

COMMITTEE/MINISTRY TEAM RESPONSIBILITY LISTS

General Observations

- Lacking consistent format
- Lacking enough detail to explain the function of committee or tasks to be performed
- Referencing old/outdated information
- Some include separate chair/co-chair responsibility list
- Some are time-bound; some are not
- Some are a mere itemization without explanation
- No reference to the paid professional staff which committee works with/supports/supervises
- Some do not reference responsibilities in connection with spending plan
- Some do not reference performance review process (where applicable)

Guidelines in Writing Responsibility Lists

- Know the audience for whom you are writing: 1) the next committee chairperson so that he/she will know their responsibilities; 2) current committee members; 3) a recruitment tool for future committee members.
- The objective of the Responsibility List is for individual(s) to know what they are to do. (The Monthly Duties Checklist is a guideline for when they need to do it. Tie tasks/events/programs to the calendar. Show significant milestones/deadlines. The Monthly Checklist is on a separate page and not part of the Responsibility List which must be approved by Council.)
- State the purpose of the committee in a **single**, simple, succinct sentence.
- Develop categories that highlight the broader aspects of the committee's ministry. This may be as few as 2 or as many as 5, but not more. See suggestions below.
- Group similar tasks/functions under these categories. Use "action" verbs. See suggestions below.
- Use as few words as possible to describe the task without sacrificing clarity.

Categories (not an exhaustive list)

Planning	Organization	Discipleship	Witness
Hospitality	Support	Communication	Operations
Resource	Policy	Evaluation	Programs/Events

Action Verbs

Administer	Coordinate	Meet	Recommend
Advise	Develop	Monitor	Recruit
Analyze	Encourage	Oversee	Report
Approve	Establish	Participate	Review
Arrange	Evaluate	Plan	Schedule
Assess	Facilitate	Promote	Serve
Communicate	Identify	Publicize	Supervise
Cooperate	Manage	Purchase	Support

Sample Formats

Page 1: Committee Responsibility List: **This page requires Council approval and no changes are made without Council approval.**

COMMITTEE/MINISTRY TEAM NAME
Responsibility List

Purpose: *(Stated simply in a single sentence)*

Staff Member: *(person committee works with, supports, supervises)*

Category #1

Task 1

Task 2, etc.

Category #2

Task 1

Task 2, etc.

[Additional categories as needed]

Reviewed by Committee: *(Date)*

Approved by Council: *(Date)*

Page 2: Monthly Duties Checklist: **This page is a working document for the committee and can change during the year. This page does not require Council approval.**

Monthly Duties Checklist

January *(Brief reference to task/s which must be initiated/ completed in the timeframe)*

February

March

April, etc.

ADULT AND FAMILY MINISTRY TEAM RESPONSIBILITY LIST

Reviewed by
Committee: November 2011 Submitted to
Council: February 2012 Accepted by
Council: February 2012

Purpose: Because we are all chosen and called to be partners in God's mission, the Adult and Family Ministry Team creates opportunities to nurture and equip the adults/families of Good Shepherd Lutheran Church for service in God's wider world.

Staff Member: Director of Adult and Family Ministry

RESPONSIBILITIES:

I. Planning, Organizing and Supporting Small Group Ministry with Adults/Families of GSLC

1. Meet on a basis consistent with the needs and business of the ministry (approximately once a month).
2. Recognize gifts and needs within the congregation. Solicit ideas from the Pastor(s), Director of Adult and Family Ministry, Congregational Council and other members as to needs/opportunities for nurturing or equipping members of the congregation.
3. Provide GSLC small group ministries with the necessary tools, resources and ongoing support. Periodically review/update the documented guidelines for "Forming Congregational Groups and Community Groups" as well as the purpose and responsibilities of this team.
4. Coordinate with other church ministry teams such as Children and Youth Ministry, Shalom, Social Ministry, Stewardship, etc. as appropriate.
5. Recommend and work within approved spending plan for Adult and Family Ministry.

II. Nurturing Members (groups or events that strengthen our community of believers)

1. Ensure the vitality of affinity groups such as Lutheran Men in Mission (LMM), 60+, Women of the ELCA (WELCA), Little Lights, Stitchers.
2. Establish and provide adequate resources/tools for support groups such as Military Support Group.
3. Organize retreats which both nurture and also equip members for greater service.
4. Coordinate congregational events as the church picnic, small group gatherings, etc. as needed.

