *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Zion* and various resources about non-profit responsibilities.)

1. Pray regularly for the work and mission of the church council and of this whole church.
2. Demonstrate servant leadership by words, lifestyle, and manner of leadership.
3. Recognize accountability to the Triune God, to the whole church, and to each other.
4. Serve in good faith.
5. Act in the best interests of the mission of this church.
6. Exercise independent and informed judgment.
7. Always respect that matters dealt with in executive sessions are confidential.
8. Maintain an active relationship with members of the congregation, serving both the congregation and the council as a source of information and feedback.
9. Read the materials and be prepared to participate responsibly.
10. Serve on one or more of the church committees to which you will be assigned as a liaison and be active in the committee's deliberations and activities. Council members should be aware that most of the council's work is done in committees. There isn't time for the council to have lengthy discussions or get involved in researching issues in detail. As a council liaison, you should help in guiding and steering the committee towards the priorities and goals set by the council.
11. Serve as a mentor for newly elected council members. Recognize that your board responsibility is to this church, not to the church staff, or other members.
12. Exercise discretion and respect confidentiality in handling materials and engaging in discussion of sensitive matters.
13. When speaking with the public, press, or other individuals, recognize that you have no authority to speak for the council unless such authority is specifically granted to you.
14. Honor the council's final decisions and choices, using the council's established processes for challenging decisions.
15. Support the chair in maintaining good order in meetings.
16. Arrange travel so that you are in attendance for the entire meeting.

17. Follow *Robert's Rules of Order* or as determined by the chair. Council members need to become acquainted with Robert's Rules of Order.
18. Sign the "Business Ethics and Conflict-of-Interest Policy." (Appendix G: of the Financial and Accounting SOP)
19. Support the mission of Zion through an annual financial gift to the church. ***Council members have legal and fiduciary duties.*** Council members need to learn how to read and interpret financial statements so they can be good stewards of the church's funds. This includes reviewing and approving budgets to protect the church's assets. Council members will approve major organizational decisions including planning for programs and related expenditures.
20. Attend meetings regularly.

Etiquette in council meetings:

1. Be responsible for group behavior and productivity.
2. Be a proactive member.
3. Honor and welcome divergent opinions.
4. Ensure that meetings are safe places for all members, advisors, and guests; report concerns to an officer.

Council member support:

1. Mentoring: Every newly elected council member will be assigned a mentor from the senior members of the council for the first biennium.
2. Meeting materials are provided via email. Printed copies are available upon request. The council President is responsible for preparing the church council's agenda. The agenda will include information and recommendations that have been developed by the Executive Committee. The agenda also reflects the actions of the Church Council during prior meetings. In the weeks prior to each meeting, you will receive a great deal of reading material.
3. Consent Agenda. Agenda items that are non-controversial in nature may be included on a consent agenda. This would include reports such as those relating to membership or communications. If the reports are typically read or given at a meeting with little to no discussion, those items may be included in a consent agenda.
 - a. The consent agenda is distributed at the same time the meeting agenda is sent and contains all the various reports.
 - b. The consent agenda is listed on the meeting agenda – typically as the second item of business after approving the minutes of the previous meeting.

- c. The motion is made to accept the consent agenda, the motion is seconded and then any discussion is made regarding the items in the consent agenda.
- d. After any discussion is concluded, the group votes to approve the consent agenda which means that if approved, all items in the consent agenda are approved as well.

Preparing a consent agenda:

Before the meeting, the council president, the Pastor(s), and secretary review the subjects coming up for board consideration, and group together items that are not likely to be controversial. These are bundled together as a single item under the title "consent agenda."

- a. This item is placed on the meeting agenda ahead of anything that will need discussion.
- b. Items suitable for listing in a consent agenda might include draft minutes, orders to pay regular bills, approval for routine future expenditures like training, or staff appointments.

Removing an item from the consent agenda:

When the council reaches that point in the meeting agenda, the President first asks if anyone wants to remove any item from the consent agenda.

- a. If a member requests, the chair immediately removes the item from the consent agenda. It will be considered at its proper place in the usual order of business.
- b. Board members don't need to give a reason for requesting that an item be removed from the consent agenda.

