

# TRINITY LUTHERAN CHURCH – UTICA, MICHIGAN

## MISSION STATEMENT

To go and make disciples who share Christ's story with love

## VISION

Establishing 20,000 relationships through the ministries of Trinity

## CORE VALUES

Love, Learn, Live, Lead

# HANDBOOK FOR CHURCH COUNCIL, OFFICERS, AND BOARDS

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## TRINITY LUTHERAN CHURCH – UTICA, MICHIGAN

### HANDBOOK FOR CHURCH COUNCIL, OFFICERS, AND BOARDS

#### Purpose

The purpose of this handbook is to outline the role of the Church Council, officers, boards, and board members. The handbook provides the qualifications needed as officers and board members and presents a statement of purpose for the Council and congregational boards. While it cannot present a total picture of the responsibilities of the Church Council, officers, and board members, it hopefully will serve as a guide for those elected or appointed for service in these areas. It is also the intent that nominating committees make use of this handbook when seeking candidates to fill vacancies within the structure of the congregation.

#### THE CHURCH COUNCIL

##### A. Purpose

The purpose of Church Council is to act on behalf of the congregation to ensure the mission of God is being carried out through the ministries of Trinity decently and in order, striving for excellence in all undertakings to reach our vision.

##### Primary Responsibilities

- Administrate finances to carry out our mission in an effort to reach our vision
- Develop and oversee all boards, committees, ministries, and staff
- Engage our congregation with our efforts through communication
- Ensure that all areas of ministry align with our constitution, procedures, policies, and best practices

##### B. Members of the Church Council

Church Council shall consist of the Senior Pastor, the Chairman, Vice-Chairman, Secretary, and Treasurer of the Congregation, the Chairperson of each of the boards, and ex-officio members.

##### C. Limitations on Church Council membership, the Council can have three members and an additional staff member if a staff member is elected to Council in a non-staff position, including the Senior Pastor.

##### D. Limitation of power

The congregation through the voters' assembly is the final authority in the administration of the affairs of the congregation. Subject to the limitations of the constitution and its by-laws, the voters' have the right to rescind or revise the duties and/or decisions of the Church Council.

The congregation cannot delegate any of the following decisions to the Church Council:

1. The election of officers, other members of the Council, and elders (vacancies may be filled by appointment of the Church Council)
2. Adoption of the annual ministry plan (budget)

3. Non-budgeted expenses from operating funds exceeding \$25,000 except in emergencies
  4. The calling of a pastor, teacher, minister, or director
  5. The dismissal of a pastor, principal, called teacher, minister, or director for cause as described in Article IX. C. of the constitution
  6. The excommunication of any member of the congregation
  7. The purchase or disposal of real property
- E. The Church Council will meet monthly, on the third Tuesday of each month, unless otherwise announced.
- F. Council members who are bringing a report or who expect to present a motion for action by the Council are expected to have it prepared in writing and submitted to the Secretary of the Congregation by 11:00 am on the Friday prior to the meeting date. Such reports can be placed in the Secretary's box outside the church office or e-mailed.
- G. Meetings will be conducted decently and in order under the 11th Edition of Robert's Rules of Order.
- H. Terms of office end on June 30 and newly elected members assume their duties as of July 1.

#### GENERAL QUALIFICATIONS OF CONGREGATIONAL OFFICERS

- A faithful participant in worship, attendance at the sacrament, and a student of God's Word
- A committed steward of his/her time, talents, and tithes
- A person whose life will reflect well upon his/her Christian witness
- A person committed to the mission statement and core values of the congregation

#### CONGREGATIONAL OFFICERS

##### **A. Chairman of the Congregation**

1. The purpose of the Chairman of the Congregation is to be the Chief Executive Officer of the congregation and exercise administrative responsibility for Trinity.
2. Qualifications
  - A male communicant member of the congregation of at least 25 years of age
  - A person who possesses skills and/or spiritual gifts such as organization, administration, leadership, and a desire to serve God and this congregation
  - Helpful, but not mandatory, to have been a member of Trinity for a number of years to better understand the history and make-up of the congregation
3. Primary Responsibilities
  - Support, encourage, and assist the Senior Pastor in the task of administration of the congregation
  - Preside at all meetings of the voters' assembly and preside in the absence of the Vice-Chairman at all Council meetings where needed

- Appoint a nominating committee in January of each year and serve as an advisor to their board member recruitment and other board actions
- Represent the congregation in matters of business and sign all needed legal or church related documents

4. Term of Office

The Chairman of the Congregation may serve a maximum of three consecutive two-year terms. He may run again for this office after an interim of one year.