III. Equipping Members (assist adults/families with identifying/developing/strengthening their gifts for service)

1. Provide for educational opportunities such as Adult Forums, diakonia™, short and long term studies.
2. Provide families with the resources and opportunities surrounding the church seasons (i.e., Advent, Christmas, Epiphany, Lent, Easter and Pentecost).
3. Coordinate with Children and Youth Ministry to provide Summer opportunities for the whole family.
4. Encourage participation in Synod, cluster and local Lutheran meetings.

IV. Sending Members (faith in action)

1. Be intentional about asking members of the congregation to lead/participate in GSLC small group ministries and provide them with the necessary tools and ongoing support.
2. Provide teaching opportunities for those gifted, to lead adult forums and small group ministries.
3. Enable the small group and support ministries the ability, means and resources to reach out to communities in and out of GSLC. Work with Social Ministry, Shalom, Stewardship, etc. to match opportunities for service with the gifts of individual members or small groups.

AUDIT COMMITTEE RESPONSIBILITY LIST

Reviewed by
Committee: _____

Submitted to
Council: July 2008

Accepted by
Council: July 2008

Members of the audit committee serve for a three-year term.

The Audit Committee will:

- 1) Manage the completion of the audit/review of the church and daycare financial reports and records including:
 - a. Identifying how the audits will be completed (examples: recruiting church members, developing a consortium with other local churches)
 - b. Implementing the methodology for the audit based on the chosen method in a. The audit is to be completed by March 31 of each year.
- 2) Report to council on the audit results.
- 3) Work with church treasurer and daycare financial manager to remediate any issues identified during the audit. (Example: new processes needed, booking of correcting entries).

Section 4-C

Issued August 2009

CHILDREN, YOUTH, & FAMILY MINISTRY TEAM RESPONSIBILITY LIST

Reviewed by
Committee: August 2016 Submitted to
Council: September 2016 Accepted by
Council: pending

Purpose: To foster a Spiritual Growth by providing a rich and vibrant selection of Ministry activities for the Children, Youth, and Families of Good Shepherd Lutheran Church.

Staff Members: Associate Pastor; Sunday Church School (SCS) Coordinator

RESPONSIBILITIES:

I. CHRISTIAN EDUCATION:

- Associate Pastor and SCS Coordinator work together to provide curriculum resources and maintain volunteers.
- Support and training of Sunday Church School teachers.
- Providing hospitality for the students, parents, and small group leaders of confirmation.
- Associate Pastor leads the educational part of the confirmation class.

II. YOUTH MINISTRY:

- Ensure that Good Shepherd Lutheran Church's youth have a balance of serving, spiritual and social opportunities.

III. NURSERY:

- Support Professional Staff for the care of young children during worship and other congregational events when needed.

IV. PLANNING:

- Yearly opportunity to supply Good Shepherd Lutheran Church's Congregation with the financial breakdown of the Children, Youth, & Family ministry.
- To provide information for the review of the professional staff by the Pastor(s) and Church executive council members.

GOOD SHEPHERD CHRISTIAN DAYCARE MINISTRY TEAM RESPONSIBILITY LIST

Reviewed by
Committee: September 2016 Submitted to
Council: October 2016 Accepted by
Council: October 2016

PURPOSE: To oversee, direct and support the operation of the Good Shepherd Christian Day Care Center.

STAFF MEMBERS: Associate Pastor; Center Director

RESOURCES

- Meet with the Director on a regular basis, a minimum of once per quarter to review the progress of the Center.
- Review performance of the Director including setting yearly goals
- Recruit, interview and hire the center Director

POLICY

- Set financial policies such as those regarding delinquent accounts, prepaid tuition, registration fees, and scholarships
- Develop, establish and update personnel policies regarding such items as vacation, grievances, performance reviews, insurance coverages, longevity.
- Review short and long term goals for the Center
- Review the philosophy of the Center as required

PROGRAMS/EVENTS

- Provide representation and support at major center functions
- Host a special function for the staff at least once per year
- Provide and serve refreshments at graduation and Christmas pageant