Voting on the consent agenda:

The President then takes a single vote on the remaining package of items, and the council votes to approve them en bloc (all at once, as a batch). The key point is that if anybody wants to comment about or discuss any item, in any way whatsoever, it is immediately removed and placed on the regular agenda.

If the council chooses to use this method, it should adopt a special rule of order or include the consent agenda in its rules of procedure or standing rules.

This method requires that the members read their council packets (e-packet) in advance, review the draft minutes and other content, and be alert when the

consent agenda is reached. Since most of our council meetings have far too much to consider for the time available, it can be worthwhile to compress routine matters into this single item, and use the time saved for subjects most worthy of members' time and consideration.

Benefits of being a council member:

In your service as an elected member of the Church Council, you will:

1. Gain insight into the church, and how the mission of Zion is lived out in its fullness.
2. Be inspired through worship, devotions, prayer, and in conversations with members of the staff, council, and others within this church.
3. Experience the diversity of this church and see its issues and challenges from a broader perspective.
4. Discuss, deliberate, and make recommendations about major issues facing this church.
5. Participate in the governance of this church through review of staff work and the direction of the programs and functions of this church.
6. Be regarded in your local context as one who has a good understanding of the life and mission of Zion.
7. Experience a sense of community among and with fellow council members, the officers of this church, and the members of the church at large, as well as with ecumenical partners.

What you can expect as a church council member:

1. Within the bounds of reason, you should feel free to contact the officers or appropriate staff person to obtain additional information to fulfill the council's duties.
2. You have the right to inspect, for reasonable purposes and at reasonable intervals, the books, and records of this church and to be provided with requested data derived from them.
3. You are indemnified by the church from liabilities or lawsuits occurring by reason of your service on the council.
4. You should and will be given ample advance notice of all council and committee meetings that you are expected to attend.
5. You have the right to dissent or abstain from voting.
6. You should be given a copy of the minutes of all meetings of the full council and of any meeting of any committee exercising council powers.

Section 2c

Your Role as a Church Council Officer

COUNCIL OFFICER ROLE:

At the meeting following the Annual Congregation meeting the Congregation Council shall elect for a term of one year a President, Vice President and Secretary and select a Treasurer and Financial Secretary. The President, Vice President and Secretary shall be members of the Congregation Council. The Financial Secretary and the Treasurer shall be accorded the privilege of voice without vote in the meetings of the Congregation Council.

Your responsibilities:

(Sources: *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Zion* and various resources about non-profit responsibilities.)

1. **President:**
 - a. It is the duty of the President to serve as the presiding officer at all meetings of the Congregation, executive committee, and the council; represent the congregation in matters of business; write the annual report of all council activities for the annual meeting; and uphold the constitution and by-laws and ensure policies are being followed.
 - b. The President's primary duties include, as the lay leader of the Congregation and Council,
 - (1) Addressing and resolving issues as they arise. In doing so, the President shall advise and support council members in working together to address such issues.
 - (2) The President will make decisions for referring matters to other appropriate parties, including but not limited to Synod, in instances where council or the congregation have engaged in extensive deliberations without reaching a solution and additional expertise is required.
 - c. In addition to the duties outlined in the Bylaws, there are specific duties that the President must perform that correspond to the duties of any committee chair (See Appendix A of SOP #7).
2. **Vice President**—The Vice President shall actively aid the President in administration of office, participate as a member of the Finance Committee, serve as the liaison to the Property Committee, and actively assist the committees with establishing and managing their goals. The Vice President will work with staff members to periodically assist in communicating council activities and accomplishments. The Vice President will preside at meetings in the absence of the President.

