



**Council Committee Descriptions
And
Review Processes**

Accountability: A Shared Commitment

TABLE OF CONTENTS

I.	Accountability A Review Process – “A Shared Commitment”	2
II.	Purpose and Principles Statements/Mission Statement	4
III.	Council Etiquette Statements	6
IV.	Organizing For Ministry	
	A) Organizational Structure	7
	B) Leadership	8
V.	Responsibility Descriptions	
	A) Congregation Responsibilities	8
	B) Council Responsibilities	9
	C) Council Executive Responsibilities	
	1. Council Chair	11
	2. Council Vice-Chair	12
	3. Financial Secretary	13
	4. Secretary	14
	5. Treasurer	15
	D) Staff Responsibilities	
	1. Office Coordinator	16
	2. Pastor	17
	E) Council Committee Responsibilities	
	1. Audit Committee	18
	2. Community Outreach Committee	19
	3. Congregational Life Committee	20
	4. Education Committee	21
	5. Facility Events Committee	22
	6. Finance Committee	23
	7. Human Resources Committee	24
	8. Mutual Ministry Committee	25
	9. Nominating Committee	26
	10. Planning Committee	27
	11. Property Committee	28
	12. Worship and Music Committee	29
	a) Altar Guild Committee	30
	b) Visual Arts Committee	31

GLORY LUTHERAN CHURCH

ACCOUNTABILITY “A Shared Commitment”

A) Definition

Accountability is about shared achievement. When a group of people organize to achieve a desired result, the members of that group become interdependent. As members of Glory Lutheran Church, we are accountable to keep our commitments to one another, to fulfill our roles in the group and to work toward achieving our purpose of glorifying God by following and sharing God’s Word.

Interdependence makes accountability a two-way promise. It is a statement of personal promise, an awareness and acceptance of the positive and negative consequences of our behavior (e.g. You can expect that we will provide you with the authority, resources, support and affirmation. We can expect that you will fulfill your responsibilities and commitments and keep us informed.).

B) Our Spirit of Accountability

As followers of Jesus Christ, we endeavor as a family of believers to carry out our purpose and mission in a way that glorifies God and uplifts and supports each other in prayer and loving community. In faithfulness to God’s desire that we live in love and harmony, we embrace the values of honesty, accountability, transparency, forgiveness, and respect for one another in every aspect of our organizational structure and congregational relationships.

C) Elements Necessary to Meet the Expectation of Accountability

1. Responsibility descriptions are provided and clear
2. Annual and long-range plans are set
3. Annual budget is set
4. Communication with each other and Council

D) Process Of Demonstrating Accountability

1. Orientation – review responsibilities and expectations with the committee or individual elected/appointed to the position
2. Election of Committee Chair to represent the Committee
3. Committee or individual annual plan development
4. Plan implementation
5. Reporting to Council
6. Annual plan and responsibility review within Committee, Council and congregation
7. Affirmation and follow-up
8. Planning for the forthcoming year

E) Responsibility of Council for Accountability Process and Implementation

The Church Council is responsible for ensuring that everything is done in accordance with the Word of God, the faith and practices of the ELCIC and the constitution, by-laws, resolutions, purposes and principles of Glory Lutheran Church. It is proposed that implementation of the accountability process be the responsibility of the:

1. Council Chair, together with the Human Resources Committee, for the Office Manager
2. Council Chair and the Vice-Chair for the Treasurer and Council Committees, including ad-hoc (e.g. Audit, Community Outreach, Congregational Life,

Education, Finance, Mutual Ministry, Nominating, Human Resources, Planning, Property, Worship and Music Committees)

3. Human Resources Committee for paid staff and the Pastor, together with input of the Council
4. Committee Chairs for all of their sub-committees and volunteers
5. Finance Committee for the management of congregational funds
6. Audit Committee for auditing the financial records
7. Planning Committee for the long-range plan

F) Follow-up

What if the committee or individual...

1. Meets or exceeds responsibilities, plans and expectations
 - a) Celebrate the success
 - b) Write letter of affirmation
2. Meets or exceeds most responsibilities, plans and expectations
 - a) Celebrate the success
 - b) Depending upon the concern(s)
 - i) adjust the responsibilities, plans and expectations or
 - ii) develop an improvement plan
3. Does not meet most responsibilities, plans and expectations
 - a) Depending upon the concerns and the reason for not meeting expectations
 - i) adjust the responsibilities, plans and expectations
 - ii) initiate the conflict resolution process or
 - iii) conclude the employment/work/volunteer relationship

GLORY LUTHERAN CHURCH BELIEFS AND GUIDING PRINCIPLES

Glory Lutheran Church is a congregation of followers of Jesus Christ. We endeavor as a family of believers to carry out our purpose and mission in a way that glorifies God and uplifts and supports each other in prayer and loving community.

The purpose of Glory Lutheran Church is to glorify God by following and sharing God's Word as a loving community.

What We Believe

We affirm the historic teachings of the Christian faith as taught in the Holy Scriptures, and summarized in the Lutheran Confessions that were formulated during and after the lifetime of Martin Luther.

- A) We believe in the Triune God: Creator, Redeemer and Sustainer.
- B) Our common foundation is God's word as revealed in the Holy Scripture and the Incarnation.
- C) We claim and celebrate forgiveness and eternal life through Christ's gift of salvation.
- D) We are nourished and enabled to grow by the Word, by the Holy Spirit, and through prayer.
- E) We strive to love others as God loves us and to let Christ's love be seen through us, with God's help and through prayer.
- F) We are all equal at the foot of the cross and we welcome all.

Guiding Principles

How do we, as a congregation of believers, commit to living out our beliefs together? Through the following principles, founded on the teachings of Scripture, we live out our beliefs and carry out our mission.

