

**CONTINUING RESOLUTIONS**  
**ST. LUKE LUTHERAN CHURCH**  
**SUNNYVALE CA**  
**2005**

Updated 2012  
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## Chapter 1 - PASTORAL MINISTRIES

**(B5.01)** The function of Pastoral Ministry is to provide the spiritual leadership and/or guidance necessary for the congregation to achieve its Statement of Purpose, as stated in C4.02 and C4.03 of the constitution.

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### **CR1.01 Elder Chair – Chair Elect - Spiritual Support**

The primary responsibilities of this elected position are as follows:

- A. Work closely with the Pastoral Staff to ensure that all Elder activities support the Pastoral Ministry of this congregation.
- B. Provide leadership in Spiritual Support activities (responsibility of all elected elders) to the Pastoral Ministry of the congregation in the following areas:
  - 1. new member support
  - 2. spiritual conflict resolution - congregation
  - 3. spiritual and physical welfare for the pastor and staff
- C. Member of Executive Committee
- D. Member of Church Council
- E. Conduct monthly Elder meetings
- F. Maintain the continuing resolution document for the Elder's activities; ensure that periodic reviews, at least annually, are made.
- G. Communicate **all** Elder activities to the congregation through available opportunities, Epistle, Voter Meetings, mailings, ....
- H. Administratively, the position is responsible to the Church Council.
- I. The Congregation is divided into alphabetical areas with each of the Elders being the principal contact for the people within an assigned area. This plan provides St. Luke members a personal Elder with whom they can communicate and with whom they can identify by the alphabetical listing in the St. Luke directory.

**The Elder Chair, Chair Elect and all Elders will minister to their assigned people in the following ways:**

- 1. Maintenance Endeavor

- a. The Elder makes initial contact via phone, mail or in person.
- b. The Elder sends a letter to the people in his/her area outlining the coordinated plan of support and counsel.
- c. The Elder phones quarterly to each family/group just to see how things are going.
- d. The Elder writes one letter each quarter (i.e. Initial autumn letter, Advent/Christmas, New Year, Lent/Easter, and beginning of Trinity Season)
- e. The Elder regularly prays for each family and the individuals within that unit.

2. Attendance Monitoring

- a. Monitor attendance of people assigned to each Elder. List showing attendance for the previous month will be placed in Elder box or emailed the first week of the next month.
- b. Contact members in assigned list if absent more than three (3) consecutive Sundays.

J. **Specific Support of Spiritual and Doctrinal Support**

- 1. Contact Elders for congregational members with problems/concerns for Council referral.
- 2. Contact Elders for congregational members with problems/concerns with Youth Director, Music Director, Office Manager, Senior Pastor or other staff members for referral and resolution to the Executive Committee. **This is a referral role and not an action role.**
- 3. Contact Elders for congregational members with problems/concerns regarding Christian education of the members.

K. **An Adjunct Member of the Prayer Chain**

- 1. Be informed (via phone and e-mail) with the St. Luke Prayer Chain and respond as needed to needs of congregation members.
- 2. Pastor is included in the Prayer Chain (via phone and/or email) to coordinate congregational needs.

**L. Altar Flower Delivery**

1. All Elders are responsible for altar flowers to be distributed to members who may be shut-in or ill. Members who donate flowers may designate special needs. These wishes are to be considered when delivering flowers.
2. This "flower delivery" activity is assigned to one Elder each month excluding the Lenten season

## **Chapter 2 OFFICERS**

**(B6.02)** Officers of this congregation shall be a president, vice president (president-elect, secretary, treasurer, and financial secretary who shall be nominated by the Nominating Committee, or from the floor, and elected for the term of two years at a regular congregation meeting. Officers may be elected and serve one additional consecutive term in any one office.

**(C11)** Constitution - Officers

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### **CR2.01 PRESIDENT**

The President shall:

- (B6.03)**
- a. represent the congregation in all business matters assigned by the congregation;
  - b. be authorized and empowered in the name of the congregation to negotiate and sign contracts and other instruments at the direction of the Congregation Council;
  - c. be authorized to be co-signer of checks and documents at the direction of the Congregation Council;
  - d. chair the Congregation Council and the Congregation Meetings and act as an ex-officio member of all Service Areas, Boards and Committees;
  - e. exercise appointive power between Council meetings;
  - f. be a valid second signatory for checks in excess of \$10,000;
  - g. serve as chair of the Executive Committee.

### **CR2.02 PRESIDENT-ELECT**

The President-elect shall:

- (B6.04)**
- a. perform the duties of the president in the absence of the President;
  - b. succeed to the office for the duration of the term, in the event of a vacancy in the office of the president;
  - c. interpret the provisions of the Constitution and By-laws in connection with the actions and decisions of the Church Council and this congregation;
  - d. be a valid second signatory for checks in excess of \$10,000;
  - e. serve as chair of the Nominating Committee and the Call Committee;
  - f. perform duties as the president shall assign as his/her representative;
  - g. be a member of the Executive Committee;
- 

Other Responsibilities include:

- a. chair the Risk Management Team;  
(See Risk Management Continuing Resolutions for responsibilities)
- b. update the Continuing Resolutions annually;
- c. serve as chair for planning the annual congregational retreat;
- d. be a member of the Vision Team.

