

CHRIST THE VINE

LUTHERAN CHURCH
LCMS

OPERATING CODES

Revised February

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CHRIST THE VINE LUTHERAN CHURCH

OPERATING CODES

DAMASCUS, OREGON

30.0 Executive Director

The name of this office shall be EXECUTIVE DIRECTOR of the congregation.

30.1 PURPOSE:

The purpose of this office shall be to act as the "Executive Officer" of the congregation and see that all elected and appointed officials carry out their responsibilities.

30.2 CALL TO SERVE:

The Executive Director is elected from among those duly qualified and nominated at the annual congregational meeting. The duration of call shall be for two years and shall not serve more than three consecutive terms of office.

30.3 DUTIES AND RESPONSIBILITIES:

1. The Executive Director shall be the executive officer of the congregation.
2. The Executive Director shall oversee the elected and appointed officers and see that their responsibilities are conducted in the appropriate and most effective manner.
3. The Executive Director shall be an ex-officio member of all Boards and Committees.
4. The Executive Director shall initiate and preside over all meetings of the parish planning council, congregational meetings and all other duly called meetings.
5. The Executive Director after the opening prayer shall appoint the Minutes Review Committee for all meetings.
6. The Executive Director shall carry out any and all duties and responsibilities specifically assigned to him by the Parish Planning Council or the congregation.
7. The Executive Director shall prepare the agenda for all meetings of the Parish Planning Council and Congregational meetings.
8. The Executive Director shall call for and make recommendations to the Parish Planning Council to administer the business of the church.
9. The Executive Director shall promote and facilitate communications among the officers, boards, committees and congregation.
10. The Executive Director shall uphold the church constitution and exercise leadership in a prudent manner.

11. The Executive Director shall receive all resignations and present recommendations for appointments for vacant officers to the Parish Planning Council.

12. The Executive Director shall sign all contracts with the approval of the Parish Planning Council

13. Executive Director (with the Executive committee) may select leaders for projects or operational functions with the **approval of the Parish Planning Council**.

14. The Executive director following the election shall appoint the Human Resource Director and Recording Secretary.

30.4 ORGANIZATION OF THE OFFICE:

The Executive Director will work closely with the chairman of all boards and committees, and shall attend all meetings when appropriate. The Executive Director shall work closely with the assistant executive director(s) and/or keep them versed and apprised of responsibilities, duties and business of the church. The Executive Director shall assign to the assistant executive director(s) special responsibilities to assist in the execution of the business of the church.

30.5 REPORTS:

The Executive Director shall report his activities and results of these activities at least quarterly to the Parish Planning Council and to the Congregation at its annual meeting.

30.6 MEETINGS:

The Executive Director shall meet at least quarterly with the assistant executive director(s) and may attend when requested any and all board and committee meetings. The Executive Director may request a meeting with any board or committee to conduct the business of the church for which a particular board or committee has a responsibility. The Executive Director shall prepare and distribute the agenda for Parish Planning Council and congregational meetings in a timely manner.

31.0 DIRECTOR(S) of MINISTRIES:

The name of this office shall be Director of Worshipping Ministries, Director of Connecting Ministries, of Serving Ministries.

31.1 PURPOSE:

To assist the Executive Director in his duties when called upon, and to direct special projects as assigned by the executive team. To oversee committees assigned to them.

31.2 CALL TO SERVICE:

The Directors are elected from among those duly qualified, nominated by the nominations committee, and elected at the annual congregational meeting or appointed by Parish Planning Council until the end of term of office. The duration of the call shall be for two terms.

31.3 DUTIES AND RESPONSIBILITIES:

1. The directors shall act in the capacity for the Executive Director. When the Executive Director is absent or unable to serve, he shall call upon the directors, starting with the Director of Worshipping Ministries, then the Director of Connecting Ministries, then the Director of Serving Ministries.
2. The directors shall carry out all tasks assigned by the Executive Committee.
3. The Director of Worshipping Ministries shall oversee the Board of Elders, Board of Worship, and ~~the Board of Group Ministries.~~
4. The Director of Connecting Ministries shall oversee the Board of Education, The Board of Youth, the Board of Outreach, and the Board of Early Childhood Christian Education. .
5. The Director of Serving Ministries shall oversee the Board of Social Ministries, Board Early Childhood Christian Education the Board of Trustees, the Board of Transportation the Board of Fellowship, the Board of Publicity, Board of Stewardship, and the Board of Social Ministries.
6. The Directors shall obtain a report of each Boards activities for the month.

31.4 MEETINGS: The Directors, the Executive Director, the Treasurer, Financial Secretary and the pastor(s) shall meet at least quarterly to review the progress and operations of all boards and committees

32.0 TREASURER:

The name of this office shall be TREASURER.

32.1 PURPOSE:

The treasurer shall be responsible for the recording and distribution of financial transactions for the church.

32.2 CALL TO SERVE:

The treasurer shall be called through the nominating process and elected at the annual congregational meeting and shall serve for two years.

32.3 DUTIES AND RESPONSIBILITIES:

1. Be responsible for accurate recording of congregational receipts and disbursements of budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, shall suggest for congregational consideration improved methods and systems for keeping financial records.
2. Shall present a written duplicate financial report at Voter's Meetings and a preliminary report at the Parish Planning Council Meetings.
3. Submit permanent financial records for annual audit.

4. Shall be responsible for monthly remission of offerings for missions and church agencies and for prompt payment of salaries and bills authorized by the congregation or the Broads and Directors as duly constituted sources.
5. Shall furnish the congregation a security bond in the sum designated by the Voter's Assembly, and such bond shall be procured and the premium paid by the congregation
6. Shall coordinate the flow of money from the treasury to the various boards in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
7. Shall reimburse the professional workers of the church for documented expenses incurred while attending professional workshops, conferences, conventions, etc. approved by the Board under whose jurisdiction they function. 8 sign all checks for payment of bills, salaries, or other financial commitments of the congregation of any sort.
9. Shall receive from the Financial Secretary a report of all money received through worship service, special offering, or any other source and duly record same.
10. Shall have available for all Boards a current record of their accrued disbursements and budget allotment.
11. Shall have the authority to work out with salaried workers of the congregation a breakdown of the worker's total compensation into salary and fringe benefits as the worker requests.
12. Shall have the authority to receive, convert and/or disburse all non-liquid assets. This shall be done only with the approval of the Parish Planning Council

32.4 REPORTS:

Give financial reports at the Parish Planning Council meetings and prepare monthly financial reports. The treasurer shall prepare financial reports for congregational meetings.