- A) Recognizing that all of our worship, learning, witnessing, service, and support is in response to God's freely given gift of grace, as individuals and as a congregation, **we offer back our lives in faithful, prayerful, and joyful response.**
- B) Worship: As the Triune God meets us in worship through the Word and Sacraments, **we respond through a blended celebration of the diverse gifts and worship styles of our members.**
- C) Learning: Recognizing that God is revealed to us through the Holy Scriptures and that we are saved by grace through our faith in the death and resurrection of Jesus, **we provide opportunities to members of all ages for instruction in the scriptures and Lutheran Confessions so that they may grow in their faith and knowledge.**
- D) Witness: In response to God's gracious love for us, and by letting the light of Christ shine through us, **we share God's Word, love, and message of salvation, with the wider community and the world. We welcome with joy and thanksgiving all who are led to this congregation.**

- E) Service: Acknowledging that Christ came to us as God's humble servant and that we are all equally humbled at the foot of the cross, **we seek to put others before ourselves in joyful service to our fellow members and our neighbors.**
- F) Support: In faithfulness to God's desire that we live in love and harmony, **we embrace the values of honesty, accountability, transparency, forgiveness, and respect for one another in every aspect of our organizational structure and congregational relationships.**

Mission Statement

We are a community of faith with a mission! Article III of our constitution, Nature and Mission, outlines in five areas (Worship, Learning, Witnessing, Service and Support) what God wants us to accomplish while we are here on earth. The essence of that mission statement can be expressed in the phrase:

Reaching Up... Reaching Out... Reaching In...

GLORY LUTHERAN CHURCH COUNCIL ETIQUETTE

Confidentiality – Issues, names, specifics regarding votes passed, detailed information regarding congregational members, remain confidential and within the boundaries of council meetings. We support each other and all members of our congregation by respecting confidences shared within council meetings. Guests who may visit our meetings will be reminded of the same boundaries. Meetings may at some times be closed to non-council members. Specifics such as names and personal opinions shared remain confidential and are not included in council minutes.

Support for Council Decisions – Although decisions made may not be what an individual would have chosen, the decisions passed by majority votes, or made with clear support of the majority, are to be supported and upheld by council members. We are considerate of majority decisions when discussing issues with congregational members. Council members present a cooperative, cohesive and unified council for gaining and maintaining congregational support and trust.

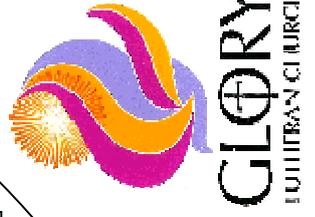
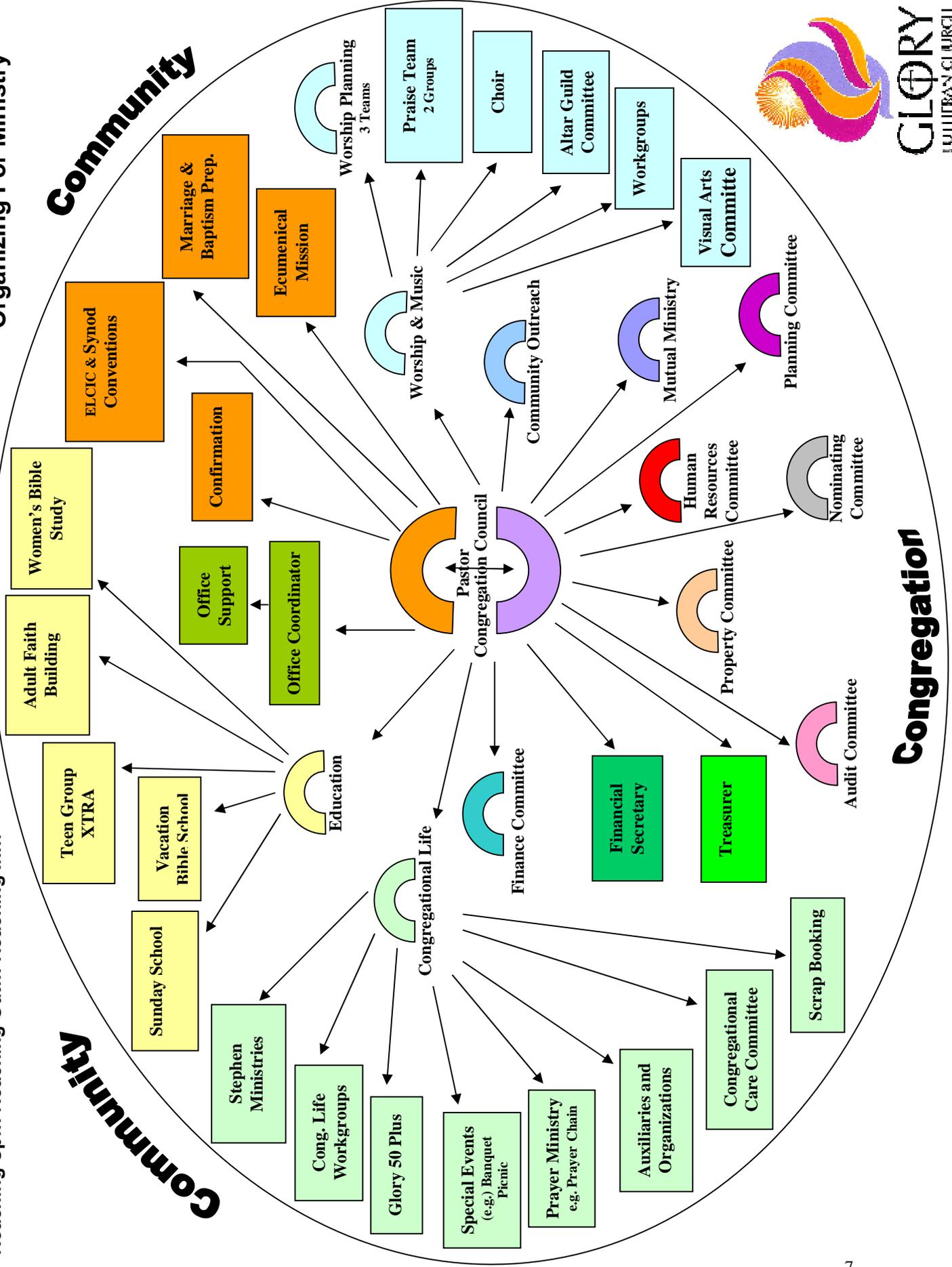
Respect of each other – We acknowledge and respect individuality and the opinions of others, and treat each other with dignity and respect in our discussions in and out of council meetings. We follow an orderly code of conduct within council meetings, allowing one person to speak at a time, and allowing for each member's input. We encourage all members to take part in discussions. We work to increase and enhance trust and openness of our members through this mutually respectful commitment.