## CR2.03

## TREASURER

### (B6.06)

The Treasurer shall:

- a. be an ex-officio member of the Stewardship Board;
  - b. pay all authorized bills and financial responsibilities of St. Luke;
  - c. manage the money accounts of the congregation; its deeds, mortgages, contracts, evidences of claims and revenue, and trust funds, holding the same at all times subject to the order of the congregation;
  - d. invest funds upon authorization of the Congregation Council;
  - e. be responsible for transmittal each month to the Treasurer of the Sierra Pacific Synod the correct amount of proportional share funds;
  - f. require the signature of a second signatory for checks in excess of \$10,000;
  - g. keep accurate records of the receipts and disbursements of the congregation in books which shall be and remain the property of the congregation and shall be available for audit at any time;
  - h. submit a financial report at each Church Council and Congregation Meeting; such report shall show actual receipts and disbursements compared with budgeted amounts;
  - h. prepare an annual report of all income and expenditures to be presented at the Annual Congregation Meeting;
  - i. be a member of the Executive Committee.
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## CR2.03

The major responsibilities are to:

- a. maintain all financial disbursement records of the church and pay the bills. Maintain, by month, the invoice/receipt/authorization documentation. Archive with the church secretary after year end close out;
- b. maintain BOA and Franklin Fund checkbooks and reconcile monthly;
- c. prepare monthly and annual financial reports consisting of:
  - Balance Sheet
  - Property Fund Statement
  - Income Summary
  - Restricted Fund activity and status
  - Income and Expense Summary
- d. pay monthly salaries and maintain compensation records:
  - withhold Federal/State Income Tax, FICA and Medicare
  - monthly compute employer tax; combine with Federal withholdings and transmit to the Government
  - accumulate state tax withholdings and transmit to state quarterly
  - pay Benefit and Pension funds
  - withhold and submit 401(k) payments as established by the individual participant
- e. prepare and submit quarterly and annual tax reconciliation statements to the state and federal governments;
- f. prepare and issue W2s and 1099s to the appropriate individuals and submit to the state and federal governments;
- g. maintain the official file of W4s and 1099s;
- h. maintain a safety deposit box for St. Luke and an inventory of the contents. Provide key control of the box;
- i. be a member of the Risk Management Team;
- j. participate in annual budget preparation;
- k. participate in church leadership as a member of the church council;
- l. present special report to congregation for weekly offerings versus needs.

## **CR2.04 FINANCIAL SECRETARY**

**(B6.07)** The Financial Secretary shall:

- a. deposit and record all receipts of congregational monies, in appropriate records which shall remain the property of the congregation;
  - b. regularly report all income from all sources to the congregation treasurer;
  - c. submit a report of income at each Church Council meeting and at all other meetings as requested;
  - d. supply communicant members with envelopes for offerings and keep a record of offerings received therein;
  - e. keep the record in a manner so that an individual's contribution shall be known only to the Financial Secretary and the alternate(s);
  - f. prepare an annual summary of offerings for the annual Congregation Meeting.
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CR2.04 The major responsibilities are to:

- a. count, recording, and depositing all offerings and receipts of the congregation.
- b. issue quarterly statements of member offerings;
- c. prepare weekly bank deposit summaries and provide Council-designated persons with copies of bank deposit summaries;
- d. arrange for and provide offering envelopes and maintain changes to the envelope system;
- e. present a monthly report of weekly offerings, receipts, and significant giving patterns to the Church Council;
- f. present special reports to congregational meetings:
  - January -Giving distribution for previous year.
  - November - Pledge status for current year
- g. maintain records of pledges. Maintain an accounting and reporting system for member pledges;
- h. keep confidential all gift information unless specifically authorized by the member;
- i. provide special reports as necessary;
- j. participate in annual budget preparation.

**CR2.05 SECRETARY**

**The Secretary shall:**

- (B6.05)**
- a. keep accurate minutes of Congregational Council and Congregation Meetings;
  - b. provide for recording the signatures of attendees at Congregation Meetings and for signatures of new members to the constitution and by-Laws of St. Luke;
  - c. perform such other duties as the Congregation Council may direct;
  - d. maintain permanent records of the congregation meetings;
  - e. provide copies of minutes of all meetings to all Congregational Council members and staff as soon as possible following each meeting;
  - f. prepare copies of minutes of congregation meetings for distribution to voters by the next congregation meeting;
  - g. perform other duties in keeping with this office.
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**CR2.05 The major responsibilities are to:**

- a. record the minutes for all Council and Congregational meetings;
- b. publish and distribute meeting minutes in a timely manner with the following features:
  - 1. action items and person/group responsible clearly identified
  - 2. votes on motions are clearly identified
  - 3. attendees are listed
  - 4. approved policies are highlighted for approval by congregation and inclusion in St. Luke Continuing Resolutions
  - 5. new Members to be accepted are listed
  - 6. old Members to be transferred are listed
- c. coordinate the preparation of Council correspondence;
- d. maintain Council and Congregational meeting files. These files will be entered into the Congregational file system at the end of each secretary's term;
- e. provide for recording the signatures of attendees at Congregational meetings and determine the presence of a quorum of voting members. (See Constitution for definition of "voting members".)
- f. provide copies of constitution, by-laws, and continuing resolutions to new attendees (members) at Congregational meetings;
- g. maintain and update Continuing Resolutions;
- h. be a member of the Risk Management Team.



### **Chapter 3 EXECUTIVE COMMITTEE**

**(B4.02)** The Executive Committee, as stated in C12.05 shall be made up of the congregation president, president-elect, elder chair, and the treasurer, along with the pastor(s). The duties and responsibilities will be defined in the Continuing Resolutions.

The Executive Committee shall:

- a. serve in an advisory capacity to the Congregation Council and make recommendations to the Council;
- b. study issues and make recommendations to the Council on business matters;
- c. be responsible for review of staff evaluations performed by the Senior Pastor;
- d. be responsible for the performance evaluation of the Pastor(s).

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The major responsibilities are to:

- CR3.01**
- a. be responsible for the oversight and development of administrative guidelines over all business affairs of the church;
  - b. review personnel needs and recommend additions or changes to provide support, as requested, to the Congregation Council in evaluating and selecting persons to meet those needs;
  - c.. establish a process for hiring employees;
  - d.. provide an annual evaluation of the various Service Areas and Boards;
  - e. recommend appropriate salary adjustments.