COMMUNICATION

- Represent the Center to the congregation and in the community
- Assist the Center Director in marketing efforts to recruit new students
- Provide written minutes of the Ministry team meeting minutes

FINANCIAL

- Review monthly financial statements
 - Approve unbudgeted expenditures greater than \$1000
- Prepare center budget in collaboration with the center director
 - Approve salary increases
- Negotiate and track all loans
- Prepare all financial reports that are presented to the congregation (January financial meeting)
- Prepare for and schedule yearly audit
- Apply for outside funding including, but not limited to, GSLC Memorial Fund and Grants
- Signatory on center bank accounts

FACILITY

- Act as liaison to the Good Shepherd Property Ministry Team, as needed
- Oversee physical plant occupied by the Center and make recommendations to the Good Shepherd Property Ministry Team
- Support the upkeep and necessary renovations on the playground

Section 4-F

Issued October 2016

EVANGELISM MINISTRY TEAM RESPONSIBILITY LIST

Reviewed by Submitted to Accepted by
Committee: Sept. 2016 Council: Sept. 2016 Council: pending

I. Welcome Guests

- A. Welcome Team – greet before and after service
 - 1. Green Cards
- B. “Welcome Center”
 - 1. Guest Registry
 - 2. Brochures, newsletters, bulletins, packets, devotionals, etc.
- C. Follow-up with Visitors
 - 1. Phone Call/Post or Greeting Cards/Email Distribution List

II. Connections

- A. Building Relationships – Flocks
 - 1. Regional split of congregation to facilitate connections
- B. Faith Connects Devotionals
 - 1. Maintain email list – Sharing the Good News

III. Publicity and Outreach

- A. Using media to make ourselves known
 - 1. Publicity and Outreach via Website and other means
 - 2. Social Media (Facebook, Twitter)
- B. Living Nativity (Annual Event)

EXECUTIVE COMMITTEE RESPONSIBILITY LIST

Reviewed by
Committee: May 2006

Submitted to
Council: May 2006

Accepted by
Council: February 2008

The Executive Committee has concern for managing the business of the church, and the well-being of the congregation.

A. ADMINISTRATION

- Plan agendas and convene Council and Congregational Meetings
- Review and Implement annual timetable, including but not limited to:
 - i. Committee membership reports
 - ii. Committee Goals
 - iii. Spending plan deadlines
 - iv. Scheduling of congregational financial meeting
 - v. Scheduling of annual congregational meeting
 - vi. Recommending pastors' housing allowance
 - vii. Recommend and convene the nominating committee
 - viii. Committee goal review
- Monitor guidelines, timetables and goals of Council and Ministry Teams
- Oversee the development of the annual income forecast and spending plan.
- Recommend Pastoral compensation items to council, including but not limited to:
 - i. Benefits,
 - ii. Professional expense reimbursements
 - iii. Salaries
 - iv. Housing

B. SUPPORT

- Review the current needs of the congregation and recommend an organizational structure to meet those needs (usually June)
- Support the congregation and the leadership to accomplish the goals of the congregation
- Support ministries in providing opportunities for education and training of the leadership (including staff and council).
- Support chairpersons/leaders and Ministry teams, especially those with out professional staff.
- Work with mutual ministry and support ministries of GSLC, the NJ Synod and ELCA Churchwide.
- Assist the Nominating Committee with its work
- Schedule and plan business and social council retreats, on or offsite, as needed.

C. COMMUNICATION

- Provide communication to and from the congregation, providing vital information of the health and wellbeing of the congregation.
- Oversee the development and monitoring of a long-range plan for the congregation, mission ministry and staff.
- Orient new Council members to their responsibilities
- Recruit and recommend (usually at June Council meeting) council president, president-elect, secretary, and recorder.
- Recruit and recommend representative(s) to the Synod Assembly.

FINANCE COMMITTEE RESPONSIBILITY LIST

Reviewed by
Committee: September 2007

Submitted to
Council: _____

Accepted by
Council: February 2008

Update the highest standards of organizational accountability, asset management, and reporting.