3. **Secretary**—The Secretary shall keep accurate minutes of all meetings of the congregation and the Congregation Council in a volume (including digital copy) provided by the congregation which shall be preserved permanently in the archives of the congregation. The Secretary will work with the Treasurer and the Pastor to ensure timely filing of the congregation's annual report., sign the letter of call for rostered staff at the time of a call meeting, and carry out correspondence on behalf of the council and the congregation as directed. In addition, the secretary is responsible for all digital and print communications from the council. **The Secretary will create the e-packet before each meeting and ensure that it is distributed to all council members.** Act as the Secretary during congregational meeting. Ensure that an annual report is published before the annual congregation meeting.
4. **Financial Secretary**—**The Financial Secretary shall oversee and participate in counting the offerings, oversee and participate in creating and depositing receipts, ensure that two non-related persons are always present for all counting procedures, and provide periodic and annual statements to the contributors for tax reporting Records** for all monies received will be submitted to the Treasurer.
5. **Treasurer**—The Treasurer shall serve as financial officer of the congregation, provide oversight of the financial secretary's duties and responsibilities, perform or oversee all bookkeeping functions and assist in the preparation of the annual budget. The Treasurer shall make a report of the financial condition of the Church showing receipts and disbursements, assets and liabilities, which shall be audited by the Audit Committee. Monthly financial reports will be submitted to the Congregation Council. Records used in all transactions remain the property of the congregation. The fiscal year of this congregation shall begin on the first day of January and end on the last day of December. A report of the actual budget and financial accounting for the fiscal year shall be provided to the Congregation at its annual meeting in the following year.

Part 3

Section 3a

Council Meeting Basics

Meetings: Once a month in the Church social room.

Committees: Each member of the Church Council serves as a liaison on at least one of four standing committees (Finance Committee, Personnel Committee, Property Committee, and Mutual Ministry Committee) and ministry teams.

The committee reports form the basic structure for meetings of the council, with most of the council's business addressed through the committees. In addition to reports from the committees and the officers, the council spends time focusing on "board development," addressing a variety of issues to strengthen its leadership as the board of directors of the Evangelical Lutheran Church, Zion.

TYPES OF MEETINGS

Reflecting the commitment of Zion to full, informed participation of all members in the life of this church, the church practices a pattern of open meetings. Because of the sensitive nature of some discussions—e.g., personnel issues, contract issues, or pending litigation—there will be times that the body will go into "executive session." The following information defines these two types of meeting and spells out requirements for their conduct.

OPEN MEETINGS

Meetings that are open: Meetings of the congregation, councils, boards, steering committees, or advisory committees, as well as work groups or task forces appointed by these elective bodies of Zion normally are conducted in open session. The proceedings of such open sessions become part of the general record of this church and are available for historical reference and news reporting.

Conduct of business: Actions of these elective bodies—except for matters such as personnel issues dealing with selection, evaluation, compensation or termination, certain contractual discussions, or other matters such as litigation—shall be taken in open session. Such sessions are open to those designated for participation.

Distribution of agenda: Agenda materials are distributed to members of such assemblies, councils, boards, steering committees, advisory committees, or other groups. In addition, agenda materials should be provided to advisory members, accredited press, invited resource persons, and necessary staff present for the meeting.

Voice but not vote: Advisory members of such bodies and liaison persons, as defined in the bylaws of this church, shall have voice but not vote. Press and other media representatives, interpretation persons, and staff have neither voice nor vote in the meeting. At the discretion of the chair, however, staff may be asked to speak to specific issues under discussion.

Visitors: Visitors present for an open meeting have no voice and no vote in the deliberations of the body. There is no obligation to provide visitors with agenda materials.

Accredited press and media representatives: Accreditation of press and other media representatives attending meetings of elective bodies of this church shall be established as determined in the media relations SOP #10.

EXECUTIVE SESSIONS

Purposes of executive sessions: An “executive session” may be held to discuss personnel issues, contract proposals, or other matters such as pending litigation. These also may be referred to as “off the record” or “background” sessions.

Present for executive sessions are *voting members only* and any specific persons that the elective body has deemed necessary for the purposes of the session. These may include liaison members, or other persons as invited at the discretion of the body.

Necessary steps for executive sessions: For such closed sessions, the following steps should be taken:

- The holding of a closed session shall be announced prior to the board or committee’s entrance into such a session.

- When such a closed session is planned in advance, the chair will discuss, as early as possible, the holding of the closed session with any media representatives prior to the start of the closed session.
- When during an open session a voting member requests an “off the record” or “background” session, such a request shall be made in the form of a motion and an affirmative majority vote of the group shall be required for entry into such a closed session.