## Chapter 4    **BOARDS**

- CR4.01        As an aid in accomplishing those tasks necessary to lead this congregation in ministry, several Boards are established. Particular attention should be given to those specific items enumerated in the Constitution, Chapter 4. The chairpersons of these Boards serve as members of the Congregation Council, whose primary task, along with the Pastoral Ministries, is that of providing overall leadership in ministry for the congregation. Ministry, as used here, includes all those actions taken and those behavior patterns practiced in our attempts to be responsible people in our individual and corporate Christian practice.
- CR4.02        Since all members of these Boards, as well as the members of the Congregation council, are expected to be leaders in our ministry, it is generally understood that these men and women are diligent in their Christian practice in worship, witness, learning, and service.
- CR4.03        As lay leaders in their particular areas of ministry, these persons typically plan, organize, recruit, coordinate, explain, and advocate. They find themselves devoting varying but important amounts of their time not otherwise required of them in their everyday vocations. These persons understand the importance of ministry, and they also realize the necessity for leaders who, not only have the inclination and background to lead in the particular ministry, but are willing to commit themselves in Christian service, as well.
- CR4.04        Although not voting members, Chair-elects should attend Council Meetings whenever possible.
- CR4.05        Each Board should do the following:
- a.        In consultation with the pastor and with the Congregation Council, recruit and organize such task groups as necessary and appropriate to carry out the ministry under the cognizance of the Board.
  - b.        In cooperation with Learning Board, arrange for and promote appropriate special training experiences and preparation for leadership for those persons asked to assume leadership roles in its various areas of ministry. This may include budget requests for short courses and seminars as well as for those training events which may be arranged within the congregation. In addition, books, journals, newsletters, and other such resource materials relevant to ministries of this congregation should be acquired and made available for use by members.
  - c.        Make monthly reports to the Congregation Council of activities and issues associated with the ministry under the cognizance of the board. Annually, each Board should submit a report of its activities at the Congregation Meeting.
  - d.        Annually, in consultation with the Stewardship Board, prepare a budget estimate for supporting those elements of ministry under the cognizance of the particular board for the following year.
  - e.        Propose for adoption by the Congregation Council such Continuing Resolutions as appropriate for describing policy and procedures associated with ministry. In such resolutions, each Board may include such detail as appropriate to insure that all activities are conducted satisfactorily and are consistent with the Constitution and By-laws of this congregation.

**Chapter 5    Worship Planning is done by the worship staff.**

**Chapter 6    BOARD OF WITNESS**

**(B7.03)**        The goal of the **Board of Witness** is to help the congregation fulfill the divine commission of our Lord to bring the Good News to the world. This commission is achieved by the cultivating and fostering the Christian faith through an outreach of witness involving daily life in the world and inviting people into the family of the church.

The **Board of Witness** shall include a chairperson and chair-elect, the chair-elect to be elected annually by the congregation to serve for two years and shall succeed to the position of chair in the second year of his/her term. The remaining members shall be appointed by the Witness Chairperson to carry on the ministries and duties of this Board as outlined in the Continuing Resolutions.

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**CR6.01**        The Witness Board is to promote understanding about and to facilitate individual and congregational action in social concerns in a Lutheran Christian context. It shall seek to extend Christian compassion and helpfulness to persons of all ages who are in need of aid in body and soul. The Board shall strive to enlist in these efforts as many members and organizations of the congregation as possible."

In support of these goals, the mission of the Board of Witness is to facilitate the touching of lives with the Good News of God's unconditional love in Jesus Christ through various activities within and outside of St. Luke. These activities focus on preparing members to share their faith and God's unconditional love in Christ with others by:

- providing a means for members to help strengthen their faith;
- reaching out and spreading the Gospel to the unchurched and those outside of St. Luke;
- increasing awareness of St. Luke in the surrounding neighborhood and community, and
- encouraging joyful service to our Lord through membership and participation at St. Luke.

**CR6.02        The major responsibilities for the Board of Witness are to:**

- a.        maintain a visitor tracking system, following up with visitors and inviting them to return to St. Luke;
- b.        provide brochures and informational pieces on St. Luke and the Lutheran church to visitors and prospective new members;
- c.        conduct neighborhood walks making our neighbors aware of St. Luke and our activities;
- d.        encourage magnet events which bring neighbors and community members to St. Luke;
- e.        provide articles for the Epistle on the Board of Witness;
- f.        make the community aware of St. Luke through the internet,
- g.        educate members of St. Luke regarding the needs and activities of our ELCA mission and other outreach activities;
- h.        support St. Luke members who experience God's call to missionary service;

- i. recommend special mission offerings for the fifth Sundays during the year;
- j. evaluate and incorporate new ideas to address the needs of evangelism and missions;
- k. prepare an annual budget and report.

## Chapter 7 BOARD OF LEARNING

**(B7.04)** The goal of the **Board of Learning** is to be responsible for the Christian nurture of children, youth and adults of the congregation. The scope and nature of the work of the Learning Committee shall be to foster spiritual growth in the life of the individual Christian, strengthen the Christian home and help equip parents, children and young people for Christian living. It shall provide learning opportunities for all age levels: preschool, elementary school, youth and adults. It shall encourage the congregation to establish programs that will help the congregation best perform its educational task for each specific age group. It shall provide leadership training for teachers and leaders of the congregation.

The **Board of Learning** shall include a chairperson and chair-elect, the chair-elect to be elected annually by the congregation to serve for two years and shall succeed to the position of chair in the second year of his/her term. The remaining members shall be appointed by the Learning Chairperson to carry on the ministries and duties of this Board as outlined in the Continuing Resolutions.

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**CR7.01** In support of these goals, the Board of Learning shall:

- a. coordinate the establishment of objectives and policies for each education program in the congregation including Nursery, Sunday School, Confirmation, Vacation Bible School, Adult Education and the Resource Center;
- b. coordinate the approval of all curriculum with Pastor, and Learning Board members;
- c. maintain, improve and cultivate the use of the Resource Center;
- d. inform the congregation of the facilities and equipment needed for the education programs;
- e. continually review existing programs to determine whether all age groups are being served and recommend revisions and additions as deemed advisable;
- f. establish and maintain a permanent file of all children and youth of the congregation by age and grade level;
- g. ensure all phases of its program are properly financed;
- h. facilitate classes, training sessions or workshops on strengthening and deepening one's faith, discipleship, personal witness and invitational evangelism;
- i. evaluate the performance/effectiveness of all curriculum.