1. Encourage the use of Finance resources provided by ELCA and NJ Synod
 - a. Encourage the use of Finance educational materials provided b ELCA and NJ Synod
2. Continue ongoing study of the congregation's finances, including making appropriate recommendations regarding money management
 - a. Establish procedures for payment of bills
 - b. Establish procedures for counters, deposits, recording of offerings, and all other financial transactions and processes
 - c. Forecast and report congregational trends in income and expenses
 - d. Report financial situation to congregation on regular basis
 - e. Receive spending plan requests and prepare the following year's spending plan
 - f. Advise chairpersons regarding financial procedure and spending plan status
 - g. Evaluate and recommend request for extra-budgetary spending
 - h. Recommend retention periods for financial records
3. Approve the selection and oversee the training and supervision of the treasurer and financial secretary. Oversee the recruiting, training and supervision of auditors and counters.

Ensure the congregation's physical assets are accounted for in an orderly manner, protected from loss and grow in value.

1. Provide for the annual auditing and reporting of the financial records of the treasurers and auxiliaries and provide for the reporting and periodic review of the records of the financial secretaries
2. Administer the donations of stocks and other marketable securities
3. Oversee the financing and adequacy of ongoing capital funds such as the Capital Contingency Fund and the Office Equipment Fund
4. Provide for the security of all congregational legal papers including insurance policies, deeds, contracts and mortgages.

Provide on-going advice and consultation to the Council.

1. Identify unmet financial needs of the congregation and recommend ways of meeting such needs
2. Provide dedicated financial advice and counsel to church ministries
3. Educate congregation on spending plan contents and process

Maintain good administrative function and on-going committee viability

1. Review the committee purpose, direction, functions and responsibilities as goals are established
2. Meet on a basis consistent with the needs and business of the committee

Section 4-J

Issued July 2008

FINANCE COMMITTEE MONTHLY CHECK-LIST

January

1. Approve final spending plan
2. Annual Congregational Financial Meeting
3. Educate congregation on spending plan and process via Adult Forum

February

1. Audit church and daycare books

March – October

- ◆ Ongoing Monthly Responsibilities

November

1. Review proposed annual spending plan

December

1. Recommend spending plan and salary treatment guidelines

On-going Monthly Responsibilities

1. Maintain Counting Teams
2. Provide Treasurer's Report monthly
3. Maintain Financial Records
4. Review Insurance Policies as needed

PROPERTY COMMITTEE RESPONSIBILITY LIST

Reviewed by
Committee: May 2006 Submitted to
Council: August 2006 Accepted by
Council: February 2008

Day-to-Day Responsibilities

1. Meet on a basis consistent with the needs and business of the committee.
2. Ensure Property needs are known to Council – through chairperson or other representation on Council and prompt distribution of committee minutes.
3. Monitor all Property expenditures and prepare an annual spending plan.
4. Provide for operational and maintenance services and repairs of church property, excluding daycare items.
 - a. provide for maintenance supplies
 - b. recommend and supervise the purchase of equipment, excluding technology equipment (computers, A/V, etc.)
 - c. make periodic inspections of church building and grounds
 - d. recommend and supervise a maintenance and repair schedule on regular basis
 - e. plan minor changes/updates in building and property
5. Oversee recruiting, training and supervision of all property staff and volunteers.
6. Supervise and review all subcontractors performance including an annual review of contracts for:

◆ fire prevention	◆ snow removal	◆ electrical
◆ pest control	◆ landscaping service	◆ heating/AC
◆ garbage removal	◆ plumbing	◆ cleaning services
7. Recommend and supervise long-range capital improvements and repairs.
8. Coordinate and supervise the use of church facilities including development of usage guidelines and building key access.
9. Maintain an inventory of church property also noting the condition and appraised value.

PROPERTY COMMITTEE MONTHLY CHECK-LIST

January

Make sure snow removal, if needed, is being done promptly and correctly
Review current work projects for the year.