Promote Peace – We work to provide thoughtful and reasoned decisions, to always foster peace and promote stability within the congregation. We need to stop or clarify rumors if we hear them, and are leaders in promoting peaceful discussion and interactions within our council and in our congregation. We speak to and about fellow members in a loving and supportive way, and remind each other of the importance of this pledge if necessary.

Representation of GLC – We are ambassadors of Christ and our church in and out of our church walls. We conduct ourselves in a manner that enhances the reputation of our council, our church and our Christian faith.

Reaching Up... Reaching Out... Reaching In...

Organizing For Ministry



GLORY LUTHERAN CHURCH CONGREGATION RESPONSIBILITIES

The Glory Lutheran Church form of governance is called “congregational” government. That means the congregation is ultimately responsible for the decisions and policy making that occurs in the church. The congregation, however, does not vote on every decision made. Instead, the elected Church Council, its Committees and the Pastor are called to provide the leadership and to give general oversight and direction. They are ultimately accountable to the congregation.

In accordance with the constitution, purpose, beliefs and guiding principles, the congregation has specific responsibilities some of which require decisions to be voted upon at the annual or other duly constituted meeting. The following are the specific responsibilities of the congregation:

- a) Receive the Pastor and accords him/her the love, the respect, the good will, and the co-operation due the office of Pastor (Letter of Call)
- b) Uphold the Pastor in prayer (Letter of Call)
- c) Support faithfully with prayer, personal service and offerings the common work of the church and the Synod for the Kingdom of God (Constitution: Article VI – Section 3 & Letter of Call)
- d) Elect the Congregational Council (Constitution: Article IX – Section 1; By-Law: Part 1 – Section 3 (a))
- e) Amend the constitution, adopting by-laws (Constitution: Article XII – Sections 1 & 2; By-Law: Part 1 – Section 3 (b))
- f) Receive disciplinary appeals in accordance with the constitution (Constitution; Article IV – Section 9)
- g) Call a Pastor (Constitution: Article VII – Section 2)
- h) Terminate a Pastor following the constitution of the Synod (Synod constitution; Article VII – Section 6)
- i) Vote on matters relating to:
 - i) The annual budget (By-Laws: Part I – Section 3
 - ii) The purchase and disposal of property (Constitution: Article V – Section 3; By-Law: Part I – Section 3 (g))
 - iii) Disbanding the congregation (Constitution: Article V – Section 4)
 - iv) Relocating or merging the congregation (Constitution: Article VI – Section 5)
 - v) Severing its relationship with the Synod and ELCIC (Constitution: Article VI – Section 6; By-Law: Part I – Section 3 (f))
 - vi) Excommunicating members as per the constitution (By-Laws: Part I - Section 3 (d))
- j) Approve the mission and vision of the congregation
- k) Accept all duties and obligations of the Synod constitution, by-laws and enactments (Constitution: Article VI – Section 2)
- l) Elect a member to the Nominating Committee (By-Laws: Part IV – Section 1)

GLORY LUTHERAN CHURCH CHURCH COUNCIL RESPONSIBILITIES

The Congregational Council is an elected body that shall be the trustees of the congregation and have general oversight of the life and activities of the congregation. The Congregational Council is responsible for ensuring that everything is done in accordance with the Word of God, the faith and practices of the Evangelical Lutheran Church in Canada (ELCIC) and the constitution, by-laws, resolutions, purposes and principles of Glory Lutheran Church. The following are the specific responsibilities of the Church Council:

- a) Oversee the life and activities of the congregation and the committees and work of Church Council (Constitution: Article IX – Section 5)
- b) Elect the officers of the Council (Constitution: Article IX – Section 4)
- c) Lead the congregation in stating its mission, in doing long-range planning, in setting goals and priorities and in evaluating its activities in the light of its mission and goals. (Constitution: Article X – Section 7a)
- d) Seek to involve all members of the congregation in worship, learning, witness, service and support (Constitution: Article X – Section 7b)
- e) Provide support for the Pastors and other professional leaders, assists them to review and evaluate their ministry and reviews annually their financial compensation making adequate adjustments (Constitution: Article X – Section 7c)
- f) Exemplify for the congregation the life that is worthy of the high calling in Christ (Constitution: Article X – Section 7d)
- g) Promote congregational unity and good will, fostering mutual understanding in times of conflict and exercising discipline when necessary under the provision of the constitution (Constitution: Article X – Section 7e) (Constitution: Article IV – Sections 5-9)
- h) Arrange for Pastoral service during the sickness or absence of a Pastor (Constitution: Article X – Section 7f) or, in consultation with the bishop, an interim Pastor at a time of Pastoral vacancy (Constitution: Article VII – Section 8)
- i) Consult with the Pastor when a call is being received (Constitution: Article VII – Section 7)
- j) Appoint or elects all staff, voluntary or salaried for the effective administration of all aspects of parish life (Constitution: Article X – Section 7g)
- k) Elect two members to the Nominating Committee (By-Laws: Part IV – Section 1)
- l) Appoint such committees and/or people as may be necessary or advisable to assist in carrying out the mission of the congregation (Constitution: Article X – Section 7h) (By-Laws Part III, Section 2)
- m) Fill a vacancy in the congregational elected membership of the Nominating Committee (By-Law: Part IV – Section 5)
- n) Establish, but not limited to, Congregational Life, Worship and Music, Education, Property, Finance and Mutual Ministry Committees (By-Laws: Part III, Section 1)
- o) Normally meet once a month (Constitution: Article X – Section 7i)
- p) Maintain and protect the property of the congregation (Constitution: Article X – Section 7j)
- q) Prepare an annual budget, supervises the expenditure of funds and ensures that the financial affairs of the congregation are conducted efficiently (Constitution: Article X – Section 7k)