**C7.02** The major responsibilities for the Board of Learning are:

- a. Sunday School
  1. Superintendent
  2. Staff
- b. Vacation Bible School
- c. Resource Center
- d. Nursery
- e. Distribution of the "Portals of Prayer" and "Christ in Our Home."
- f. Rally Day/Church Picnic
- g. Acknowledge Confirmands, High School and College graduates
- h. Acknowledge St Luke and ACP teachers
- i. Coordination of Adult Education
- j. Working with Youth Board on specific projects
- k. Continual evangelism and witnessing
- l. Children's Ministry Team

## **Chapter 8      BOARD OF SERVICE**

**(B7.05)**      The goal of the Board of Service is to promote hospitality, fellowship and joy among members of this congregation through the sharing of celebratory meals.

The **Board of Service** shall include a chairperson and chair-elect, the chair-elect to be elected annually by the congregation of serve for two years and shall succeed to the position of chair in the second year of his/her term. The remaining members shall be appointed by the Service Chairperson to carry on the ministries and duties of the Board as outlined in the Continuing Resolutions.

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**CR8.01**      In support of its goal, the Board of Service will:

- a.      promote organize and coordinate a variety of parish social activities whose principle purpose is Christian fellowship. This includes parish picnics and potluck dinners as well as other such activities which the board may believe appropriate in support of its goal;
- b.      provide means for assimilating new members into the life of this congregation;

**CR8.02**      Examples of activities to be supported are:

- a.      Sunday Morning Coffee Hour
- b.      Lent/Advent Soup and Salad Dinners
- c.      Easter Breakfast
- d.      New Member Dinners
- e.      Church Picnics
- f.      Celebration Events for Congregation
- g.      Celebration Events for Members  
i.e. baby showers for first-time mothers of St. Luke
- h.      Maintain all kitchen and pantry supplies
- i.      Funeral receptions as requested by Pastor

## Chapter 9 BOARD OF STEWARDSHIP

**(B7.08)** The goal of the **Board of Stewardship** is to provide leadership for this congregation in the area of Christian stewardship. Christian stewardship is understood to include, among other things, the attitudes and inclinations of individual Christians who share with others those spiritual and material gifts with which God has blessed them. The leadership provided by the **Board of Stewardship** shall encourage members to discover and share their gifts as well as provide specific means and incentives for such discovery and sharing.

The **Board of Stewardship** shall include a chairperson and chair-elect, the chair-elect to be elected annually by the congregation of serve for two years and shall succeed to the position of chair in the second year of his/her term. The remaining members shall be appointed by the Support Chairperson to carry on the ministries and duties of this Board as outlined in the Continuing Resolutions.

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**CR9.01** In support of these goals, the **Board of Stewardship**, will:

- a. help members discover ways of being active in Christian service;
- b. encourage service within and outside the congregation;
- c. manage the overall financial support for the ministries of this congregation;
- d. encourage proportionate or percentage giving according to a standard that each individual or family defines and accepts for itself.

**CR9.02** The major responsibilities of the **Board of Stewardship** will be to:

- a. contact and encourage new members for service to the congregation;
- b. maintain a congregational talent file (and prepare new member biographies);
- c. provide opportunities for the development of talents (training courses, workshops, etc.)
- d. initiate preparation and presentation to the congregation of an annual vision-response, determine necessary expenses and recommend a budget through Council for adoption by the Voters' Assembly:
  - prepare an annual budget for the work of the Stewardship Committee by October 1 of each year.
  - prepare an annual capitol improvement budget for all Boards.
  - collect all Board and Staff budgets by October 1 of each year.
- e. conduct an intensive program annually to address every member personally with basic Biblical stewardship principles and practices, giving every member an opportunity to make a commitment of time and treasure for Kingdom work through the congregation;
- f. screen all outside appeals for funds and make the appropriate recommendations through Council and, as necessary, to the Voters' Assembly, and initiate the necessary action appropriate to such an appeal;

- g. review all offers of non-solicited gifts to the congregation, recommending acceptance or declination to the Council. Ensure that gifts and memorials are properly recorded and maintained;
- h. evaluate various programs for endowments, remembrance of the congregation in wills, bequests, etc.
- i. encourage and enlist the young people of the congregation for full time service in the church as pastors, teachers, etc.
- j. together with the Treasurer and Financial Secretary, evaluate the offerings of the congregation regularly, and share these evaluations with the members of the congregation;
- k. promote a program of membership "ministry in daily life" through:
  - Faith-goes-to-work" awareness emphasis
  - Identifying week-day callings as God-given opportunities to minister
  - Help bridge the Sunday-Monday gap by periodic recognition of professions in our congregation
  - Encourage written and spoken testimonials of faith-in-action experiences
- l. present educational programs for the congregation based on members personal needs for stewardship.



## **Chapter 10 BOARD OF FACILITIES MANAGEMENT**

**(B7.06)** The goal of the **Board of Facilities Management** is to support the ministry of this congregation in maintaining the church buildings, grounds and equipment. The Board of Facilities Management shall provide leadership for long-range planning in building and ground improvements working closely with other committees and groups to determine anticipated needs.

The Board of Facilities Management shall include a chairperson and chair-elect, the chair-elect to be elected annually by the congregation to serve for two years and may choose to succeed to the position of chair in the second year of his/her term. The remaining members shall be appointed by the Facilities Management Chairperson to carry on the ministries and duties of this Board as outlined in the Continuing Resolutions.

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**CR10.01** The major responsibilities of the Board of Facilities Management include:

- a. the care, protection, repair, storage and maintenance of all church property including equipment, buildings and landscaping of the church grounds;
- b. the purchase and installation of all new equipment;
- c. the supervision of custodians and contract help whose purpose is to assist the Facilities Board in its tasks;
- d. an annual check of the adequacy of all types of insurance for the church property and equipment;
- e. maintaining the records of building and equipment plans, specifications, guarantees, inventories, leases, contracts and agreement forms as well as the maintenance, repair and replacement schedules for the plant and equipment;
- f. an annual inspection of the property for fire hazard;
- g. be a member of the Risk Management Team.