MEDIA REPORTING

Discussion of a topic in closed session does not preclude news reports on the topics, provided the information in those news reports is obtained outside the session. Because of the nature of what is discussed in an executive session, the chair and media representatives may agree to a delayed date for reporting on the topic.

Always remember that council members are never to divulge to anyone matters dealt with in executive session, and that when speaking with the public, press, or other individuals, no member has authority to speak for the council unless such authority is specifically granted.

MEETING MATERIALS

The council president is responsible for preparing the church council agenda. This agenda includes information and recommendations that have been developed by ministry teams/committees/staff and by church officers, as well as requests for council action that come from the congregation. The agenda also reflects the actions of the council from prior meetings.

Because of the scheduling of various meetings, recommendations for action from these sources may arrive in the executive committee as late as a week before the church council meeting. To deal with this flow of materials, the council uses an agenda system that provides *background information* for members to read at home but retains flexibility to add new information or make necessary adjustments.

Note also that different types of supporting material will be provided at different times prior to and during meetings of the church council.

AGENDA

Schedule

This section of the agenda provides a listing of participants, and background information and proposed recommendations for action. Most of the resolutions on which the council will vote are found in these pages, printed in boldface type.

Actions read: **CC ACTION**
Recommended: [proposed wording]

Exhibits

Exhibits are supporting documentation related to actions or information items listed on the agenda pages. These lettered exhibits also remain constant from meeting to meeting.

Other documents

The list of exhibits and other materials will be made available both prior to and during the meeting.

Electronic Distribution of Church Council Materials

Church council-related materials will be provided via email. Copies will also be distributed at the meetings.

Placing Matters on the Church Council Agenda

There are multiple ways that business can be proposed for consideration on the agenda of church council meetings, consistent with the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church Zion* and fiduciary responsibilities of church council members under not-for-profit law. They are as follows:

1. Through the Council President who, in collaboration with the officers of this church and staff, is responsible for the preparation of the agenda of Church Council meetings.
2. Through the action of congregational organizations by means of resolutions. Resolutions are processed for action by the executive committee, which reports to the church council.
3. Through committees of the church council. If issues have been assigned to a committee or if issues are consistent with the responsibilities of a committee as reflected in its charter, matters relating to these issues may be raised to the church council as part of a committee report.
4. Through the executive committee. Council members may ask officers or committee chairs to bring issues or concerns to the executive committee, which can recommend their placement on the council's agenda.
5. Through "New Business" on the church council agenda. Items must be added at the beginning of the meeting during the adoption of the agenda. New Business items added during the meeting after the adoption are taken up at the discretion of the chair. It is, however, best to add these items ahead of the meeting.

PARLIAMENTARY PROCEDURES

An explanation of parliamentary procedure and a chart of Robert's Rules of Order Motions (in brief) is provided below:

Robert's Rules of Order Motions – Cheat Sheet

Motions are the lifeblood of parliamentary procedure. Here the most common are summarized, along with some specifics about each common motion's application.

This cheat sheet is broken into three sections: main motions, incidental motions, and motions that bring a question again before the assembly. These sections have the following information associated with each listed motion:

INTENT

What does the speaker hope to achieve by putting forth this motion? Every motion serves a specific purpose.

YOU SAY

This is the nomenclature associated with each purpose for putting forth a motion.

INTERRUPT?

Is this motion allowed to be used to interrupt the current business?

2ND?

Does this motion require a second to be considered by the assembly?

DEBATE?

Can this motion be debated?

AMENDABLE?

Can this motion be amended?

VOTE?

Can this motion be put to a vote? If so, how much of the present assembly is required to pass the motion?

MAIN MOTIONS

These motions are listed in order of precedence. A motion can be introduced if it is higher on the chart than the pending motion.