33.5 ORGANIZATION OF THE OFFICE: The Treasurer is a voting member of the Board of Stewardship

33.0 ASSISTANT TREASURER:

~~The name of this office shall be ASSISTANT TREASURER~~

33.1 PURPOSE:

~~The purpose of this office shall be to assist the treasurer in the performance of his duties.~~

33.2 CALL TO SERVE:

~~The assistant treasurer shall be elected from those duly qualified and nominated at the annual meeting of the congregation. The duration of the call shall be for two years.~~

33.3 DUTIES AND RESPONSIBILITIES:

- ~~1. Those duties related to salaries and benefits of the professional church workers.~~
- ~~2. Those duties delegated by the treasurer and approved by the Parish Planning Council.~~

33.4 REPORTS

~~All reports related to the functions which are delegated by the treasurer.~~

34.00 RECORDING SECRETARY:

The name of this office shall be RECORDING SECRETARY of the congregation.

34.1 PURPOSE:

The purpose of this office shall be to keep neat and concise minutes of all Congregational and Parish Planning Council meetings. Shall have all minutes annually bound and preserved.

34.2 CALL TO SERVICE:

The recording secretary shall be appointed by the Executive Director and shall serve for two years.

34.3 DUTIES AND RESPONSIBILITIES:

The recording secretary shall be responsible to see that neat and concise minutes are kept of all congregational and Parish Planning Council meetings. The recording secretary shall conduct all official correspondence for the congregation. The recording secretary shall perform such other duties as are in keeping with this office.

35.0 FINANCIAL SECRETARY:

The name of this office shall be FINANCIAL SECRETARY of the congregation.

35.1 PURPOSE:

The purpose of this office shall be to keep individual records of gifts and tithes.

35.2 CALL TO SERVE:

The Financial Secretary shall be called through the nominating process and elected at the annual congregational meeting and shall serve a two year term.

35.3 DUTIES AND RESPONSIBILITIES 1 The Financial Secretary shall collect, count, record and deposit all money..

2. Give reports and receipts to the treasurer weekly.
3. Send out semi-annual statements to each contributor, unless informed to the contrary by the giver.
4. Shall also record and acknowledge all memorials.

35.4 ORGANIZATION OF THE OFFICE:

The Financial Secretary is also a voting member of the Board of Stewardship.

35.5 REPORTS:

The Financial Secretary shall report semi-annual statements to each member and semi-annual reports to Parish Planning Council, weekly reports to the Treasurer.

BOARD OF ELDERS:

The name of this body is the BOARD of ELDERS.

36.1 PURPOSE:

The members serving on the Board of Elders, working with the Pastor, are to build the spiritual growth of the congregation.

36.2 CALL TO SERVE:

The members of this board shall be elected at the annual meeting from those duly qualified members of the congregation. The Board shall be composed of a minimum of five male members elected for a term of two years, with one half or as near as possible being elected each year. When an Elders vacancy occurs, the board may submit names of qualified members to the Parish Planning council to fill the vacancy. Members may be appointed by the Parish Planning council between elections to fill vacancies as they occur on the board or to add members to support the growth of the church. The names of the members selected for appointment must be published in the church bulletin for 2 weeks prior to formal appointment. The Chair of the Board of Elders shall be called through the nominating process, elected at the annual congregational meeting, and shall serve for two years. To fill a vacancy of the chair of the Elders, the church council shall nominate a member, and he shall be elected at the next congregational meeting after nomination.

36.3 DUTIES AND RESPONSIBILITIES

1. It is Board of Elders responsibility to care for, and work with the Pastor in all matters of spiritual welfare of the congregation and its individual members.
2. Specifically, the Board of Elders shall:
 - 2.1. Review the spiritual content of all programs to insure they are doctrinally sound.
 - 2.2. Be concerned about the ongoing spiritual, emotional, physical, and economic health and welfare of the Pastor(s) and his family, such as, spiritual growth, time for rest/reflection, compensation, housing, vacation, and assistance in times of illness..2.3 Assist the Pastor(s) in counseling with difficult situations, and in finding God pleasing solutions to individual problems with the congregation
 - 2.4 Exercise leadership in gathering call lists and calling a new pastor when a vacancy occurs.

- 2.5. Investigate cases of severe financial need within the congregation and make specific recommendations to the Pastor(s) with review by the Board of Elders.
- 2.6. Be present for periodic training as determined by the Pastor(s) and the Board of Elders.
- 2.7 Encourage spiritual programs in all organizations of the congregation.
- 2.8 Submit an annual budget request at the time requested by the Budget committee.
- 2.9 Assume responsibility with the Pastor for the recording of all official acts in the permanent record (i.e. names and dates) as they occur.
- 2.10 Assist the Pastor(s) with the communion distribution, reading of Scriptures, preaching, etc., as requested.
- 2.11 Review new forms of worship, liturgies, and hymns as they are recommended, and decide on adoption for use in public worship.
- 2.12 Shall engage in visitation of all sick, hospitalized, aged and shut-ins in the congregation including visitations requested by the Pastor.