## Chapter 11 BOARD OF YOUTH

**(B7.07)** The goal of the **Board of Youth**, in conjunction with the Director of Youth, is to provide programs of ministry in which the youth of this congregation are able to develop feelings of belonging, identity, and joy as members of a community of young Christians. The program is extended to all youth of the local community.

The **Board of Youth** shall include a chairperson and chair-elect, the chair-elect to be elected annually by the congregation to serve for two years and shall succeed to the position of chair in the second year of his/her term. The remaining members shall be appointed by the Youth Chairperson to carry on the ministries and duties of this Board as outlined in the Continuing Resolutions.

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**CR11.01** **Mission Statement:** Our mission for the Youth Ministries at St. Luke is to touch the lives of our young people and young people of our community with the Good News of God's unconditional love in Jesus Christ, to free and equip their lives for joyful service through His church to the World.

**CR11.02** In support of this mission, the Board of Youth strives:

- a. to provide Christian education and fellowship for our young people that will also serve as a means of outreach to our community;
- b. to create an understanding and desire for accepting Jesus Christ as Lord and personal Savior;
- c. to develop intelligent and active disciples of Jesus Christ for future leadership in his church;
- d. to offer substantive study, wholesome recreation and meaningful service opportunities as important aspects of Christian fellowship;
- e. to enable our young people to face the inevitable moral trials and assaults on their Christian faith with spiritual fiber and conviction;
- f. to offer a "safe harbor" for our young people.

**CR11.03** The specific tasks of the Director of Children and Youth Ministries, with the support of the chair and the members of the Board of Youth, will include:

- a. develop a year-round-program, for three separate age levels: grades K-5, grades 6-8 and grades 9-12;
- b. organize outreach events designed to give young people opportunities to invite their friends to participate;
- c. build positive one-on-one relationships with youth and be available to the youth outside of planned activities;
- d. build a positive environment for all youth by visiting with youth and families in their home, school events, and youth sporting events and activities;
- e. work with the Sunday School Program to develop a rapport with the younger children;
- f. recruit, train and direct all youth and adult leaders;
- g. plan and coordinate, along with the pastor and the Worship Team, a quarterly Youth Sunday;
- h. organize a special event to recognize the newly confirmed young people of the congregation and to encourage them to become and/or remain a part of the group for their age level;
- i. develop and coordinate with the Learning Board on-going Christian educational opportunities for our young people on topics that are relevant to their daily lives;

- j. encourage the different age groups to be involved as servants to the community by participating in service projects that assist with the environment and/or working with people less fortunate;
- k. recognize the achievements and accomplishments of our young people;
- l. plan and coordinate activities with other Lutheran young people's groups in our area for the three age levels;
- m. in conjunction with the Witness Team, train and encourage our young people to share their faith and assist their friends to come to faith in Jesus Christ;
- n. provide guidance for the spiritual, moral, social and vocational development of our young people;
- o. encourage and support, along with the Learning Board, young people who show a desire to undertake a life of professional Christian service;
- p. encourage and create meaningful ways for parents to be involved and relate to the children and youth;
- q. attend and participate in monthly Congregation Council meetings, reporting youth plans, progress and problems;
- r. plan fundraising events to support youth activities/supplement youth budget.

**C11.04**

The responsibilities of the Board of Youth Chairperson are to:

- a. facilitate effective communications between youth, parents, congregation members and church staff.
- b. act as a youth advocate within the congregation.
- c. provide strategic direction for youth ministry programs.
- d. develop an effective youth ministries team.
- e. gain commitment for goals aimed at achieving the youth ministry Mission.
- f. be an effective member of the Church Council.
- g. perform annual review of Director of Youth in conjunction with the Pastor.

## CHAPTER 12 RISK MANAGEMENT TEAM

**CR12.01** The goal of the **Risk Management Team** is to ensure that all requirements for insurance, OSHA, the Injury and Illness Prevention Program, and the Creating a Safe Environment Program are up to date.

**CR12.02** The **Risk Management Team** shall consist of at least three members:  
President Elect as Chair  
Treasurer  
Facilities Chair

**CR12.03** **Procedures and Guidelines** will be taken from GuideOne Insurance Safeguard Solutions Volume II, OSHA, and the Creating a Safe Environment manual.

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**CR12.04** The major responsibilities of the Risk Management Team include:

- a. **Insurance**  
Review insurance requirements
- b. **Training**  
Schedule required training sessions for “Create a Safe Environment” Program  
Schedule required training sessions for the Worker’s Compensation Insurance
- c. **Property**  
Complete Annual Inventory of Church Contents  
Review Property Safety and Security General Survey  
Conduct annual physical survey of indoor and outdoor property  
Complete security checklist
- d. **Outside Usage**  
Review insurance request forms of all contractors and outside groups using the church facilities to provide proof of general liability and workers’ compensation insurance
- e. **Update Church Usage and Hold Harmless Agreements for usage groups**
- f. **Financial Safeguards:** (GuideOne Insurance Safeguard Solutions Volume II)  
Review financial safeguards general survey  
Taking the collection  
Safekeeping and depositing of collection  
Counting of collection  
Internal control of accounting  
Screening workers  
Special funds  
Purchases  
Reporting  
Audits  
Bonding  
Responding to incidents
- g. **Report to Council**  
Completion of Injury and Illness Prevention Program Annual Review  
Completion of Training for “Creating a Safe Environment”

## Chapter 13 Vision Committee

**(B8.05)** A **Vision Committee** consisting of a minimum of three members shall be appointed by the president to serve three years with staggered terms. Members may be reappointed without restriction, if ratified by the Congregation Council. Committee members will elect the chairperson. The Vision Committee shall annually develop a written five-year plan for the congregation in all areas of staff, property, programs, activities and policies.

The duties of this committee shall be carried out as outlined in the Continuing Resolutions.