INTENT	YOU SAY	INTERRUPT?	2nd	DEBATE?	AMENDABLE?	VOTE?
Close meeting	I move to Adjourn.	No	Yes	No	No	Majority

Take break	I move to recess for...	No	Yes	No	Yes	Majority
Register complaint	I rise to a question of privilege	Yes	No	No	No	None
Make follow agenda	I call for the orders of the day	Yes	No	No	No	None
Lay aside temporarily	I move to lay the question on the table	No	Yes	No	No	Majority
Close debate	I move the previous question	No	Yes	No	No	2/3
Limit or extend debate	I move that debate be limited to...	No	Yes	No	Yes	2/3
Postpone to a certain time	I move to postpone the motion to...	No	Yes	Yes	Yes	Majority
Refer to committee	I move to refer the motion to...	No	Yes	Yes	Yes	Majority
Modify wording of motion	I move to amend the motion by...	No	Yes	Yes	Yes	Majority
Kill main motion	I move that the motion be postponed indefinitely	No	Yes	Yes	No	Majority
Bring business before assembly (a main motion)	I move that [or "to"] ...	No	Yes	Yes	Yes	Majority

INCIDENTAL MOTIONS

These incidental motions are not presented in a particular order of precedence. These motions arise incidentally and are decided on immediately.

INTENT	YOU SAY	INTERRUPT?	2nd	DEBATE?	AMENDABLE?	VOTE?
Enforce rules	Point of order	Yes	No	No	No	None
Submit matter to assembly	I appeal from the decision of the chair	Yes	Yes	Varies	No	Majority
Suspend rules	I move to suspend the rules	No	Yes	No	No	2/3
Avoid main motion altogether	I object to the consideration of the question	Yes	No	No	No	2/3
Divide motion	I move to divide the question	No	Yes	No	Yes	Majority
Demand a rising vote	I move for a rising vote	Yes	No	No	No	None
Parliamentary law question	Parliamentary inquiry	Yes	No	No	No	None
Request for information	Point of information	Yes	No	No	No	None

MOTIONS THAT BRING A QUESTION AGAIN BEFORE THE ASSEMBLY

These motions may only be introduced when no others are pending. Not presented in order of precedence.

INTENT	YOU SAY	INTERRUPT?	2nd	DEBATE?	AMENDABLE?	VOTE?
Take matter from table	I move to take from the table...	No	Yes	No	No	Majority
Cancel previous action	I move to rescind...	No	Yes	Yes	Yes	2/3 or majority with notice
Reconsider motion	I move to reconsider...	No	Yes	Varies	No	Majority

Section 3b

Church Council Committees

Each member of the church council serves on one of the four primary church council committees. Each biennium, church council members indicate a preference for committee assignment.

Though an attempt is made to try to align council members' interests and the needs of the committees for expertise, experience, and balance, members cannot be guaranteed that they will be assigned their top preference. Every effort will be made, however, to match interests with committee assignments.

Additional information about the committees:

1. The committees review various aspects of churchwide work and develop recommendations in their areas of responsibility for consideration by the Church Council.
2. The committee assignments, including those of newly elected members, will be reported in the first church council mailing and ratified at the first church council meeting of each biennium.

The committees and their responsibilities:

Committee of Mutual Ministry (Mutual Ministry Committee)

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

Committee on Church Property (Property Committee)

This Committee shall provide for the proper maintenance and protection of all property to include all property, both real and personal, including but not limited to technology, equipment and intellectual property of the Congregation and shall submit requests for repairs, replacement, or new property not within the current budget to the Congregation Council for approval.

Finance Committee:

Its duty shall be 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 Committee shall see 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. The Committee shall, subject to the approval of the

congregation council, be responsible for the congregation's investments and insurance program and shall also ensure the annual auditing by the audit committee of the accounts of the Treasurer of the Congregation, of its Financial Secretary, the MVFB, and of the Secretary/Treasurer of the Cemetery Board of Managers occurs.

Committee on Personnel Administration (Personnel Committee)

Has the responsibility for facilitating the development of personnel policies and procedures; the recruitment process in filling vacant positions; reviewing yearly evaluations for church staff; and making budgetary recommendations regarding staff salaries to the finance committee.

The Bylaws for committees are reviewed, and updated as necessary, early within each biennium, including general and specific responsibilities for each committee for the biennium. The updates are consistent with the applicable continuing resolutions regarding ministries of Zion and often include a projected timeline for the pursuit and fulfillment of those responsibilities.