~~2.13 The Board of Elders and the Pastor shall appraise on a bi-annual basis the performance of the church secretary and provide feedback to that individual. 1. The Pastor shall supervise the church secretary. 2. The Board of Elders and the Pastor shall appraise, on a bi-annual basis, the performance of the church secretary, and provide feedback to that individual.~~

~~3. The Board of Elders and the Pastor shall perform a yearly salary review of the church secretary (-).~~

~~This Section marked in red was moved to Human Resource~~

~~4. The Board of Elders and the Pastor shall make recommendation to the church council regarding changes in the church secretary position, and during vacancies, interview and hire to fill this position(s).~~

36.4 ORGANIZATION OF THE OFFICE:

Each Elder is responsible for a proportionate share of family units from the congregational membership. They shall assist these families in addressing individual family needs or concerns by generally accepted and proven Christian methods. Minutes of all board meetings shall be recorded, dated, and distributed to all members. Copies shall be maintained in a permanent file available for reference.

36.5 REPORTS:

The board shall submit a report of its activities at regularly called Parish Planning Council meetings and an annual report at the annual congregational meeting. The annual report shall be in written form.

36.6 MEETINGS:

The Board of Elders will meet monthly.

37.0 BOARD OF STEWARDSHIP:

The name of this body shall be the BOARD OF STEWARDSHIP.

37.1 PURPOSE:

The purpose of this board is to develop good stewardship attitudes in the members of the congregation in regards to time, talents and treasures; and to insure the financial stability of the congregation.

37.2 CALL TO SERVE:

~~The members of this board shall be selected from those duly qualified and nominated at the annual meeting (even years) of the congregation. The board shall be composed of three or more members elected for a term of two years.~~

The Chairman is elected from among those duly qualified and nominated at the annual meeting (odd years) of the congregation. The duration of the call shall be for two years. The Chairman of the Board shall choose from among the congregation those individuals needed to fulfill the duties of the Board.

37.3 DUTIES AND RESPONSIBILITIES:

1. Study the Scriptural principles regarding the total stewardship calling of the Christian-- as a member of his family, as a neighbor and citizen, and as a congregation member--and share these insights with congregation members.
2. Contact and encourage new members for service to the congregation and endeavor to stir up the talents of present members for use in Christ's work.
3. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members. Provide opportunities for the development of talents (training courses, workshops, and the like).
4. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices. Annually give every member an opportunity to make a commitment of his treasure for Kingdom work through the congregation
5. Initiate preparation and presentation to the congregation of an annual God-pleasing work program, determine anticipated receipts and recommend budget to the Parish Planning Council for review. The budget will then be presented to the Voter's Assembly for approval.

6. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees and organizations.

~~7. Administer the congregation's social ministry in conjunction with the recommendations of the Board of Elders and Pastor.~~ 8. Review, accept, or decline all offers of non-solicited gifts. Will consult with a professional to assist in the decision of the offer. 9. Evaluate various programs for endowments, remembrance of the congregation in wills, bequests, and the like, and suggest ways of implementation to the Chairman of Publicity as well as supplying workers at his/her request.

10. Encourage and enlist the young people of the congregation for full time service in the church as pastors, teachers and the like.

11. Be concerned, together with the Treasurer and Financial Secretary, for safe deposit and recording of all funds, monthly remissions of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate Boards.

12. Annually review the budgeting procedures of the congregation in conjunction with the Treasurer and Financial Secretary and recommend to the congregation any necessary improvements or revisions.

13. The Board shall be responsible for the counting and recording of the offerings that are given to Christ the Vine.

Counting Procedure for the Sunday Offering

1. General Practices

- A. The offerings are to be counted in privacy after the second service.
- B. The counting of the offerings and information pertaining to them is to be strictly confidential.
- C. Two unrelated counters should be present each time the count is made.
- D. Please note that our insurance coverage stipulates that two people be present when the bank deposit is made.

2. Preparing to process the offering.

- A. after each service concludes, the ushers are to lock in the safe in the secretary's office.
- B. When the offerings are to be counted, the offering bags are to be removed from the safe (key is hanging on a board next to the safe.) The key to the bank deposit bin should be hanging on the same key rack.
- C. Prior to counting the offering, turn on the photocopier to warm up and assemble the following supplies.

Treasurer's Offering Report, Financial Secretary's Offering Report Form, Contributor List (to match names with envelope numbers) Bank deposit ticket booklet, Endorsement stamp and stamp pad, Rubber bands and or/ paper clips, Bank Deposit Bag, Letter opener, Calculator with paper scroll.
The calculator will be on the secretary's desk; all other supplies will be in the Financial Secretary's drawer.

3. Processing the offering

A. Open the safe and remove the offering (this may be in offering bags and/or bank bags). Also remove the following labeled envelopes if present: Men's Breakfast, Coffee Hour and Sunday school.

B. Set aside the envelopes for Men's breakfast, Coffee Hour, and Sunday School, for now.

C. Separate the offering (in offering bags and/or bank bags) into four piles:

**Loose coins and paper money*

**Loose checks*

**Envelopes with pre-printed envelope numbers.*

** Envelopes without pre-printed envelope numbers.*

D. Take the envelopes without preprinted envelope numbers. First, separate out and open any envelopes that do not have any identifying information (i.e. name or handwritten envelope number, information about **the amount** of the contribution is not identifying.

** If the envelope contains a check, take the check out and put it in the pile with the loose checks: you can discard the envelope.*

** If the envelope contains cash (less than \$50,) take the cash out and put it in with the loose coins or paper money and discard the envelope.*

** If the envelope contains \$50. Or more in cash, write the date and amount of cash on the envelope, and put the cash with the loose coins and paper money. Do not discard the envelope; it will be saved along with the labeled envelopes for record-keeping purposes.*

E. Next, take the envelope without pre-printed numbers. That does have some identifying information (i.e. a name or handwritten envelope number). For those that have a name write this in the appropriate place on the envelope. (For those that only have an envelope number, nothing else needs to be done.