- r) Ensure that the annual budget includes adequate support for the church at large and that regular monthly benevolence monies are forwarded (Constitution: Article X – Section 7l)
- s) Review the salary and benefits of the Pastor and staff on an annual basis (Constitution: Article VII – Section 5 and Call Letter)
- t) Emphasize the partnership of the congregation with the Synod and the ELCIC and encourages support for the work of the church at large (Constitution: Article X – Section 7m)
- u) Fill Council vacancies (Constitution: Article IX – Section 7)
- v) Recommend to the congregation amendments to the constitution or by-laws (Constitution: Article XII - Section 1)
- w) Call congregational meetings in accordance with the constitution (Constitution: Article VII – Sections 1-5 and Article IX – Section 9)
- x) Meet the requirements of congregational membership (Constitution: Article IV – Section 1-4) (Bylaws: Part II – Section 2)
- y) Inform the Pastor of all regular and special Church Council and its committee meetings. (Constitution: Article IX – Section 2)
- z) With the authorization of the congregation, elect a Call Committee and oversees the call process in consultation with the Bishop (Constitution: Article VII – Section 2 and VII – Section 7 of the Synod Constitution)
- aa) In the case of strife and division in the congregation, seek the advice of the Bishop (Constitution: Article V – Section 6)
- bb) Administer discipline on behalf of the congregation in accordance with the constitution (Constitution: Article IV – Sections 7–9 and Article VII – Section 7)
- cc) Maintain minutes of the council and congregation. (Constitution: Article X – Section 3)
- dd) Review and approve persons that request membership in Glory Lutheran Church. (Constitution: Article IV – Sections 1-6 and By-Laws: Part I - Section 7)
- ee) Consider for approval recommendations proposed by council committees (By-Laws: Part III – Sections 3-7)
- ff) Know and understand the constitution, by-laws and resolutions of the congregation (Council position description)
- gg) Report in writing to the congregation at the Annual Meeting or as is necessary. (By-Laws: Part I Section 2)
- hh) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Council Chair, the Council Vice-Chair, Treasurer or the Council Secretary is authorized to sign cheques and legal documents on behalf of Glory Lutheran Church.

The Congregational Council reports to the congregation and shall serve for a term of three years in such a manner that approximately one third are elected each year. Council members shall be eligible to serve a maximum of two consecutive terms. The Church Council shall constitute itself annually. (Constitution: Article IX – Section 1 and By-Laws: Part II – Section 1)

All congregation members involved in the ministry, programs and initiatives of Glory Lutheran Church report to Church Council directly or through their respective committees.

(Reference: Constitution)

GLORY LUTHERAN CHURCH COUNCIL CHAIR RESPONSIBILITIES

The Council Chair is elected by Church Council from its own membership. The Chair is responsible for the oversight and activities of the Church Council. The following are the specific responsibilities of the Council Chair:

- a) Preside at all meetings of the Council and of the congregation
- b) Prepare council and congregation meeting agendas in consultation with the Pastor, Office Coordinator and Council Secretary
- c) Lead the Council discussions and proposed motions in an orderly fashion
- d) Communicate with the Synod on behalf of the congregation
- e) Work with the Council Secretary to prepare and approve correspondence on behalf of the council and congregation
- f) Communicate with the congregation on behalf of the Council
- g) Maintain close liaison with the leaders of the various committees
- h) Know and understands the constitution, by-laws and resolutions of the congregation
- i) Act as the official spokesperson of the Council to the media and the public
- j) Participate in special functions (e.g. confirmation, church events)
- k) Be an ex officio member, without voting privileges, of all council committees
- l) Sign cheques and legal documents on behalf of Glory Lutheran Church.
- m) Meet with Church Council members who have been absent from two consecutive regular meetings
- n) Coordinate the accountability process
- o) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- p) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Council Chair reports to the Church Council and shall serve for the year following election to the position.

(Reference: Constitution: Article IX, Section 4; Article X, Section 1 & Council approved position descriptions)

GLORY LUTHERAN CHURCH COUNCIL VICE-CHAIR RESPONSIBILITIES

The Council Vice-Chair is elected by Church Council from its own membership. The Vice-Chair is responsible for the oversight of the Council in the absence of the Council Chair. The following are the specific responsibilities of the Vice-Chair:

- a) Fulfill the responsibilities of the Council Chair in the absence of the Chair
- b) Share the workload of the Council Chair
- c) Sign cheques and legal documents on behalf of Glory Lutheran Church.
- d) Initiate a review of Church Council governing documents including policies, guidelines and procedures to ensure they are current
- e) Know and understand the constitution, by-laws and resolutions of the congregation
- f) Report to Church Council as the need arises
- g) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Council Vice-Chair reports to the Church Council and shall serve for the year following election to the position.

(Reference: Constitution: Article IX, Section 4 & Article X, Section 2)

GLORY LUTHERAN CHURCH FINANCIAL SECRETARY RESPONSIBILITIES

The Financial Secretary is elected by and reports to the Church Council. The Financial Secretary is primarily responsible for maintaining records related to all contributions and the issue of income tax receipts. The following are the specific responsibilities of the Financial Secretary:

- a) Ensure that all contributions are counted in a timely manner
- b) Provide a count sheet. Ensures that envelope information is completed and includes contribution dollars, date and designation of contribution.
- c) Ensure that envelopes and count sheets of all contributions are kept on file for seven years.
- d) Recruit, train and schedule offering count teams
- e) Provide the necessary financial related supplies and materials
- f) Issue and sign tax receipts for all contributions and maintain duplicate copies
- g) Provide the security of all financial data, files and documents within the scope of responsibility
- h) Know and understand the constitution, by-laws and resolutions of the congregation
- i) Present a written report of all financial transactions to Church Council monthly and to the congregation with an audit at the Annual Meeting
- j) Being bonded
- k) Participate in Council discussions as a non-voting member if not an elected member of Council
- l) Cooperate with auditors and the audit process
- m) In consultation with the Pastor, maintain a current membership and voters list
- n) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Financial Secretary reports to the Treasurer and Church Council and shall serve for the year following election to the position.