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**CR13.01** The Vision Committee shall give direction in helping determine long-range plans for the following areas:

- a. staff
- b. property
- c. programs
- d. activities
- e. policies

**CR13.02** The major responsibilities are to determine:

- a. Who Are We
- b. What Are We Like
  - In our worship life
  - In our educational life
  - In our witnessing life
  - In our serving life
  - In our fellowship life
  - In our organizational life
- c. Who Are Our Neighbors
  - Review demographic information
  - Conduct interviews
  - Make observations
  - Draw conclusions
- d. What is our Mission
- e. How will we put our Vision into Action
  - Define goals
  - Define and implement programs
  - Set checkpoints and evaluate progress

## **Chapter 14 NOMINATING COMMITTEE**

**(B8.01)** The **Nominating Committee** shall consist of at least four members. They shall be a pastor, the president-elect as Chair, a member of the Elders and at least one member from the congregation-at-large. They shall be appointed annually by the Congregation Council.

It shall be the responsibility of this committee to:

- a. carefully screen the eligible members of the congregation, prepare and submit a slate of candidates for all elective positions to be filled at a Congregation Meeting. Nominations shall be posted at least one week prior to the election meeting;
  - b. submit candidates for all mid-term vacancies;
  - c. supervise all elections, accept nominations from the floor prior to any balloting, conduct the balloting, and announce the results;
  - d. the duties of this committee shall be carried out as outlined in the Continuing Resolutions.
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**CR14.01** **The major duties are to:**

- a. determine continuing members of the Council;
- b. enlist officers for two-year terms;
- c. enlist Board members for two-year terms  
chair  
chair-elect;
- d. give Continuing Resolutions (Job Descriptions) to potential Board members;
- e. present slate to Council for approval;
- f. prepare slate for June congregational meeting.

## Chapter 15    AUDIT COMMITTEE

**(B8.03)**    An **Audit Committee** of three voting members shall be appointed by the president and approved by the congregation at a Congregation Meeting.    Audit Committee members shall not be members of the Congregation Council.    Term of office will be three years, with one member appointed each year.    Members shall be eligible for reappointment.

The Audit Committee shall be responsible for auditing the financial records of the congregation to assure their continued accuracy, and to provide an annual report of their findings.

The duties of this committee shall be carried out as outlined in the Continuing Resolutions.

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### **CR15.01    Definition:**

The Audit Committee is appointed by the Council of the congregation. This committee should be composed of at least two members of the congregation, excluding the treasurer and the financial secretary. It is preferable that they select individuals who have had training in accounting procedures.

The committee, with approval of the Finance Committee, may secure outside help on a fee basis from an independent accountant, registered in the state.

### **CR15.02    The Audit Committee**

- a.        Examines and reviews all accounts and records.
- b.        Exercises supervision and oversees the work of this review if it is conducted by an outside accounting firm.
- c.        Examines all insurance policies and prepares a schedule of the insurance coverage.
- d.        Inspects and examines securities and investments, if applicable.
- e.        Prepares a schedule of the securities and investments for review by the Finance Committee, if applicable.
- f.        Reports its findings in writing to the Church Council with supporting schedules and recommendations for change and improvement.

### **CR15.03    Procedures for Review**

- a.        Review the recording of cash receipts
  1.        Trace deposits from the Counter's reports in the Financial Secretary's and Treasurer's records. Compare these to the entries recording such deposits so they agree with the deposits recorded by the bank. Select two deposits from each of 4 to 5 different months of the year.
  2.        Check on the timeliness of the deposits.
- b.        On a sample basis, check the account distribution in the cash receipts journal, being especially alert for funds designated for specific purposes.

### **CR15.04    Verify Check Accounting**

- a.        Inspect the cash expenditures record in the cash disbursement journal which should show the date, check number, name of payee, amount of check and account distribution for each check written. Select two expenditures from each of 4 to 5 different months of the year.

- b. Check mathematical accuracy of entries. Examine the authority for writing a check such as approval on invoices; Pastor's call, including current salary and housing arrangements; contract agreements; actions of Council reported in minutes.
- d. Examine checks to verify that disbursements were actually paid to the proper parties.
- e. Account for all checks, used and voided. All checks should be accounted for to prevent fraud.
- F. Prepare a statement of expenditures for comparison with the adopted budget for the year and analyze variances.
- g. Prepare a tabulation of benevolence payments to the Synod and compare with statements received from the Synod. Compare this total with the expected response for the year.
- h. Analyze expenditures, noting proper capitalization of major improvements refurbishing, and new equipment.

**CR15.05 Reconcile Bank Accounts**

- a. Inspect, on a sample basis, endorsements on the canceled checks.
- b. Request banks, savings and loan associations, and other investment agents to confirm, in writing, the balances held in accounts. (Not needed at this point in time.)
- c. Confirm authorized signatures for check writing with the financial institutions. Compare signatures on the card with those currently used on checks.
- d. Prepare a statement of reconciliation between bank balances and balances shown on the books. The reconciliation should begin with the bank's balance. Add to that figure deposits shown on the books but not yet credited on the bank statement, Subtract the outstanding checks (those which have not yet cleared the bank) to prove the balance shown on the books. Bank reconciliations should be done each month by the Treasurer.

**CR15.06 Examine petty cash funds to determine that**

- a. Disbursements vouchers have proper approval.
- b. Reimbursements to the fund are made properly.
- c. Maximum figure for individual payments has been established and followed.

**CR15.07 Examine individual member records**

- a. Compare "pledge amount" with the signed pledge.
- b. On a sample basis, check the Financial Secretary's posting of contributions to the members' records.
- c. Choose approximately 15 members and ask them to compare the year-end statements given to them with what each member shows as his or her records.

**CR15.08 Inspect insurance policies and prepare a schedule of insurance in effect to show**

- a. Effective and expiration dates.
- b. Kind and classification of coverage.
- c. Maximum amounts of each coverage.
- d. Premium amounts and terms.
- e. Comparison of insurance coverage with the insurance appraisal or other supporting cost data.



## **Chapter 16 COLUMBARIUM POLICY**

**The Columbarium Policy is to provide Columbarium guidelines.**

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### **CR16.01 Master Copy in Columbarium Policy Binder.**

See special section under Columbarium Policy in this binder for a copy.

## **Chapter 17 - ENDOWMENT COMMITTEE**

### **CR17.01 STATEMENT OF PURPOSE**

The purpose of the Endowment Committee shall be to receive, to manage and to distribute funding for scholarships, improvements, and missions.