** Take all of these envelopes and add them to the pile of envelopes with pre-printed numbers. (From this point on, all of these envelopes are to be processed together.)*

F. Count the loose cash and coins.

**Separate the coins into different piles. (Nickels, dimes, etc.)*

**Separate the bills into different piles. (Ones, Fives, etc)*

**Count the coins and record the amount on the Treasurer's Offering Report, in the coin column of the "Loose -General Fund" row.*

** Count the bills and record on the Treasurer's offering Report in the "Currency" Column of "Loose- General Fund row."*

G. Count the loose Checks

Read the memo line for every check to see if any are designated for anything other than the General Fund.

**If no notation is made, or if a general notation is made ("tithe contribution," the check is for the General Fund.*

**Be sure to note whether any check contains specific notations (e.g. "Youth Group trip or building Fund etc.*

** Record each check on the Financial Secretary's Offering Report, including the name, envelope number (found on the Contributor List), amount of the check, Check number, and (for anything other than the General Fund, the designated purpose for the contribution.*

*Substitute Counters: If the name on the check does not appear on the Contributors List, put the check on Contributor List, put the check back in the safe with a note for the Financial Secretary.

*Total the Checks and write the total in the appropriate box on the Financial Secretary's Offering Report.

*Fill in the appropriate boxes box on the Treasurer's Offering Report.

*Total up the checks for the General Fund; this amount goes in the "checks" column of the "Loose -General Fund" row.

*
Total any checks designated for the Building Fund, this amount goes in the "checks" column of the "Loose-Building Fund;" row.

*For any checks designated for any other purpose or fund write the purpose or fund in a box under "other Items" on the Treasurers Offering Report. And enter the amount in the "Checks" column in the corresponding row.

H. Add up the numbers in the columns of the "Loose-General Fund" row and put the total in the "Totals column.

I. Count the contribution in the remaining envelopes. Process each envelope individually.

*Open the envelope and examine its contents.

*If there is any designation on the envelope or its contents (e.g. in the memo line of the check) that the contribution is for anything other than the General Fund, put the contents back in the envelope and set it aside.

* For all contributions to the General Fund, follow this procedure:

If there is an amount written on the envelope, confirm that it is correct. If there is no amount, write the amount on the envelope.

*If the envelope contains cash, also write "cash" on the envelope by the amount.

Begin a new pile for the cash (separate from the loose cash you have already counted)

Begin a new pile of empty envelopes that had contained checks, keeping this separate from the pile of envelopes that had contained cash.

*Count up the coins from these envelopes and record the total on the "Treasurer's Offering Report, in the "Coin "column of the "Envelopes-General Fund." row.

*Once you are confident that the coins and bills are properly counted and the respective amounts are correct, add the checks to the piles you created earlier for the loose cash.

*Add the numbers in the rows of the "Envelopes-General Fund" row and write the total in the "Totals" row.

*For any non-General Fund Contributions:

Follow the same procedure as for General Fund contributions: write the amount on the envelope, along with "cash" or a check number.

If not already indicated on the envelope then note the designated fund or purpose on the envelope.

Record these contributions on the Treasurer's Offering Report

If the designation matches something printed on the Report. (e.g. "Building Fund" record the contributions there.

If not, create a row under "Other Items"

J. Open the envelope for the Men's Breakfast Count the contents and record this on the Treasurer's offering Report. Listing it under "Other Items" Once you are sure this has been counted correctly; add the coins and currency to the pile you created earlier.

K. Repeat item "J" for the Coffee Hour envelope.

L. Repeat item "J" for the Sunday school envelope.

M. You should now have three piles of money: one for all the coins, one for all paper money, and one for all the checks.

*Total the columns on the "Treasurer's Offering Report "for Coin, Currency and Checks.

*Add all the coins. This total should match the total on the Treasurer' Offering Report. If so, add the coins a bank bag.

*Add all the paper money. This total should match that on the Treasurer's Offering Report. If so, separate the one-dollar bills into piles of 25. Rubber band Each pile of 25 separately. Combine all the bills and put a rubber band around the entire pile. Put the bundle of bills into the bag with the coins and paper money.

*Add up all the checks using the calculator with the paper scroll. This allows you to print off a list of the checks and the calculator print-off. Put this into the bank bag with the coins and paper money.

N. Fill out the deposit slip, noting the totals for the coin, currency and checks. For the section listing the checks on the deposit slip, Write "see attached". Put the deposit into the bag and zip the bag closed.

O. Make a copy of the Treasurer's Offering Report. Place the original in the Treasurer's box. Fold a copy of the Treasurer's Offering Report and the Financial Secretary's Offering Report around all of the envelopes, using a rubber band to secure everything. Write the date of the offering on t he outside and place in the Financial Secretary's drawer.

P. Close the safe and return the safe key to the rack. Take the bank depository box (double-check to make sure it goes down the chute.) and return the key to the rack in t he church office.

Q. Make sure to turn the copier off, return the supplies to the drawer and lock the office on your way out.

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37.4 ORGANIZATION OF THE BOARD:

The duration of the call shall be for two years.

37.5 REPORTS:

The chairman shall report to the Parish Planning Council all activities of the board, and the results of these activities at least quarterly and to the congregation.

37.6 MEETINGS:

The chairperson will call meetings as needed.

37.7 JOB DESCRIPTION FOR THE CHAIRPERSON:

1. Initiate an annual preparation and presentation to the congregation of a God-pleasing work program, determine anticipated receipts and recommend a budget for adoption by the voter's assembly.
2. Annually give every member an opportunity to make a commitment of this treasure for kingdom work through the congregation.
3. Shall oversee the activities of the appointed members of the board, coordinating all activities of the various members.
4. Be concerned, together with Treasurer and Financial secretary, for safe deposit and recording of all funds, monthly remissions, of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and the appropriate boards.
5. Annually review the budgeting procedures of the congregation in conjunction with the treasurer and financial secretary and recommend to the congregation any necessary improvements or revisions.
6. Shall arrange for and report to Parish Planning Council the annual audit of financial records.