(Reference: Article X, Section 4 - 6 and Council approved position descriptions)

GLORY LUTHERAN CHURCH COUNCIL SECRETARY RESPONSIBILITIES

The Council Secretary is elected by Church Council from its own membership. The secretary is responsible for maintaining a record of council and congregational business. The following are the specific responsibilities of the secretary:

- a) Work closely with the Council Chair and Office Coordinator to ensure that the necessary agenda items are included on the formal agenda presented at council meetings
- b) Prepare correspondence in consultation with Council Chair on behalf of the council and congregation
- c) Keep the minutes of the Church Council and of the congregation
- d) Review, distribute and submit minutes of regular and special meetings to council or the congregation for approval
- e) Sign cheques and legal documents on behalf of Glory Lutheran Church.
- f) Preserve a permanent archival record of meeting minutes
- g) Maintain and secures council related files and documents
- h) Maintain a record of council and congregation motions
- i) Develop a tracking and archival system to store council correspondence
- j) Know and understand the constitution, by-laws and resolutions of the congregation
- k) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Council Secretary reports to the Church Council and shall serve for the year following election to the position.

(Reference: Constitution: Article IX, Section 4; Article X, Section 3 & Council approved position descriptions)

GLORY LUTHERAN CHURCH TREASURER RESPONSIBILITIES

The Treasurer is elected by and reports to the Church Council. The Treasurer is responsible for the custody of all funds of the congregation. The following are the specific responsibilities of the Treasurer:

- a) Maintain custody of all funds of the congregation. Deposits the counted/sealed contributions.
- b) Receive and disburse congregational funds in accordance with congregation and council decisions. For example:
 - i) Submit the monthly remittance of benevolence to the Synod
 - ii) Submit all tax or other government ordered payments as required
 - iii) Submit all appropriate information for government tax credits or GST rebates
 - iv) Reimburse expenses as required
- c) Work closely with the Finance Committee in the preparation and presentation of the annual budget. Review the compensation and benefits of all staff and provide recommendations to Council annually as part of preparation of the Human Resources Budget.
- d) Provide support for the Pastor and other staff regarding benefits and payroll.
- e) Sign cheques and legal documents on behalf of Glory Lutheran Church.
- f) Complete and sign the Canada Revenue Agency (CRA) annual charity report and, with the approval of Church Council, forward to the CRA.
- g) Supervise the expenditure of approved resources and maintain accurate records for the congregational budget, including the Human Resources Budget.
- h) Manage investment funds of the congregation with approval of Congregational Council.
- i) Provide for the security of all financial data, files and documents.
- j) Maintain all receipts on file for audit purposes.
- k) Provide for all payroll functions.
- l) Maintain the appropriate secure payroll files for the Pastor and staff in accordance with Council, Synod and government guidelines and regulations.
- m) Know and understand the constitution, by-laws and resolutions of the congregation.
- n) Present a written report of all financial transactions to Church Council monthly and to the congregation with an audit at the Annual Meeting.
- o) Being bonded.
- p) Participate in Council discussions as a non-voting member if not an elected member of Council.
- q) Cooperate with auditors and the audit process.
- r) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Treasurer reports to the Church Council and shall serve for the year following election to the position.

(Reference: Article X, Section 4 - 6 and Council approved position descriptions)

GLORY LUTHERAN CHURCH OFFICE COORDINATOR RESPONSIBILITIES

The Office Coordinator is appointed by the Church Council and is responsible for administering the church office. The following are the specific responsibilities of the Office Coordinator:

- a) Administer the church office and completes administrative duties as requested by Church Council, the Pastor and committee chairs
- b) Create a welcoming office environment for members and guests
- c) Manage the membership database, working with the treasurer and database support volunteers
- d) Create congregational bulletins and newsletters
- e) Prepare promotional and meeting materials as required
- f) Prepare internal and external advertising
- g) Maintain members' mailboxes and name tags
- h) Coordinate office volunteers
- i) Manage church facility bookings within the guidelines established by the Property Committee
- j) Provide assistance or input when necessary regarding the development and maintenance of the church web site
- k) Maintain a master church events calendar
- l) Provide a written report to the Human Resources Committee on a quarterly basis
- m) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Office Coordinator reports to the Human Resources Committee.

(Reference: Church Council approved position descriptions)

GLORY LUTHERAN CHURCH PASTOR RESPONSIBILITIES

The Pastor is called by the congregation to give the spiritual leadership and Pastoral care necessary for the establishment, growth, development and welfare of Christ's holy church. The following are the specific responsibilities of the Pastor:

- a) Preach the Word, administers the Sacraments and conducts public worship in harmony with the faith and practices of the church
- b) Baptize, confirm and marry in accordance with the teachings of the church and with the laws of the province or territory, visits the sick and distressed and buries the dead
- c) Inculcate piety in individual and family life and provides Pastoral leadership to all schools and auxiliary organizations of the congregation
- d) Install members of the Congregational Council and, with the council, administer discipline
- e) Seek out and encourages qualified persons to prepare for the ministry of the Gospel and strives to extend the Kingdom of God in the community, at home and abroad
- f) Encourage the members to be generous in support of the ministry of the congregation, the synod and the church
- g) Keep accurate membership records including baptisms, confirmations, marriages, burials and communicants, and submits a report of such statistics annually to the secretary of the synod on forms provided by the church. The parish records shall be kept in a separate book which shall remain the property of the congregation
- h) Commend members who move to the Pastoral care of the parish in which their new home is located
- i) Be an ex officio member, with voting privileges, of the Church Council and all its committees providing a leadership and consultative role
- j) Provide for confirmation classes for youth and adults
- k) Counsel congregation members and makes referrals
- l) Provide marriage preparation instruction
- m) Participate in the Sherwood Park Ecumenical Mission
- n) Develop annual plans and participates in their review
- o) Participate in provincial or national Synod conventions when required or requested by the council with incurred expenses paid by the congregation
- p) Report to Church Council on a monthly basis and in writing at the annual meeting of the congregation, with the report to be submitted two weeks prior to the Annual Meeting
- q) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Pastor is called by the congregation and reports to the Church Council.