#### **The scholarship dimension shall focus on**

1. Congregational youth attending Amazing Creations Preschool
2. Congregational members attending Lutheran colleges, seminaries, and universities
3. Congregational staff (called, contracted, or hired) taking training for the enhancement and improvement of skills
4. Congregational youth attending Christian conferences, camps or other events

#### **The improvement dimension shall focus on:**

1. Building of new property
2. Remodeling and renovating existing property
3. Obtaining new equipment
4. Purchasing such items necessary for enabling or improving a unique ministry of the church

#### **The mission dimension shall focus on:**

1. Service outreach opportunities in our community
2. Local mission and ministry opportunities outside our congregation
3. Funding for mission trips or servant events in other geographic regions
4. Funding for equipment and supplies for Sunday school, adult education, self-improvement classes and other programs that will serve those in the community

### **CR17.02 ESTABLISHMENT OF ENDOWMENT FUND**

St. Luke Lutheran Church of Sunnyvale, California shall have the ST. LUKE LUTHERAN CHURCH ENDOWMENT FUND. The Fund should be allowed grow to the point that it generates returns that allow for considerable distributions without reducing the corpus of the Fund in any meaningful way.

### **CR17.03 FISCAL YEAR OF ENDOWMENT FUND**

For tax, accounting, distribution, or other purposes, the fiscal year of St. Luke Lutheran Church of Sunnyvale shall be the fiscal year of the Endowment Fund.

- A. Within two months after the close of each of Endowment Fund's fiscal years, and at such other time(s) as is deemed convenient, an itemized written statement accurately reflecting the position of the Fund's income and corpus accounts as of a date reasonably close to the date the statement is submitted, and the receipts, disbursements, and changes therein since the Fund's inception or the previous accounting, as the case may be, shall be submitted to the Voters Assembly.
- B. The Fund's records shall be audited at the same time as all other records of the Treasurer of the congregation are audited.

### **CR17.04 DURATION OF ENDOWMENT FUND**

The ST. LUKE LUTHERAN CHURCH ENDOWMENT FUND shall continue in existence and shall be used as hereinafter provided (unless earlier revoked), so long as St. Luke Lutheran Church of Sunnyvale shall continue to exist. If St. Luke Lutheran Church of Sunnyvale should cease to exist, then the assets of the Fund shall become the property of a successor Lutheran church

congregation. If there is no successor Lutheran church, then the assets of the Fund shall become the property of the Sierra Pacific Synod of the Evangelical Lutheran Church in America or its successor body. Furthermore, should St. Luke Lutheran Church of Sunnyvale dissolve, it shall at the time of dissolution have the right to determine, in consultation with the Synod, a successor Lutheran church that qualifies as an exempt organization under the Internal Revenue Code.

#### **CR17.05 RECEIVING GIFTS AND BEQUESTS INTO ENDOWMENT FUND**

Gifts and contributions from any individual, family, firm or corporation, in money, in securities, or in any other form of property may be received by the Endowment at any time. Gifts in memory of any deceased person or in appreciation or recognition of any living person, gifts in the form of a bequest under will or trust instrument, and gifts or proceeds or portions of proceeds of insurance, annuity, or endowment policies or contracts may be received by the Endowment at any time.

- A. **GIFTS AND BEQUESTS – REAL PROPERTY:** When gifts of real property are offered, the Endowment Committee is restricted to accept them conditionally until the following items are collected and evaluated:
1. A Certified Appraisal that establishes the market value of the property
  2. A Preliminary Title Report--reflecting all taxes, mortgages, liens, covenants, conditions and restrictions as well as any other items recorded that may affect the condition of the property
  3. A Geological Survey Report, Environmental Impact Evaluation and/or an Environmental impact Study
  4. Any other legal, financial, environmental or historical reports that can show possible risks and constraints with owning or selling the donated real property
- B. **GIFTS AND BEQUESTS – MISC:** Undesignated gifts to the congregation that impose limits on investment, conditions of sale and/or liquidation, or otherwise conflict with management of gifts and bequests as outlined in this Continuing Resolution shall not be accepted. Gifts of tangible assets that are not immediately useful in or for the ministry of St Luke Lutheran Church in Sunnyvale are to be sold, liquidated, converted to cash, or returned to the donor or the donor's estate.

#### **CR17.06 DISTRIBUTIONS FROM ENDOWMENT FUND**

The Endowment Committee shall, at least annually, make recommendations to the Church Council for distribution of the income and/or principal, if any, of the Endowment for the designated uses, projects and programs. The distribution of the income and/or principal shall be approved by a simple majority of those present in the Voters Assembly. None of the distributions shall be distributed to the congregation's operating budget but can and should be taken into account when creating new budgets for the upcoming fiscal year.

#### **CR17.07 GOVERNING BODY AND OFFICERS OF ENDOWMENT COMMITTEE**

- A. The Endowment Committee operating under the Church Council shall promote and manage the Endowment Fund. The Committee's membership shall consist of no fewer than (6) members:
- President of the congregation
  - Pastor of the congregation
  - Treasurer of the congregation who would also be the Treasurer of the Fund;
  - Three At-large members shall be appointed by the President to serve three years with staggered terms. Members may be re-appointed without restriction, if ratified by the Church Council.

The start and end dates of the terms of the Endowment Committee members shall align with the annual terms of the St. Luke Lutheran Church Council. In the event of a vacancy before the end of a committee member's term, the President shall appoint another at-large member to fill the vacancy.