37.10 JOB DESCRIPTION FOR TIME AND TALENT COORDINATOR

1. Contact and encourage new members for service to the congregation and endeavor to stir up the talent of present members for use in Christ's work.
2. Maintain a program to discover and enlist for kingdom service the talents God has given members, old and new, young people and adults.
3. Be responsible for maintenance of a congregational talent file at all times, and provide for the immediate recording of the talents and abilities of incoming members.
4. Provide opportunities for the development of talents. (Training courses, workshops and the like).
5. Encourage and enlist the young people of the congregation for full time service in the church as pastor, teachers and the like.
6. Enlist, maintain, and administer a secretarial pool of qualified persons who will be available to the boards and committees for special secretarial assignments.

38.0 BOARD OF TRUSTEES:

The name of this body shall be called the BOARD OF TRUSTEES.

38.1 PURPOSE:

The trustees shall be responsible for the utilization, planning, coordination, construction, and maintenance of all the physical properties of the congregation. They shall make regular inspections and reviews of said properties, and make recommendations to the parish planning

council. The board shall be responsible for taking care of church maintenance expenses up to \$500.00 per expense before taking it to the Parish Planning Council for approval.

38.2 CALL TO SERVICE:

The Chairman is elected from among those duly qualified and nominated at the annual meeting (odd years) of the congregation. The duration of the call shall be for two years. The Chairman of the Board shall choose from among the congregation those individuals needed to fulfill the duties of the Board.

38.3 DUTIES AND RESPONSIBILITIES:

1. Make biannual inspections of church properties and recommend to the Parish Planning Council needed repairs, improvements, and/or replacements.
2. Conduct an annual inventory of all church properties, equipment and supplies.
3. Make all purchases, repairs, and replacement of church property and equipment as directed by the Parish Planning Council.
4. Represent the church in all legal matters.
5. Keep and maintain all legal documents for the congregation in a secure place on or off the church properties.
6. Annually check all contracts and insurance policies on church properties and negotiate said contracts on behalf of the congregation.
7. Coordinate and establish regulations concerning the use of church properties.
8. The board shall develop an annual budget which shall be submitted to the Budget Committee for presentation to the congregation for approval at its annual meeting.
9. Check all church property quarterly for fire hazards.
10. Obtain the legal information necessary for consideration of contracts, deeds, and other forms for the church.
11. Negotiate all service contracts for church equipment in conjunction with the Executive Director.
12. Set all policies and fees for renting, usage, and lending of church property.
13. Determine and engage, with council approval, adequate custodial help. The board shall meet periodically with custodians to discuss care of the buildings, needs and problems in custodial service, and prepare a detailed list and schedule for the proper maintenance of the facilities and equipment of the church.
14. The Transportation is a sub-committee of the Board of Trustees.

38.4 REPORTS:

The board shall report its activities to the Parish Planning Council meetings and report at the congregations meetings as necessary.

38.5 MEETINGS:

The board shall meet monthly or as often as needed.

39.0 BOARD OF CHRISTIAN EDUCATION:

The name of this body shall be called the BOARD OF CHRISTIAN EDUCATION.

39.1 PURPOSE:

This board's objectives are to plan, administer, direct, and supervise the educational program of the congregation, to determine policies, to select personnel for the various programs, and prepare a budget for the necessary means and facilities for those programs.

39.2 CALL TO SERVE:

The Chairman is elected from among those duly qualified and nominated at the annual meeting (even years) of the congregation. The duration of the call shall be for two years. The Chairman shall choose from among the congregation those individuals needed to fulfill the duties of the Board.

39.3 DUTIES AND RESPONSIBILITIES:

1. be responsible to assist the parents in the Christian nurture of their children, provide for the continuing Christian growth of the youth and adults in the congregation and, through them, in the community and beyond.
2. Assist the Sunday School Superintendent, establish objectives, set policies for, and supervise the education program for the congregation, including the personnel for the Sunday school, Vacation Bible School, Bible Classes, and all other educational groups.
3. In conjunction with the Sunday School Superintendent, select and approve curriculum and materials.
4. Continually determine whether all age groups are being served, and recommend revisions and additions as deemed advisable.
5. Encourage increasing participation of every congregational member in Bible study, privately and in formal groups.
6. Exercise leadership and assist the Sunday School Superintendent in gathering lists of candidates for the teaching staff and for the proper calling of teachers.

7. Assist the Sunday School Superintendent in selection, training and evaluation of teachers.
8. Be concerned about the spiritual, emotional, and physical health and welfare of the Sunday School Superintendent and staff.
9. Encourage Christian education programs in other groups.
10. Consider special classes, courses, conferences, retreats and the like for special purpose and for special groups.
11. Consider provision of special education opportunities for individuals ~~with mental retardation and/or other disabilities that are developmentally disabled.~~
12. Provide for the professional growth of the educational staff through conferences, conventions, continuing education ~~and the like,~~ and request the necessary funds for the same in the yearly budget.
13. Improve and cultivate the use of a church library.
14. Study aids suggested by the education department of Synod, District, and Circuit.
15. Examine the education facilities and equipment, and make recommendations to the Board of Trustees as to upkeep, repairs and replacements needed as well as new equipment needed.
16. Submit an annual budget request to the Budget Committee.

39.4 ORGANIZATION OF THE BOARD:

Chairperson

DCE - Director of Christian Education Sunday School Superintendent

Vacation Bible School- Camp d'Vine

Sunday Morning Education Classes

Confirmation

39.5 REPORTS:

The board shall report its activities to the Parish Planning Council meetings and report at the congregations meetings as necessary.

39.6 MEETINGS

The board shall meet monthly or as often as needed.

39.7 JOB DESCRIPTION FOR THE SUNDAY SCHOOL SUPERINTENDENT

(Appointed by the board of Christian Education)

Under the direction of, and in Christian cooperation with the Board of Christian Education, the superintendent shall organize, plan, administer, supervise, and direct the Sunday school program.