February

Spring clean-up
Obtain estimates or review lawn care contracts

March

Spring clean-up
Review playground maintenance

April

Make sure air conditioner's filters are changed
Fire Alarm system inspection
Check on lawn maintenance

May

Make weekly or bi-weekly assignments for gardening and weeding
Check on lawn cutting

June

Lawn cutting
Conduct inspection – interior and exterior for up-keep and maintenance

July

Lawn cutting

August

Lawn cutting
Schedule fall clean-up if necessary

September

Have heating systems checked by church custodian for heating season
Lawn cutting
Prepare budget

October

Receive bids for snow removal or renew old contract or agreement
Work on budget

November

Complete budget
Complete inspections interior and exterior

December

Check on snow removal
Fire extinguisher inspections

SOCIAL MINISTRY TEAM RESPONSIBILITY LIST

Draft Revision: December 4, 2011

Submitted to Council: March 2012

Accepted by: March 2012

Summary of Responsibilities

1. Many of the activities of the team are effectively managed and run by sub-groups of dedicated individuals require little need for regular meetings. The team will meet at least once annually to review the program reports (see note below) and prepare the annual spending plan. At other time the team, or sub-groups, will meet on an as-need basis. In the interim the team will make effective use of email and other electronic communications tools to maintain contact and distribute information.
2. Encourage the use of Social Ministry resources provided by the ELCA and the NJ Synod
3. Identify unmet Social Ministry needs of members and recommend ways of meeting such needs
4. Review and discuss communications from multiple community based organizations
5. Publicize identified congregational and community needs within the congregation, creating a climate of awareness, concern, knowledge, understanding, intent and willingness to participate
 - a. Promote and/or sponsor educational programs and discussions in the congregation
 - b. Encourage individuals and/or congregational participation in areas of need
6. Oversee programs and ministries in which individual members, groups and the congregation can meet identified social ministry needs in the community, state and nation – including nursing homes, jail, homeless, various collections – e.g. blankets, food clothing, Christian gifts
7. Maintain liaison with the local institutions in their social ministry needs and ministries including the Somerset County Chaplaincy Council, Somerset Chaplaincy to the Elderly, SHIP, and other organizations (See Social Ministry Program Support Angel responsibilities, attached.)
8. Maintain liaison with the wider church in its social ministry needs and ministries including the NJ Synod, Lutheran Social Ministries of NJ, ELCA, Lutheran World Relief, and New Jersey, national and World Council of Churches
9. Represent the interests of the congregation of various local, state, and national issues of social ministry concern.

Social Ministry Planning Group Monthly Checklist

January

- Discuss final Spending Plan
- Plan Food Bank Coverage
- Plan IHN Coverage

February

- Blanket Drive
- Plan Food Bank Coverage
- Plan IHN Coverage

Section 4-M

Accepted March 2012

March

- Plan Food Bank Coverage
- Plan IHN Coverage

April

- Food baskets for indigent families – Easter
- Plan Food Bank Coverage
- Plan IHN Coverage

May

- Plan Food Bank Coverage
- Plan IHN Coverage

June

- Plan Food Bank Coverage
- Plan IHN Coverage

July

- Plan Food Bank Coverage
- Plan IHN Coverage

August

- Plan Food Bank Coverage
- Plan IHN Coverage
- Begin discussing next year spending plan
- Begin preparing plan (goals and objectives) for coming year

September

- Plan Food Bank Coverage
- Plan IHN Coverage

October

- Plan Food Bank Coverage
- Plan IHN Coverage
- Finalize annual program summaries
- Discuss current Spending Plan and finalize input to plan for upcoming year
- Finalize plan (goals and objectives) for coming year

November

- Food baskets for indigent families – Thanksgiving
- ??? Outreach coordinator check with Lutheran Brotherhood for matching funds
- Plan Food Bank Coverage
- Plan IHN Coverage

December

- Somerset Chaplaincy (Jail) – Angel Tree, help make cards, wrap presents, collect items for Christmas packages
- Food baskets for indigent families – Christmas
- Plan Food Bank Coverage
- Plan IHN Coverage

BACKGROUND

GSLC has a long---history of committed social ministry within our community. We have many active support programs in place that are established and working. Many of the initiatives and programs that we support have been in place for a long time. It is unclear when these have been last reviewed for effectiveness or necessity. The local charities that we contribute to are ones that our members have been involved in for reasons outside of our church. The main driver for these selections in the past was Jean Locke who used to live in Somerville and was active in many Somerset County charities. Jean has moved and is no longer able to be personally involved in the charities to which we contribute. Therefore our connection with these organizations is weak. Finally, since our membership is mainly from the surrounding towns but the (historically perceived) needs were most acute in Somerville, we may have a problem of balance.