**B. Vice-Chairman of the Congregation**

1. The purpose of the Vice-Chairman of the Congregation is to be the second level executive of the congregation.

2. Qualifications

- A male communicant member of the congregation of at least 25 years of age
- A person who possesses skills and/or spiritual gifts such as organization, administration, leadership, and a desire to serve God and this congregation
- Helpful, but not mandatory, to have been a member of Trinity for a number of years to better understand the history and make-up of the congregation

3. Primary Responsibilities

- Ensure that congregation meetings are well attended; maintain the registration process and attendance record
- Serve as a sounding board for the Chairman and Senior Pastor
- Preside at all monthly Church Council meetings
- Represent the congregation in matters of business and sign all needed legal or church related documents

4. Term of Office

The Vice-Chairman of the Congregation may serve a maximum of three consecutive two-year terms. He may run again for this office after an interim of one year.

**C. Secretary of the Congregation**

1. The purpose of the Secretary of the Congregation is to keep accurate minutes of all official congregational meetings.

2. Qualifications

- A communicant member of the congregation of at least 21 years of age
- Available for Church Council meetings on the evening of the third Tuesday of the month and for regularly scheduled voters' assembly meetings or periodic special meetings or will provide a substitute in his/her absence
- Secretarial skills would be helpful but not mandatory if the person is someone capable of taking notes either manually or on a laptop for word processing
- Someone with good written communication skills capable of preparing minutes that are accurate, clear, concise with enough detail to avoid misinterpretation, and grammatically correct with accurate spelling
- Has basic computer skills
- A sincere desire to serve God and this congregation

### 3. Primary Responsibilities

- Prepare meeting materials for monthly Council meeting and voters' assembly the weekend prior to the scheduled meeting
- Take accurate meeting notes of all Church Council and voters' assembly meetings and file them for a permanent record
- Prepare a summary of the Council meetings to be published for the congregation
- Sign legal or church-related documents on behalf of the congregation as required or requested

*(Note: More complete procedural directions are available and will be shared with an incoming Secretary by way of orientation.)*

### 4. Term of Office

The Secretary of the Congregation may serve three consecutive two-year terms. He/she can run for this same position after an interim of one year.

## **D. Treasurer of the Congregation**

1. The purpose of the Treasurer of the Congregation is to serve as Chief Financial Officer of the congregation overseeing the financial affairs.

### 2. Qualifications

- A communicant member of the congregation at least 21 years of age
- A Certified Public Accountant or have accounting experience
- A workable knowledge of budgets and finance
- An understanding of how the Church and the corporate world differ in respect to business and the stewardship of God's gifts
- A sensitivity to the role of full-time church workers and support staff employees and God's directions for their support and care

### 3. Primary Responsibilities

- Act as the Financial Liaison and keep board members informed of key financial events, trends, concerns, and his/her assessment of the church's financial health
- Oversee and manage the preparation of the financial statements and periodic reporting to the congregation
- Work cooperatively with the Human Resources & Finance Director, Staff Accountant, and budget team to prepare and present the annual ministry plan (budget)
- Oversee the preparation of the financial books for audit when deemed necessary or appropriate by the Church Council

### 4. Term of Office

The Treasurer of the Congregation may serve three consecutive two-year terms of office. This may be extended by action of the Church Council.

## GENERAL INFORMATION FOR ALL BOARDS

### A. Purpose

The purpose of our boards is to ensure the alignment and development of our main areas of ministries to strengthen Trinity and to expand the reach of Trinity's ministries.

*Each respective board is responsible for their:*

- Policies and best practices, yearly ministry calendar, recruiting, training, and releasing of volunteers, staff support and recommendations, and ministry updates which are to be given to Church Council.

### B. General Qualifications of all Boards

- A communicant member of the congregation at least 21 years of age (with the exception of Board of Elders) who is mature in his/her faith
- A faithful and regular participant in worship, attendance at the sacrament, and a student of God's Word
- A committed steward of his/her time, talents, and tithes
- A person whose life will reflect well upon his/her Christian witness
- A person committed to the mission statement and core values of the congregation

### C. General Composition of all Boards

- The boards (with the exception of Board of Elders and Board of Properties) are made up of a minimum of six members, three to be elected by the congregation and three or more appointed by the board Chairperson and ratified by the Church Council.
- The members of each board at their first meeting following elections in the spring of the year appoint the board Chairperson. The Chairperson must be selected from the elected members.
- With the input of the board and ex-officio members associated with each board, the Chairperson then appoints the required number of individuals to fill the board.
- The Chairperson is appointed by the board for a period of one year, however, he/she can be re-appointed up to the limit of his/her term of office. The Chairperson serves as the representative of their specific board on the Church Council.
- Ex-officio members of the boards have the right and privilege to vote.
- Ex-officio members are assigned by the Senior Pastor and Chairman of the Congregation at the start of each election year.