The superintendent shall be a committed Christian, dedicated to God, devoted to the Lord Jesus Christ, be a student of the Bible, familiar with and committed to the doctrinal standards and teachings of the Lutheran Church-Missouri Synod. Being personable, understanding, resourceful, patient, energetic, responsive to the needs of the children and staff, with ability to communicate to others, would be other ideal qualities for a superintendent.

To fulfill the trusts and responsibilities of this position, the person shall:

1. Recruit qualified teachers and staff with the help and approval from the Board of Christian Education
2. be responsible for the selection, training, and evaluation of teachers.
3. be responsible for general organization of teaching and administrative staffs.
4. Recommend to the board suggested curriculum and materials.
5. Supervise proper use of materials and curriculum by teachers.
6. Select and order materials.
7. Supervise the doctrinal accuracy of teaching.
8. Establish the discipline of the Sunday school.
9. Meet regularly with teachers.
10. Plan special programs (Christmas, Easter, Lent, etc.)
11. Create and maintain a high spiritual, enjoyable, cooperative attitude among teachers, staff, and children
12. be responsible for the general administration of the Sunday school and maintain accurate attendance records.

40.0 BOARD OF OUTREACH:

The name of the body shall be called BOARD OF OUTREACH.

40.1 PURPOSE:

The basic objectives of the board are the bringing of the Gospel to the unchurched, the enlistment of all of God's people in the work of spreading the Gospel, the deepening of the faith and activity of the members of this congregation, and proper soul accounting at all times.

40.2 CALL TO SERVE:

The Chairman is elected from among those duly qualified and nominated at the annual meeting (even years) of the congregation. The duration of the call shall be for two years. The Chairman shall choose from among the congregation those individuals needed to fulfill the duties of the Board ~~The Chairman is elected from among those duly qualified and nominated at the annual meeting (even years) of the congregation. The duration of the call shall be for two years.~~

40.3 DUTIES AND RESPONSIBILITIES:

1. Foster a climate of evangelism that encourages congregation members informally and spontaneously to witness Christ to one another, to the backsliding, and to the unsaved.
2. Emphasize evangelism through an intensive every member education program annually.
3. Encourage an on-going visitation program offering people more than membership in a church, but a saving relationship with Christ.
4. Promote and direct congregation wide evangelism undertakings.
5. Utilize the evangelism potential of the Lutheran Hour, This Is The Life and other Synodical or Christian programs.
6. Emphasize evangelism and encourage evangelism programs in and through the societies and auxiliary organizations of the congregation and suggest projects for such organizations.
7. Emphasize, in conjunction with the Board of Christian Education, child and youth evangelism both in participation and outreach.
8. be responsible for maintenance and follow up of lay visitors.
9. Before organization of Pastors Instruction Classes conduct special visitations to witness for Christ and to invite prospective members to attend.
10. Be genuinely concerned for those moving into other areas. Use any and all means available for maintaining such contacts.
11. be conscious of the atmosphere of friendliness in the congregation toward members and visitors and suggest ways and means of improvement.
12. Study and adopt or adapt suggestions by the Evangelism Departments of Synod, District, and Circuit.
13. Engage at least once yearly in self study of methods, progress, ~~and like~~ of the boards work.
14. Submit an annual budget request to the Budget Committee.

40.4 REPORTS:

The board shall report its activities to the Parish Planning Council meetings and report at the congregations meetings as necessary.

41.0 BOARD OF FELLOWSHIP:

The name of this body shall be called the BOARD OF FELLOWSHIP.

41.1 PURPOSE:

It shall be the purpose of this board to strengthen fellowship among congregational members spiritually and socially. It shall be responsible for the harmonious integration of new members into the life of the congregation.

41.2 CALL TO SERVE: . The Chairman is elected from among those duly qualified and nominated at the annual meeting (odd years) of the congregation. The duration of the call shall be for two years. The Chairman shall choose from among the congregation those individuals needed to fulfill the duties of the Board. **41.3 DUTIES AND RESPONSIBILITIES**

1. The Board of Fellowship shall plan, organize, implement and supervise activities of a nature to strengthen the spiritual bond of the individual and the congregation. Examples: church picnic, church potluck, coffees, new member's receptions, retreats, etc.
2. It shall prepare and submit an annual budget to the Budget Committee.
3. Coordinate activities with Women in Missions League, Thrivent, Lutheran Laymen's League and other organizations.

41.4 REPORTS:

The board shall report its activities to the Parish Planning Council meetings and report at the congregations meetings as necessary.

41.5 MEETINGS:

The Fellowship Board shall meet monthly or as often as needed.

42.0 BOARD OF WORSHIP:

The name of this body shall be called the BOARD OF WORSHIP

.42.1 PURPOSE:

The purpose of this board is to assist the Pastor in arrangements for special services, and the organization and implementation of church services.

42.2 CALL TO SERVE:

The members are elected from among those duly qualified and nominated at the annual meeting (even years) of the congregation. The duration of the call shall be for two years. The board shall consist of the Director of Worship, one of which shall be from the Board of Elders, the chairperson of the Altar Guild, the head greeter, technology coordinator, head usher and two members of the congregation.

42.3 DUTIES AND RESPONSIBILITIES:

1. To assist the Pastor and the Director of Worship in making all services a tribute to the Glory of God.

2. Procurement, training and supervision of ushers and acolytes.
3. The board shall develop criteria and guidelines for hiring any paid worship leader with final hiring approved by the parish planning council.
4. The board shall oversee the performance of all worship leaders.
5. The board shall be responsible for special services, special music, and literary materials.
6. The activities of the Altar Guild, greeters, ushering, sound and video shall be coordinated with the board

42.4 REPORTS:

The chairman of the Board of Worship shall submit a report of its activities monthly to the Parish Planning Council and Congregation as necessary.

42.5 MEETINGS:

The board shall meet monthly or as is necessary. A report of all business shall be recorded. A permanent file shall be kept in the church.

43.0 BOARD OF YOUTH MINISTRY:

The name of this body shall be called the BOARD OF YOUTH MINISTRY.