OBJECTIVES

“Ensure that our Social Ministry programs and efforts reflect our best stewardship of God’s gifts to the congregation of Good Shepherd.” We need to reorient our Social Ministry donations to financially support local groups which our congregation and Pastor decide are our high priorities for their time and talents.

SCOPE

Programs and giving that fall within the current charter of the GSLC Social Ministry team.

DESIRED OUTCOMES

Implement an on-going renewal and maintenance program for Social Ministries activities that

- ensures each program and initiative has an “Angel” and
- ensures each program and initiative is periodically reviewed for need and effectiveness

GSLC SOCIAL OUTREACH COORDINATOR – DESCRIPTION OF RESPONSIBILITIES

During 2010 / 2011 the Social Ministry Team (through the Social Out Reach Task Force) conducted a study of needs within our “parish”. One of the key findings was a need within the community to communicate and coordinate across the many and varied support organizations. In the past GSLC had a person who filled a similar role and it is recommended that we re-establish and support that role. Further, in support of the recommendation to develop and maintain stronger linkages with those organizations that we support financially and through our time and talents, this role could support and enable the individual Social Program Support Angels.

SOCIAL OUT REACH COORDINATION

- Establish relationships and meet regularly with community and program leaders to discuss, communicate about, and coordinate efforts to meet unfilled humanitarian needs within our community.
- Prepare and share news and information about community needs with the congregation.
- Conduct regular adult forums on topics of need within the community.

PROGRAM SUPPORT ANGEL COORDINATION

Provide support to each of the Social Program Angels to assist in:

- Establishing and maintaining effective relationships with key leaders within the organization that they support,
- Understanding the organization mission and assessing fit and alignment with GLSC mission and objectives,
- Preparing the Annual Program summary report to the congregation and recommendations for the annual spending plan.

GSLC SOCIAL PROGRAM SUPPORT ANGEL – DESCRIPTION OF RESPONSIBILITIES

Charitable giving of money, time or donated items is fundamental of the mission of the Good Shepherd Lutheran Church. As part of that mission we are called upon to be good stewards of those resources, therefore, it is important that we understand who we are supporting and why. The GSLC Social Program Angel will be responsible for establishing and maintaining a relationship with each organization that we support. As part of maintaining that relationship the “Angel” will need to gain a good understanding of the organization, its mission, and something about how it operates. As part of preparing the Annual Spending plan It is expected that the “Angel” will prepare an annual summary supporting (or not) why GSLC should continue its support of the organization.

ANNUAL SPENDING PLAN / ANNUAL REPORT TO THE CHURCH

An outline of what the report might contain follows:

WHAT IS THE ORGANIZATION’S MISSION STATEMENT? Does it match GLSC ideas for how we want our money to be used? Is this something we believe in?

IS THE ORGANIZATION A CERTIFIED 501(C)(3) NONPROFIT ORGANIZATION? The Angel can call or email the organization and ask for a copy of their IRS Letter of Determination. Don’t feel bad for asking either. Any reputable organization should be happy to fax, email, or mail a copy to you. Many organizations make their 501(c)(3) letters available online in pdf format.

WHO CALLS THE SHOTS? Does the organization have an independent Board of Directors? Do the members of the Board serve voluntarily or are they compensated for their service? It is best for Boards to be comprised primarily of independent, non---related members (i.e. no husband---wife or children of Board members) who are not employed by the organization. Preferably members of the Board will not be compensated for their service.

PROCESS DESCRIPTIONS / CONTACTS

GSLC has a long history of organized donation of time and talent (eg. IHN, Food Bank Staffing, Food Bank Donations, Food Basket Donations, etc.) which are coordinated by individuals who are uniquely called to support those particular organizations. Much, if not all, of the information about how these activities are coordinated and how the interface with the organization is maintained has been maintained by that individual. As good stewards and in order to maintain and support these organizations on a going forward basis it is important that information about how the processes are operated and who the contacts are be documented. Therefore, in addition to the annual report above, each Program Support Angel who coordinates an activity is asked to create, maintain, and submit for the record a summary of the program.