### D. Term of Office

- The board member (elected or appointed) may serve a maximum of three consecutive two-year terms. The board member may run again for the same office after an interim of one year.

## BOARDS OF TRINITY LUTHERAN CHURCH

### **A. Board of Elders**

1. The purpose of the Board of Elders is to work with and assist the Pastors in overseeing the spiritual life of the congregation especially as it pertains to worship.
2. Unique Composition of the Board  
The Board of Elders is made up of fifteen male communicant members of the congregation of at least 25 years of age. All Elders must be elected by the congregation. The ex-officio member associated with the Board of Elders is the Senior Pastor and may also include staff members assigned by the Senior Pastor and the Chairman of the Congregation at the start of each election year.
3. Unique Qualifications
  - Not a new Christian, but one mature in his faith
  - Actively involved in Bible study and faithful in his prayer life
  - A person who is a good listener, but able to keep sensitive information confidential
  - A person who has the spiritual gifts of shepherding and the heart to serve
  - Someone with a deep love for ministry and a willingness to share his faith with others
4. Primary Responsibilities
  - Spiritual care and prayer for the homebound, hospitalized, mourning, and those struggling in the faith
  - Oversee worship services so that the sacraments are administered rightly and the Gospel is purely proclaimed in an effort to reach a growing number of people
  - Keep the purity of our LCMS doctrine for the sake of the Gospel in all ministries
  - Bring God pleasing solutions to problems within the congregation

### **B. Board of Christian Day School**

1. The purpose of the Board of Christian Day School is to plan and administrate the educational program of the Day School.
2. Unique Composition of the Board  
While not mandated, it would be helpful to include a board member from the congregation who does not have children attending the school and a person representing non-member families of the school. The ex-officio member of the Board of Christian Day School is the Principal and may also include one or more teachers from the school staff and/or other staff members assigned by the Senior Pastor and the Chairman of the Congregation at the start of each election year.
3. Unique Qualifications
  - A working knowledge of the congregation structure and understanding of the relationship between church and school
  - A person who has an understanding and sensitivity to the unique role of a Lutheran Day School teacher and has a deep love and respect for parochial school education

- It would be helpful to have background, experience, or training in education and/or administration, however this is not a prerequisite for membership on this board

#### 4. Primary Responsibilities

- Provide Christ centered quality education so that each student identifies themselves as a child of God and is able to relate responsibly to God's purpose for them
- Engage families throughout area counties with the mission of our Day School in an effort to expand our Day School Ministry
- Strengthen families as the basic unit of Christian education and support them in carrying out the mission of the Day School
- Promote and support our relationship with the Lutheran High Schools

### **C. Board of Christian Growth**

1. The purpose of the Board of Christian Growth is to provide opportunities that will enable our members and guests to grow their faith by being in God's Word.

#### 2. Unique Composition of the Board

Ex-officio members associated with the Board of Christian Growth will include an Associate Pastor and the Christian Growth Associate, and may also include staff members assigned by the Senior Pastor and the Chairman of the Congregation at the start of each election year.

#### 3. Unique Qualifications

- An individual who has a passion for the study of God's Word and is actively involved as a Bible class teacher, leader, or student
- A creative individual who has a love for people and a desire to see them grow in their personal faith life and as an active member of the congregation
- An individual who possesses a Biblical understanding of stewardship and is a model of living a life according to the principles laid down in Scripture
- It would be helpful to possess one or more of the following spiritual gifts: administration/leadership, prophecy, discernment, faith, knowledge, teaching, shepherding, hospitality, encouragement

#### 4. Primary Responsibilities

- Involve guests and members into the life of our congregation
- Enable and equip people to wholly grow as disciples through the study of Scripture
- Determine and direct all aspects of stewardship education
- Plan and implement all aspects of evangelism training

### **D. The Board of Christian Outreach**

1. The purpose of the Board of Christian Outreach is to reach the lost, the least, and the last with the love of Jesus through word and actions.