43.1 PURPOSE:

This board shall provide for the continuing spiritual growth of the young people of the congregation through Bible study, prayer, Christian service and fellowship.

43.2 CALL TO SERVE:

The Chairman is elected from among those duly qualified and nominated at the annual meeting (even years) of the congregation. The duration of the call shall be for two years. The Chairman shall choose from among the congregation those individuals needed to fulfill the duties of the Board.

43.3 DUTIES AND RESPONSIBILITIES:

- 1 .Promote attendance and involvement of the congregation's youth at all activities.
2. Plan and carry out, together with other concerned boards, a year round program for the young people of the congregation.
3. Develop a program for the young people and the young adults of the congregation, including various recreational programs.
4. Plan a special event to welcome the newly confirmed young people of the congregation and to invite them to join the youth ministry functions.

5. Provide for continual education of young people on topics of current interest, Bible studies as coordinated with the Board of Education.
6. Provide for public recognition of various youth achievements and accomplishments.
7. Coordinate the appointment of senior youth Bible instructors (s) with the Board of Education.
8. Appoint various youth leaders as necessary.

43.4 REPORTS:

The chairman of the Board of Youth Ministry shall submit a report of its activities monthly to the Parish Planning Council and Congregation as necessary.

43.5 MEETINGS:

The Board of Youth Ministry shall meet monthly, or as often as needed.

44.0 TRANSPORTATION COMMITTEE:

The name of this body will be the TRANSPORTATION COMMITTEE.

44.1 PURPOSE:

This committee is to transport any member of the community to worship services or other functions of Christ the Vine Lutheran Church. Members of the congregation may use the vehicle when this committee has given approval.

44.2 CALL TO SERVE:

The chairperson of this committee shall be selected by the Chairman of the Trustees and submitted for approval by the Parish Planning Council. Members of this committee shall be called by the chairperson of the Trustees as needed.

44.3 DUTIES AND RESPONSIBILITIES:

1. The chairperson will negotiate contracts for the procurement of a vehicle for transportation needs, subject to the approval of the Parish Planning Council.
2. Special drivers may be called to use their own vehicles to drive other people of the community to worship services and other functions as the need arises. (No insurance is provided for this service.)
3. Shall determine all drivers have proper licensing and insurance if needed.
4. The Chairperson will negotiate contracts for the procurement of a vehicle for transportation needs, subject to the approval of the Parish Planning Council.

44.4 ORGANIZATION OF THE COMMITTEE:

1. The committee will be recruited and organized by the chairperson who will represent them on the Parish Planning Council.
2. The committee will submit to the Budget Committee, in the appropriate form and at the requested time, a budget request for the coming year.

44.5 REPORTS:

1. The chairperson will submit a list of drivers for publication in the monthly newsletter and the weekly bulletin.
2. The chairperson will report to the council all activities of the committee and give a year end written report at the annual congregational meeting.

44.6 MEETINGS:

Any necessary meetings shall be held at the discretion of the chairperson.

45.0 WOMEN in MISSIONS LEAGUE:

The name of this body shall be WOMEN in MISSIONS LEAGUE.

45.1 PURPOSE:

The WML is an auxiliary of the congregation of Christ the Vine Lutheran Church. Its purpose is to: Equip women for mission and ministry through education and inspiration and to carry out a program of service and projects.

To engage in charitable endeavors within and without the congregation.

45.2 CALL TO SERVE:

The League is open to all women of the congregation.

45.3 DUTIES AND RESPONSIBILITIES:

To promote activities of women through Christian service to others.

1. The WML acts to involve all women of the church
2. The WML equips women for active missions
3. The WML serves the Lord and others in loving action

45.4 ORGANIZATION:

The WML shall organize in agreement with the WML national organization and in a way to fulfill the duties they have agreed to perform.

45.5 REPORTS:

It may wish to report monthly to the Parish Planning Council and/or annually at the annual congregational meeting.

45.6 MEETINGS:

The date and time, and the business to be conducted shall be reported in a timely manner.

46.0 BOARD OF PUBLICITY

The name of this board shall be the **BOARD OF PUBLICITY**

46.1 PURPOSE

The purpose of the board is to provide an out reach ministry to other sister congregations and the community at large.

46.2 CALL TO SERVE

The Chairman of this board shall be elected from those duly qualified and nominated at the annual meeting (odd years) of the congregation. The duration of the call shall be for two years. The Chairman shall choose from among the congregation those individuals needed to fulfill the duties of the Board.

46.3 DUTIES AND RESPONSIBILITIES:

1. The Board shall make regular reports and recommendations pertaining to the public relations and image of the church.
2. Assure that Christ and His Church are properly presented to the public through the media.
3. Arrange for advertising and news relating to special events and celebrations within the church year (such as Holy Week, Lent Season, Advent and Christmas, etc.)
4. Prepare and send congregational news items to the Lutheran Witness, and other publications that publicize Christian endeavors and news.
5. Keep members of the congregation informed as to what activities are scheduled, to the accomplishment of its youth, special events of the Sunday School and other agencies, through the appropriate ~~he~~ use-of all means of communication.
6. Assist all Boards and Committees in the proper promotion of their efforts.
7. Design printed materials that give favorable impression of the church to the public and visitors.

8. The Board of Public Relations shall oversee the publishing of the PPC meeting minutes in the Grapevine and on our Web site. (These minutes should **NOT be** published before they **have been** corrected.)

46.4 REPORTS:

The chairman of the Board of Public Relations shall submit a report of its activities monthly to the Parish Planning Council and Congregation as necessary.

46.5 MEETINGS:

The Board of Public Relations shall meet monthly, or as often as needed.

THE EARLY CHRISTIAN CHILDHOOD BOARD

The name of this body shall be called the Early Christian Childhood Board

47.1 Purpose

The Board objectives are to help the Christian Early Childhood Center's director and the staff plan, administer, direct, and supervise the Early Christian Childhood Center at Christ the Vine.