CURRENT / PROPOSED PROGRAM “ANGELS”

<u>Name</u>	<u>Program/Initiative, or Charity</u>
Bill Jonat	IHN (Interfaith Hospitality Network)
David Slavin	Food Bank
Bucky & Rosely LaFever	Food Baskets Local Homeless Ministry FISH Somerville Fire Department Crawford House Good News Home for Women Somerset Chaplaincy Council
Jill Weidner (proposed)	Somerset Chaplaincy to the Elderly
Myla Groth (proposed)	S.H.I.P Franklin House Resource Center for Women Somerville Rescue Squad Somerset Home for Displaced Children
Nancy Davis	Cross Roads

STEWARDSHIP COMMITTEE RESPONSIBILITY LIST

Reviewed by
Committee: February 2006 Submitted to
Council: March 2006 Accepted by
Council: March 2008

Stewardship Committee – Oversees our giving of time, talent and money including volunteer ministry, blood drives, special appeals and stewardship education. Meets 6-8 times per year.

1. Coordinates activities that raise consciousness of members that stewardship is a way of life. Promotes year-round stewardship ministry to educate and motivate members, including children and youth, to deepen their commitment to the church and the understanding that stewardship is a way of life.
2. Meets regularly, producing written minutes for distribution.
3. Studies relevant material to keep abreast of developments in order to grow init understanding of Christian Stewardship.
4. Participates in cluster and synodical meetings, seminars and workshops.
5. Recommends stewardship policy to the congregation council, including synod mission support amounts for the annual spending plan.
6. Promotes awareness of, and a commitment to, the ministries of the congregation, synod, and ELCA.
7. Plans and implements the “stewardship drives” incorporating both financial pledges and pledges of time and talent.
8. Communicates to the congregation the progress toward our stewardship goals.
9. Assesses and co-ordinates committee’s activities in alignment with congregational priorities.
10. Communicates and cooperates with other committees or groups in the congregation to determine current and future stewardship needs.
11. Provides the needed supplies for stewardship activities. (Envelopes, Bulletin inserts, etc.)
12. Administers the congregation’s policy on commercialism.
13. Reviews and approves special appeals.
14. Facilitates the celebration and recognition of the offerings of each member with special thanks and/or events.

Section 4-M

Issued July 2008

STEWARDSHIP COMMITTEE CALENDAR

All months:

1. Plan and conduct meetings and prepare minutes for distribution
2. Encourage Stewardship Minute/Moment for Mission
3. Review communications from Synod
4. Review Committee minutes and financial reports
5. Write Stewardship note for each newsletter
6. Oversee and promote Blood Drives as scheduled
7. Oversee any scheduled special appeals

January

1. Review and evaluate Time/Talent/Treasure responses
2. See that all offering envelopes are distributed

February

March

1. Write 1st quarter letter to be mailed with Offering Statements

April

1. Work with committee to revise the present Time/Talent form and procedure
2. Promote National Volunteer Week
3. Write the annual Stewardship Committee report for the Congregational Meeting

May

1. Review offering envelope needs – select and order
2. Set date and theme for fall Stewardship Drive – begin planning events and witnesses for Response Sunday
3. Thank you promotion

June

1. Facilitate the Ministry Fair
2. Write 2nd Quarter letter to be mailed with Offering Statements

July

1. Continue working on Response Sunday

August

1. Continue working on Response Sunday

September

1. Write 3rd Quarter letter to be mailed with Offering Statements
2. Welcome new committee members and review purpose, structure and program of committee

October

1. Response Sunday
2. Publicize request for next year's Special Appeals

November

1. Review response to Pledge Drive
2. Work on Spending Plan

December

1. Update files and records
2. Write letter to be mailed with members' year-end Offering Statements

Section 4-M

Issued July 2008

WORSHIP PLANNING TEAM RESPONSIBILITY LIST

Reviewed by
Committee: March 2008 Submitted to
Council: _____ Accepted by
Council: May 2008

WORSHIP MISSION STATEMENT

A framework and guide for policy and planning of Sunday morning worship

WE ARE A LUTHERAN CHURCH. We believe, as St. Paul wrote and Martin Luther reminded us, that we are “saved by grace, through faith” (Ephesians 2:8). This is the central message of our worship. We offer praise and thanksgiving to God for the gift of his son, our Savior Jesus Christ.