- B. The Endowment Committee shall consist of one Chairperson who is elected annually by the members of the incoming Endowment Committee no later than (60) days after the beginning of its term.
- C. The Endowment Committee shall meet at least on a quarterly basis. The Chairperson, or the member designated by the Chairperson, shall preside at all meetings of the Endowment Committee. The Secretary, appointed by the Chairperson, shall maintain complete and accurate minutes of all the meetings of the Endowment Committee and supply a copy thereof to each member.
- D. The Endowment Committee shall establish such written rules and regulations as may be necessary for the conduct of its business. It shall adopt standards and goals to guide in the expenditure of the income from the Fund, which it may amend, all within the stated purposes of the Fund.
- E. The Endowment Committee shall maintain accounts with such financial institutions as it may by resolution authorize and determine. All checks and other documents transferring or expending any funds or assets in the Fund shall be executed by any two of three following Church Council members: Treasurer, President, and/or Vice President.
- F. The Endowment Committee may ask other members of the congregation to serve as advisory members and may employ, at the expense of the Fund income, such professional counseling of investments and legal matters as it deems to be in the best interest of the Fund.
- G. The Endowment Committee shall maintain complete and accurate books of account and may employ such professional help as it deems necessary in this task.
- H. The Endowment Committee may recommend that the assets of the Fund be delivered to the Lutheran Community Foundation for investment management or to any other qualified investment management institution. Any agreement entered into for the management of the Fund shall be valid only if approved by a two-thirds (2/3) majority of the voting members present at a duly called and constituted meeting of the Church Council.
- I. No member of the Endowment Committee shall engage in any self-dealing or transactions with the Fund in which the member of the Committee has direct or indirect financial interest and shall at all times refrain from any conduct in which personal interests would conflict with the interest of the Fund.
- J. The Endowment Committee, in accordance with its written policies and procedures, shall make recommendations no less often than annually for the distribution of income and/or principal from the Fund. The Church Council may accept, amend, or reject the recommendation of the Endowment Committee before presenting to the Voters Assembly (see CR17.06).

**CR17.08            DUTIES OF ENDOWMENT COMMITTEE**

- A. The Endowment Committee shall at least annually render a full and complete account of the administration of the Fund during the preceding year.
- B. A list of specific Endowment Fund uses, projects and programs shall be distributed to the members of the congregation on an annual basis or as changes are made.

- C. Means for formally acknowledging the receipt of each gift and contribution shall be established and maintained, including, whenever feasible, a designation of the value ascribed to each gift.
- D. All funds and property in the Endowment Fund shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to the church. However, the Endowment Committee shall in no event be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donors, but may establish separate accounts in its accounting records.
- E. The Endowment Committee is to educate the members of the congregation at least annually of the purpose of the Endowment and may periodically arrange for members of the congregation to meet with professional counselors in the areas of charitable giving, wills, bequests, insurance, etc.
- F. All new members of the Endowment Committee are to receive a copy of the Continuing Resolution to become acquainted with the function and purposes of the Endowment.

**CR17.09                    POWERS OF ENDOWMENT COMMITTEE**

- A. All assets constituting the corpus of the Fund are to be managed in a manner intended to protect the corpus of the Fund. The Endowment Fund, therefore, shall be invested and/or reinvested in a manner that would normally be expected to yield reasonable income. Investments that would be considered high risk or speculative by a prudent and experienced investor must be avoided.
- B. It is not intended that the Fund purchase, acquire, or accept gifts of stock, bonds, or property (real or tangible) to be held for potential income or anticipated increase in value. Rather, the Endowment Committee shall liquidate such gifts or holdings (except as in CR17.09.B.1) and invest the proceeds in accordance with this Continuing Resolution.
  - 1. In the event that donated real property might be seen as immediately beneficial to the congregation in providing ministry activities, such property may be retained, provided that the voting members of the congregation approve any such measure in compliance with the Constitution's provisions.
- C. Without limiting the authority otherwise conferred, the additional authority is hereby granted to be exercised as is believed to be in the best interest of the Endowment Fund:
  - 1. To accept and receipt for any inter vivo, testamentary or other transfer of property to the Endowment Fund.
  - 2. To hold property, and to negotiate and execute documents on behalf of the Endowment Fund.
  - 3. To allocate between income and corpus in equitable proportions, any money or other property received, and any loss or expenditure incurred.
  - 4. To vote, or refrain from voting, securities having voting privileges, and to give any type of proxy (without directions) to vote the same.
  - 5. To make division and distribution of property held in the Endowment Fund (whenever directed to do so) either in kind or in cash or partly in kind and partly in cash and for such purpose to set values upon any property of the Endowment Fund.

6. To protect the Endowment Fund and its property by insurance against damage, loss or liability.
7. To establish checking account(s) in which may be deposited income and/or corpus cash.
8. To employ, at the expense of the Endowment Fund, attorneys, investment counsel, brokers, custodians of assets, and other agents and employees.

## CHAPTER 17- AMENDMENTS

### (C17.01) AMENDMENTS TO THE CONSTITUTION

Amendments to this constitution may be proposed by at least five voting members, or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at its regular or special meeting called for that purpose. The Congregation Council shall notify the members of the proposal with the Council's recommendations at least 30 days in advance of the meeting.

### (C17.02)

A proposed amendment to this constitution shall:

- a. be submitted at a properly called meeting according to this constitution and accepted by a majority vote of those present and voting;
- b. be ratified without change at the next congregation meeting by a two-thirds majority of those present and voting; and
- c. have the effective date included in the resolution and noted in the constitution.

### (C17.03)

Any amendments to this constitution shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod, unless the synod informs this congregation that the amendment is in conflict with the constitution or bylaws of the Evangelical Lutheran Church in America or the constitution of the Sierra Pacific Synod of the ELCA.

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### AMENDMENTS TO THE BY-LAWS

### (C16.01)

This congregation may adopt bylaws. No bylaw may conflict with this constitution.

### (C16.02)

Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting.

### (C16.03)

Changes to the bylaws may be proposed by any voting member provided, however, that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregational Meeting called for that purpose and that the Congregational Council notify the members of the proposal with its recommendations at least 30 days in advance of the Congregational Meeting.

### (C16.04)

Approved changes to the bylaws shall be sent by the secretary of the congregation to the synod.

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### CONTINUING RESOLUTIONS

### (C18.01)

The Congregation Council may enact continuing resolutions which describe the functions of the various committees or organizations of this congregation and congregation policies.

### (C18.02)

Continuing resolutions shall be enacted or emended by a two-thirds vote of all voting members of the Congregational Council.

**UPDATES APPROVED BY COUNCIL 5-15-18**