#### 2. Unique Composition of the Board

The ex-officio member associated with the Board of Christian Outreach is an Associate Pastor and may also include staff members assigned by the Senior Pastor and the Chairman of the Congregation at the start of each election year.

3. Unique Qualifications

- A person with an excellent indoctrination and understanding of the Biblical concept of missions, evangelism, and human care (Matthew 25:35-36)
- A person possessing a genuine passion for missions and social ministry
- A person with excellent communication skills—both oral and written
- It would be helpful to possess one or more of the following spiritual gifts: administration, helps, mercy, service, giving, hospitality, love, teaching, prophecy
- While gifts will and need to be varied, a passion for serving is required
- It would be very helpful to have someone on the board with language ability—especially in a language used by the growing numbers of minorities moving into our communities and neighborhoods

4. Primary Responsibilities

- Oversee resources in order to assist with financial, physical, and spiritual needs of the least and last
- Develop evangelism strategies to maximize our effectiveness in sharing the Gospel of Jesus in partnership with other local and global mission efforts
- Provide opportunities to engage in “hands on” Human Care Ministry projects in the community and abroad
- Improve and promote thriving Human Care Ministry projects such as food and housing assistance ministries and partner with other similar ministries

**E. Board of Family Life Ministry**

1. The purpose of the Board of Family Life is to provide support, encouragement, education, training, and events for families and individuals.

2. Unique Composition of the Board

The ex-officio member associated with the Board of Family Life is the Family Life Associate and may also include staff members assigned by the Senior Pastor and Chairman of the Congregation at the start of each election year.

3. Unique Qualifications

- A person possessing a genuine passion for this ministry and individuals they will oversee as a board
- Administrative skills, listener skills, objectivity, creativity, ability to assess needs and evaluate, a scriptural understanding of family, and a willingness to participate in training as needs dictate
- It would be helpful to possess one or more of the following spiritual gifts: administration/leadership, discernment, encouragement, evangelism, faith, knowledge, teaching, shepherding

4. Primary Responsibilities

- Empower the home to be the place where faith formation primarily takes place in working with parents, marriages, and grandparents
- Oversee the development of programs for children and youth to assist families in growing the faith of their children

- Provide support, encouragement, and assistance to various programs for men, women, young adults, and seniors for the purpose of growing the individual's faith
- Create fellowship events to strengthen our congregational family

#### **F. Board of Church Properties**

1. The purpose of the Board of Properties is to be responsible for the improvement, purchase, maintenance, repair, and protection of all real and personal property of the congregation.
2. Unique Composition of the Board  
The Board of Church Properties is made up of a minimum of six members, five to be elected by the congregation and one or more appointed by the board Chairperson and ratified by Church Council. The ex-officio member associated with the Board of Church Properties is the Director of Operations and may also include staff members assigned by the Senior Pastor and the Chairman of the Congregation at the start of each election year.
3. Unique Qualifications
  - A person who has sufficient time to give to a fairly demanding role
  - A person who possesses skills needed in planning, organizing, and maintaining the building, grounds, equipment, and other property of the congregation. It would be helpful to have experience and/or training in one of the skilled trades (electrical, plumbing, carpentry, contracting, etc.), however, it is not a prerequisite for service on this board
4. Primary Responsibilities
  - Oversee the maintenance, replacement, and longevity of all real and personal property of the church and school
  - Ensure the maintenance, replacement, and longevity of all building and grounds purchases of the church and school
  - Administrate day to day operations, functions, and contracts of the church and school as it pertains to its properties
  - Guide the safety measures for our guests and staff

#### **G. Board of Personnel Administration**

1. The purpose of the Board of Personnel is to support Human Resources and paid professional staff at Trinity Lutheran Church and School.
2. Unique Composition of the Board  
The ex-officio member associated with the Board of Personnel Administration is the Human Resources & Finance Director and may also include staff members assigned by the Senior Pastor and the Chairman of the Congregation at the start of each election year.
3. Unique Qualifications
  - A working knowledge of the congregational structure and the programs of both church and school, an understanding of the nature of full-time church work, and a sensitivity to the unique needs and concerns of church workers

- An understanding of the needs of both the church and school in the area of human resource development
- It would be helpful to have a background or training in human resources and/or experience in managing or supervising a large number of employees, however this is not a prerequisite for membership on this board

#### 4. Primary Responsibilities

- Administrate employment policies, procedures, and best practices
- Provide staff support and care
- Annual review and update of Personnel Manual