(Reference: Constitution: Article VII – Section 4 a-h; Article IX – Section 2 & 3; Call Letter)

GLORY LUTHERAN CHURCH AUDIT COMMITTEE RESPONSIBILITIES

The Audit Committee is composed of two members appointed by Church Council. This committee is responsible for auditing the financial records of the congregation. The following are the specific responsibilities of the Audit Committee:

- a) Audit all financial records of the congregation
Includes
 - Ensuring that deposits match contribution envelopes
 - Cheques match invoices
 - Ledger is balanced on a monthly basis
- b) Examine the procedures used for conducting congregational business
- c) Delegate to the Treasurer and Financial Secretary responsibility to enact recommended procedures
- d) Present their written report to the Church Council as information and subsequently to the congregation at the Annual Meeting
- e) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Audit Committee reports to the congregation and shall serve for the year following appointment to the position.

(Reference: By-Laws - Part II, Section 3)

GLORY LUTHERAN CHURCH COMMUNITY OUTREACH COMMITTEE RESPONSIBILITIES

The Community Outreach Committee is appointed by Church Council and has special responsibility for providing leadership in developing opportunities and programs that will reach out to those both within and outside our congregation. The following are the specific responsibilities of the Community Outreach Committee:

- a) Provide leadership in developing various outreach opportunities and programs that will reach out to those both within and outside our congregation
- b) Oversee all community outreach programs and initiatives
- c) Work closely with the congregational life and education committees
- d) Focus on initiatives that extend our care in various ways to the less fortunate of our community or world, as well as outreach initiatives that may bring people into our church
- e) Recruit, equip, motivate and support leaders involved in community outreach
- f) Encourage congregational members to become involved in community outreach ministries
- g) Make recommendations to Church Council regarding community outreach programs and their promotion
- h) Prepare an annual community outreach budget
- i) Oversee the expenditure of approved resources and maintaining accurate records for the Community Outreach Committee budget
- j) Identify a chairperson for this and all subcommittees and reports the information to Church Council
- k) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- l) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Community Outreach Committee reports to Church Council and shall serve for the year following their election. All subcommittees, leaders and volunteers in outreach related programs and initiatives report to the Community Outreach Committee.

(Reference: Constitution - Article III (c) and (d); By-Laws - Part III, Section 3 and Council approved committee descriptions)

GLORY LUTHERAN CHURCH CONGREGATIONAL LIFE COMMITTEE RESPONSIBILITIES

The Congregational Life Committee is appointed by Church Council and has special responsibility for providing leadership in ministries that deepen the spiritual life and support the care and well being of the congregation. The following are the responsibilities of the Congregational Life Committee:

- a) Provide leadership with the counsel of the pastor in the development, implementation and coordination of the following ministries:
 - i) Evangelism
 - ii) Fellowship
 - iii) Stewardship
 - iv) Congregational Care
 - v) Prayer
 - vi) Workgroups
- b) Work closely with the Worship and Music, Education and Community Outreach Committees
- c) Coordinate and plan the various programs that will nourish and deepen the spiritual life of congregation members (e.g.) prayer groups, guest speakers, special programs
- d) Plan and organize special events aimed at bringing the congregation together
- e) Establish and oversees a congregational care subcommittee that supports the well being of the congregation in times of celebration, hurting and grief (e.g. visitation, pastoral care, food, flowers, cards). This may include the development of ministries including Stephen ministry and E.L.W. and developing strategies for health and wellness and visitation
- f) Organize, coordinate and oversee the workgroups that support congregational life initiatives
- g) Develop and implement a welcoming and hospitality strategy
- h) Encourage congregational members to become involved in the life of the congregation
- i) Recruit, equip, motivate and support congregation members involved in congregational life initiatives
- j) Form the necessary subcommittees to provide the leadership
- k) Oversee the ministries of all organizations, auxiliaries and congregational groups formed within the scope of Church Council responsibilities (e.g. E.L.W., Glory 50 Plus)
- l) Make recommendations to Church Council regarding congregational life programs and their promotion
- m) Identify a chairperson for this and all subcommittees and reports the information to Church Council
- n) Prepare an annual Congregational Life budget
- o) Oversee the expenditure of approved resources and maintains accurate records for the Congregational Life Committee budget
- p) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- m) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Congregational Life Committee reports to Church Council and shall serve for the year following their election. All subcommittees, leaders and volunteers in congregational life related programs and initiatives report to the Congregational Life Committee.

(Reference: Constitution: Article XI; By-Laws: Part III, Section 3 and Council approved committee descriptions)

GLORY LUTHERAN CHURCH EDUCATION COMMITTEE RESPONSIBILITIES

The Education Committee is appointed by Church Council and has special responsibility for providing leadership in adult and children's education to assist persons to grow in grace, faith and knowledge. The following are the responsibilities of the Education Committee:

- a) Provide leadership in adult and children's education
- b) Oversee all educational programs and initiatives
- c) Under the counsel of the Pastor, operate the Sunday School, Youth Groups, Adult Bible Study Groups and education focused group ministries of the congregation
- d) Work in association with the Pastor in choosing materials for the formal education programs
- e) Work with the Congregational Life Committee when arranging special events, guest speakers
- f) Recruit, equip, motivate and support educational leaders
- g) Recommend educational leaders to Church Council (e.g. Sunday School Superintendent, teachers and Bible Study leaders)
- h) Encourage congregational members to become involved in education ministries
- i) Form subcommittees' of teachers and program developers
- j) Find opportunities to work closely with the worship and community outreach programs
- k) Develop children's summer programs (e.g. Vacation Bible School)
- l) Make recommendations to Church Council regarding educational programs and their promotion
- m) Identify a chairperson for this and all subcommittees and reporting the information to Church Council
- n) Prepare an annual Education Committee budget
- o) Oversee the expenditure of approved resources and maintaining accurate records for the Education Committee budget
- p) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- n) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Education Committee reports to Church Council and shall serve for the year following their election. All subcommittees, leaders and volunteers in education related programs and initiatives report to the Education Committee.