WE ARE A LITURGICAL CHURCH. We use the Sacraments as visible expressions of God’s relationship with us. Our worship is recognizably Lutheran. We seek to share this style and understanding with others.

AS A LITURGICAL CHURCH, our worship services normally follow the church year and its Bible readings, focusing in song and sermon on an appropriate theological theme within those readings. Therefore, the appropriate way to include concerns of non-liturgical days (Examples: Week of the Young Child, Mothers’ Day, Memorial Day, Fathers’ Day, Independence Day, Labor Day, Election Day, Veterans’ Day) is in the announcements and prayers.

WE ARE A LIVING CHURCH. We continually ask God’s living Holy Spirit to guide us as we seek to increase the variety of expression in our worship, while also remembering who we are and where we come from.

WE ARE A LOVING CHURCH. Our worship is a continuing witness to members and visitors alike, seeking to nourish and strengthen all in the love of God and one another (Matthew 22:37-39). We ask God’s Spirit to inspire, uplift, comfort and challenge us as we worship.

Section 4-P

Issued July 2008

RESPONSIBILITIES

1. Discuss and plan the direction of our liturgical worship under Pastoral guidance.
2. Encourage use of Worship resources and musical educational materials provided by the ELCA and NJ Synod.
3. Identify Worship needs and recommend ways of meeting such needs.
4. Coordinate joint Worship efforts with other churches, the NJ Synod and the ELCA.
5. Oversee the scheduling, conducting and promoting of congregational worship
 - a) recommend times of worship services
 - b) recommend additional worship services
 - c) investigate and recommend meaningful different types of worship experiences considering ELCA guidelines, congregation preference, and the diversity of the congregation (e.g. Seder)
 - d) determine that services are held in accordance with ELCA standards
6. Oversee the recruiting, training and supervision of volunteer personnel for congregational worship services, including altar guild, acolytes, ushers, lay readers, lay preachers, assisting ministers, and cantors.
7. Oversee the enrichment of congregational worship through music, including choirs (to lead singing and provide special music), instrumentalists, involvement in the arts – liturgical, performing (includes drama and dance) and decorative arts (banners, paraments, and crafts). Encourage the affirmation of members' time and talent participation in the arts.
8. Provide for the purchase and care of worship materials and supplies (refer to Items Accountable List).
9. Provide for the purchase and care of worship and music property (refer to Items Accountable List)
10. Coordinate with other committees regarding areas of overlapping concerns.
11. Oversee in Worship Outreach (e.g. Taping and distribution of Service).
12. Support Crafters group and their ministry in creating keepsakes for baptisms, first communion, confirmation and marriages. Also made are remembrances for hospitalized/homebound members of our congregation as well as small crosses for our church school children.

ITEMS ACCOUNTABLE LIST

Worship and Music Property

Robes – Acolyte/Worship Assistant	Cross drapes	Musical Instruments - various
Balcony Angel Decoration	Easter Cross and plastic lilies	Offering plates
Banners, flags, and stand	Ewers	Organ
Candle lighter, holders and candelabras (wedding)	Funeral Pall	Paraments
Chancel furniture	Hymnals	Paschal candle holder
Christmas tree, lights, ornaments, and other decorations	Linens	Pianos
Communion Ware	Missal and stand	Processional cross and stand
	Music file cabinets	Sheet and book music
	Music folder cabinet	Vases

Worship materials and supplies include:

Baptismal towels and candles	Children's bulletins
Bulletins	Communion supplies (Wafers, wine and cards)
Candles and tapers	Paschal Candle

Monthly Duties and Responsibilities Check-List

January

1. Decoration removal after Epiphany
2. Plan toward Lent/Easter

February

1. Continue to plan for Lent/Easter

March

1. Lent/Easter - Church must be decorated - order lilies, set up outside cross

April

1. Review Easter
2. Plan summer services

May

1. Pentecost
2. Any special projects

June

1. Any special projects

July

1. Any special projects

August

1. Planning for fall-include Sunday School theme into fall worship

September

1. Fall planning/special events

October

1. Plan All Saints Day event in Memorial Garden
2. Budget preparation

November

1. Arrange for church Christmas decorations - order poinsettias
2. Budget preparation

December

1. Decorations set up
2. Budget preparation

Notes:

1. Monthly meetings
2. Congregation Council Meetings