47.2 CALL TO SERVE:

The Chairman is elected from among those duly qualified and nominated at the annual meeting (odd years) of the congregation. The duration of the call shall be for two years.

47.3 DUTIES AND RESPONSIBILITIES:

1. Assist the director and staff in Christian nurturing of the students and their families who attend the Preschool, Kindergarten.
2. Be responsible to assist the director in establishing objectives, setting policies, and help in carrying out this educational program of Christ the Vine.
3. Continually determine whether all age groups are being served, and recommend _revisions and additions as deemed advisable.
4. Encourage Christ the Vine congregation to participate and be aware of the Early Christian Childhood Board.
5. Assist the Director in selection, training and evaluation of the ECCB staff.
6. Be concerned about the spiritual, emotional, and physical health and welfare of the director and staff.
7. Examine the education facilities and equipment, and make recommendations to the Board of Trustees as to upkeep, repairs and replacements needed as well as new equipment needed.
8. Be present and serve refreshments at all school functions to help bridge the gap between school and church.

9. Give help and feedback on the budget for the Early Christian Childhood Center.

47.4 Reports:

The board shall report its activities to the Parish Planning Council meeting and report at the congregational meetings as necessary.

47.5 Meetings:

The board shall meet monthly or as often as needed.

48.0 BOARD OF SOCIAL MINISTRY

The name of this body shall be called the Board of Social Ministry

48.1 Purpose

The Board objectives are to support the congregation in working with charitable missions.

48.2 Call to Serve

The Chairman is elected from among those duly qualified and nominated at the annual meeting (odd years) of the congregation. The duration of the call shall be for two years. The Chairman shall choose from among the congregation those individuals needed to fulfill the duties of the Board.

48.3 Duties and Responsibilities:

1. Foster support for missions and charities through an ongoing program of mission information and education through education agencies, committees, and organization, rallies, festivals, filmstrips, letters and tracts, appearances of missionaries and the like.
2. Administer the congregation's social ministry funds in conjunction with the recommendations of the Board of Elders.
3. Plan and recommend a year round program of support for Lutheran World relief (financial gifts, clothing drives etc.) through various committees of the congregation.
4. Annually prepare and submit as part of the budget of this board a selected list of charities for the congregation.
5. Maintain a list of available social agencies for help with alcoholics, drug problems, delinquents, ~~mental retardation~~, people with Developmental Disabilities, unwed mothers, and other agencies (either of Lutheran, private and public).
6. Together with the Pastor, study the possibilities and recommend implementation of offering spiritual services and care to hospitals, homes for the aged, prisons and other institutions within the community.
7. Encourage stewardship programs in the societies and auxiliaries of the congregation.

48.4 Reports;

The board shall report its activities to the Parish Planning Council meeting and report at the congregational meetings as necessary.

48.5 Meetings

The Board shall meet monthly or as often as needed

49.0 BOARD OF GROUP MINISTRIES (all of this is a duplicate of worship and should be removed)

~~The name of this body shall be called the BOARD OF GROUP MINISTRIES~~

49.1 PURPOSE:

~~The purpose of this board is to assist the Pastor in the organization and implementation of bible studies and ministry of the WORD to the congregation and beyond.~~

49.2 CALL TO SERVE:

~~The chairperson of this committee shall be selected by the executive committee, with counsel from the Pastor, and submitted for approval by the Parish Planning Council.~~

~~Members of this committee shall be selected by the chairperson with collaboration by the Pastor, and approval of the Parish Planning Council.~~

49.3 DUTIES AND RESPONSIBILITIES:

~~1. To assist the Pastor and the Director of Worship in making all studies of the bible a tribute to the Glory of God.~~

~~2. Training and supervision of bible study leaders and bible ministry at large.~~

~~3. The board shall oversee the performance of all bible study leaders.~~

~~5. The board shall support the worship and the Worshiping Director.~~

49.4 REPORTS:

~~The chairman of the Board of Worship shall submit a report of its activities monthly to the Parish Planning Council and Congregation as necessary.~~

49.5 MEETINGS:

~~The board shall meet monthly or as is necessary. A report of all business shall be recorded. A permanent file shall be kept in the church.~~

50.0 BOARD OF HUMAN RESOURCES

The name of this body shall be called the BOARD OF HUMAN RESOURCES

50.1. PURPOSE
The purpose of the board is to work and plan with staff and committee chairs, the smooth and professional activities of those who call Christ The Vine their church.

50.2 CALL TO SERVE

The Executive Director shall appoint the Human Recourse Director from among members of the congregation with the experience and knowledge to be able to fulfill the office.

50.3 DUTIES AND RESPONSIBILITIES

1. The Human Resource manual will give a detail description of all areas that board will have as their responsibility. (The Human Resource Manual is attached to these Bylaws.)
2. The Human Resource Director and the Pastor shall appraise on a bi-annual basis the performance and salary of the church secretary and provide feedback to that individual..
3. The Director and the Pastor shall make recommendation to the church council regarding changes in the church secretary position, and during vacancies, interview and hire to fill this position(s).

50.4 REPORTS

The board shall report its activities to the Parish Planning Council (PPC) meetings and make all other reports requested by the Executive Director.

50.5 MEETINGS

The board shall meet as often as needed.

51.0 MINUTES REVIEW COMMITTEE

The name of this committee shall be called Minutes Review Committee.

51.1 PURPOSE:

The purpose of this Committee is to assist the Recording Secretary in recording and maintaining all minutes relating to Christ the Vine various meetings.

51.2 CALL TO SERVE

The Executive Director at all or any meeting called to conduct Christ The Vine business shall appoint (3) members to take notes of the proceedings. The Recording Secretary, following the meeting within one week shall send to the appointed committee and the Executive Director, the minutes. The committee after the receipt of the minutes shall have 2 weeks to make any corrections or addition if needed and return to Secretary. The Secretary shall review and do any corrections and prepare them to be presented at the next meeting as: "{reviewed and corrected by the Minutes Review Committee." (Everyone is urged to fulfill their commitment).