(Reference: Constitution Article III b; By-Laws: Part III, Section 5 and Council approved committee descriptions)

GLORY LUTHERAN CHURCH FACILITY EVENTS COMMITTEE

The Facility Events Committee is appointed by Church Council and reports to the Community Outreach Committee. The Committee is responsible for the promotion and rental of facility space in accordance with the Facility Rental Policy. The following are the specific responsibilities of the Facility Events Committee:

- a) Select a chairperson to act as a Facility Events Coordinator
- b) Advertise and promote the availability of facility space
- c) The Facility Events Coordinator will be the primary contact for the reservation of all facility space and rental events held in the facility
- d) The Facility Events Coordinator will maintain a current facility space usage calendar
- e) The Facility Events Coordinator will ensure a facility host is on site for all rental events
- f) The Facility Events Committee will ensure that the facility is ready for rental clients
- g) The Facility Events Committee will provide for facility accessibility for, security during, and facility lock-up following an event
- h) The Facility Events Coordinator will ensure the treasurer receives all invoicing information in a timely manner
- i) The Facility Events Coordinator will report all items of a safety and maintenance nature to the Property Committee in a timely manner
- j) The Facility Events Committee will prepare an incident report for all accidents, injuries and damages that occur during the rental of the facility
- k) The Facility Events Coordinator will report to the Community Outreach as needed
- l) The Facility Events Committee will maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making
- m) The Facility Events Committee will send thank-you notes to all renters and solicit feedback
- n) The Facility Events Committee will send out congratulation notes on the anniversary of all weddings
- o) The Facility Events Committee will suggest modifications to the Facility Rental Agreement as required
- p) The Pastor of Glory Lutheran Church will be an ex-officio member of the Facility Events Committee as he/she is the primary contact for all weddings and funerals

GLORY LUTHERAN CHURCH FINANCE COMMITTEE RESPONSIBILITIES

The Finance Committee is appointed by Church Council and has special responsibility for providing leadership in the management of congregational funds. The following are the specific responsibilities of the Finance Committee:

- a) Work closely with the Financial Secretary and the Treasurer to manage the funds of the congregation
- b) Ensure that the financial affairs of the church are conducted efficiently
- c) Ensure that insurance is updated to our current status and that leases are current and in effect
- d) Prepare the annual congregational budget in consultation with the Treasurer
- e) Ensure the budget includes benevolence monies for the church at large
- f) Recommend a minimum of two people to serve as auditors to Church Council
- g) Follow up on Auditor's recommendations
- h) Establish guidelines for the receipt and deposit of congregation funds
- i) Establish budget procedures including the preparation of the budget, allocation of resources, expense approvals, and expense reimbursement.
- j) Identify a chairperson for this and all subcommittees and reports the information to Church Council
- k) Make recommendations to Church Council regarding financial matters
- l) Prepare an annual Finance Committee budget
- m) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- n) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Finance Committee reports to Church Council and shall serve for the year following their election. All subcommittees, workgroups, leaders and volunteers within the scope of finance related initiatives report to the Finance Committee.

(Reference: By-Laws: Part III, Section 7)

GLORY LUTHERAN CHURCH HUMAN RESOURCES RESPONSIBILITIES

The Human Resources Committee is appointed by Church Council and has special responsibility for providing leadership and input in areas relating to staff recruitment, compensation, conditions of employment and support. The following are the specific responsibilities of the Human Resources Committee:

- a) Implement Human Resources policy and procedures approved by Council.
- b) Recruit staff approved by Council and/or the congregation.
- c) Review the responsibilities of all staff and provide recommendations to Council annually or as circumstances require.
- d) Is a resource to those involved in the review and evaluation of the Pastor and staff.
- e) Ensure an annual review and evaluation of Pastor and staff positions are completed.
- f) Supervise and support the Office Coordinator position.
- g) Maintain the appropriate secure personnel files for the Pastor and staff in accordance with Council, Synod and government guidelines/regulations.
- h) Develop human resources related policy and procedures as directed by Council.
- i) Respond to and resolve employment related questions and issues, in conjunction with the Treasurer.
- j) Foster a positive healthy work environment.
- k) Establish vacation and leave schedules for staff, other than the Pastor.
- l) Arrange for office coverage, during the sickness or absence of a staff member.
- m) Identify a chairperson for this and all subcommittees and report the information to Church Council.
- n) Report to Council on a monthly basis and to the congregation in writing at the Annual Meeting.
- o) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Human Resources Committee reports to Church Council and shall serve for the year following their election.

(Reference: Constitution Article X, Section 7 (h)) (By-Laws: Part III, Section 2)

GLORY LUTHERAN CHURCH MUTUAL MINISTRY COMMITTEE RESPONSIBILITIES

The Mutual Ministry Committee is appointed by Church Council in consultation with the Pastor and has special responsibility for providing care for the well-being of the Pastor. The following are the specific responsibilities of the Mutual Ministry Committee:

:

- a) Provide support for the Pastor
- b) Identify a chairperson for this committee and reporting the information to Church Council
- c) Prepare a Mutual Ministry Committee budget
- d) Oversee the expenditure of approved resources and maintaining accurate records for the Mutual Ministry Committee budget
- e) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- f) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Mutual Ministry Committee reports to Church Council and shall serve for the year following their election.

(Reference: Constitution - By-Laws - Part III, Section 8)

GLORY LUTHERAN CHURCH NOMINATING COMMITTEE RESPONSIBILITIES

The Nominating Committee is composed of three members, two elected by the Church Council from its own membership and one elected by the congregation at the Annual Meeting. This committee is responsible for nominating council candidates for available positions. The following are the specific responsibilities of the Nominating Committee:

- a) Nominate one or more candidates for each office to be filled and present the names to the Church Council
- b) Secure the consent of each candidate to serve if elected
- c) Make the names of the candidates known to the congregation with the announcements of the special or Annual Meeting at which the election will take place.
- d) Identify a chairperson for this and all subcommittees and reporting the information to Church Council
- e) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Nominating Committee reports to Church Council and shall serve for the year following their election. The committee may include the Pastor as an advisory member.

(Reference: By-Laws: Part IV, Sections 1-3)

GLORY LUTHERAN CHURCH PLANNING COMMITTEE RESPONSIBILITIES

The Planning Committee is appointed by Church Council and has special responsibility for providing leadership in doing long-range planning, setting goals and evaluating progress. The following are the specific responsibilities of Planning Committee:

- a) Assist the Church Council and congregation develop the mission and vision of the church and ensuring that it remains current
- b) Prepare an annual long-range plan recommendation for Church Council including goals and priorities
- c) Evaluate the approved plan and its activities in the light of the mission and goals
- d) Involve council and its committees, the Pastor and the congregation in the planning process
- e) Provide support to committees, the Pastor and staff in the development of personal and long-range plans
- f) Communicate the plan to the congregation
- g) Identify a chairperson for this and all subcommittees and reporting the information to Church Council
- h) Prepare an annual Planning Committee budget
- i) Oversee the expenditure of approved resources and maintaining accurate records for the Planning Committee budget
- j) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- k) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Planning Committee reports to Church Council and shall serve for the year following their election.

(Reference: Constitution Article X, Section 7 (a))

GLORY LUTHERAN CHURCH PROPERTY COMMITTEE RESPONSIBILITIES

The Property Committee is appointed by Church Council and has special responsibility for providing leadership in the care and maintenance of the church property. The following are the specific responsibilities of the Property Committee:

- a) Coordinate the care, maintenance and cleaning of all church property
- b) Oversee the use of church property including facility booking, rental rates
- c) Oversee lease, maintenance and construction contracts
- d) Provide for facility and equipment security
- e) Prepare risk management recommendations for Church Council
- f) Prepare space designation recommendations for Church Council
- g) Prepare facility and equipment improvement and/or replacement recommendations for Church Council including all furniture, office, electronic and music equipment
- h) Prepare policy and procedure recommendations regarding safety, care and use of the church
- i) Recommend facility use fee rates to Church Council
- j) Ensure compliance with building and safety codes
- k) Develop, in consultation with the Synod, a strategic plan for proceeding with initial planning, fund raising and eventual development of a new church
- l) Maintain the appropriate facility and equipment manuals, plans, logs and documents in a secure location
- m) Make recommendations to Church Council regarding all matters relating to property
- n) Recruit congregation members to assist with the various responsibilities of the Property Committee
- o) Oversee the secure storage or disposal of unused church property
- p) Identify a chairperson for this and all subcommittees and reporting the information to Church Council
- q) Prepare an annual Property Committee budget
- r) Oversee the expenditure of approved resources and maintaining accurate records for the Property Committee budget
- l) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- m) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Property Committee reports to Church Council and shall serve for the year following their election. All subcommittees, workgroups, leaders and volunteers within the scope of property related initiatives report to the Property Committee.

(Reference: By-Laws: Part III, Section 6; By-Laws: Part V, Section 1-3 and Council approved committee descriptions)

GLORY LUTHERAN CHURCH WORSHIP AND MUSIC COMMITTEE RESPONSIBILITIES

The Worship and Music Committee is appointed by Church Council and has special responsibility for providing leadership in the area of worship planning. The following are the specific responsibilities of the Worship and Music Committee:

- a) Plan the regular Sunday services in cooperation with the Pastor including the choosing of hymns, inclusion of the children's story and special music
- b) Work closely with members of the music ministry including praise bands, choirs and special music involvement
- c) Communicate with the Congregational Life Committee to ensure that work groups are in place for each service
- d) Work in association with the Pastor in choosing and preparing materials, displays and equipment to support the worship service
- e) Organize, coordinate and oversee the worship workgroups
- f) Recruit, equip, motivate and support congregation member involvement in worship services, choirs and praise bands
- p) Arrange for Pastoral service during the sickness or absence of a Pastor
- g) Identifying a chairperson for this and all subcommittees and reporting the information to Church Council
- h) Prepare an annual Worship and Music budget
- i) Oversee the expenditure of approved resources and maintaining accurate records for the Worship and Music Committee budget
- j) Report to Church Council on a monthly basis and to the congregation in writing at the Annual Meeting
- k) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Worship and Music Committee reports to Church Council and shall serve for the year following their election. All subcommittees, leaders and volunteers in areas relating to worship and music report to the Worship and Music Committee.

(Reference: By-Laws: Part III, Section 4 and Council approved committee descriptions)

GLORY LUTHERAN CHURCH ALTAR GUILD COMMITTEE RESPONSIBILITIES

The Altar Guild Committee is a sub-committee of the Worship and Music Committee and has special responsibility for preparing the altar for worship services. The following are the specific responsibilities of the Altar Guild Committee:

- a) Work closely with the Worship and Music Committee and with the Pastor in preparing the altar for worship services including:
 - i) Laying out the appropriate linen on the altar
 - ii) Communion set-up and clean-up
 - iii) Purchasing of communion supplies
 - iv) Purchasing, setting-up and replacing candles
 - v) Cleaning of linen
- b) Identify a chairperson for this committee and reporting the information to the Worship and Music Committee
- c) Prepare an annual Altar Guild Committee budget as part of the Worship and Music Committee budget
- d) Oversee the expenditure of approved resources and maintaining accurate records for the Altar Committee budget
- e) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Altar Guild Committee reports to the Worship and Music Committee and shall serve for the year following their appointment.

(Reference: Constitution Article X, Section 7 (h)) (By-Laws: Part III, Section 2)

GLORY LUTHERAN CHURCH VISUAL ARTS COMMITTEE RESPONSIBILITIES

The Visual Arts Committee is a sub-committee of the Worship and Music Committee and has special responsibility for providing leadership in the area of the visual arts. The following are the specific responsibilities of the Visual Arts Committee:

- a) Work closely with the Worship and Music Committee and with the Pastor in choosing and preparing visual displays to support the worship service
- b) Identify a chairperson for this committee and reporting the information to the Worship and Music Committee
- c) Prepare an annual Visual Arts budget as part of the Worship and Music Committee budget
- d) Oversee the expenditure of approved resources and maintaining accurate records for the Visual Arts Committee budget
- e) Maintain the confidentiality of all personal information, records, communication, observations and impressions except when information is necessary for Council decision making.

The Visual Arts Committee reports to Worship and Music Committee and shall serve for the year following their appointment.

(Reference: Constitution Article X, Section 7 (h)) (By-Laws: Part III, Section 2)