

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

**Trinity Evangelical Lutheran Church
Winfield, KS
A member congregation of
The Lutheran Church – Missouri Synod (LCMS)**

Congregational Mission Statement

Empowered by His grace, we enthusiastically share Christ’s love by our word and actions.

This Manual outlines specific procedures and duties for each officer and group and provides policies and procedures for all congregational officers and groups.

Proposed changes to the Manual of Duties, Procedures, and Policies shall be submitted in writing for approval by the Administrative Council. All such changes shall be reported to the Voters’ Assembly.

DUTIES OF OFFICERS, BOARDS, COUNCILS, COMMITTEES, & AUXILIARY ORGANIZATIONS

Each board, council, committee, or auxiliary organization shall have a chairperson and keep records of their actions.

I. Officers’ duties

A. President

1. He shall be the executive officer of the congregation. As such he shall endeavor to have resolutions of the Voters’ Assembly fulfilled and the affairs of the congregation carried on as provided in this Constitution, Bylaws, and Manual of Duties, Procedures, and Policies.
2. He shall serve as chairman of the Voters’ Assembly, the Administrative Council, and the Executive Board. He shall conduct the meetings according to parliamentary rules tempered with a Christian spirit.
3. He shall appoint, with the approval of the Administrative Council, all special committees and representatives not provided for in this Constitution, Bylaws, and Manual of Duties, Procedures, and Policies.
4. He shall fill all vacancies of elected offices by appointment, with the approval of the Administrative Council, to serve unexpired terms.
5. He shall be an advisory member of all official bodies in this congregation, but not obligated to attend their meetings nor have voting rights.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

B. President-elect

1. He shall perform all the duties of the President in his absence, request, or incapacity.
2. He shall be responsible for working with the boards and overseeing the continuation of an annual operating plan.

C. Secretary

1. The Secretary shall keep an exact record of attendance and of all transactions of the Voters' Assembly, the Executive Board, and of the Administrative Council in regular and special meetings.
2. The Secretary shall submit the minutes for approval at the next regular meeting and enter such minutes in a book provided for that purpose.
3. The Secretary shall maintain a current copy of the Constitution, Bylaws, and Manual of Duties, Procedures, and Policies.
4. The Secretary shall keep a book with the Constitution, Bylaws, Manual of Duties, Procedures, and Policies, and pages of signatures of voting members. This book shall be present at all Voters' Assembly meetings.
5. The Secretary shall be responsible for all official correspondence as ordered by the Voters' Assembly and Administrative Council.
6. The Secretary shall serve as parliamentarian for congregational and council meetings.
7. The Secretary shall instruct the Nominating Committee at their first meeting. (See Manual IV.A.2.)
8. The secretary shall communicate necessary information to the church office for publication.

D. Treasurer

1. The Treasurer shall hold all funds of the church and school, keep an accurate, up-to-date and separate accounting of each budget area fund, pay all expenses authorized by the Voters' Assembly and shall file all taxes and forms according to state and federal law.
2. The Treasurer shall submit a summarized report and have an itemized report available at each regular Voters' Assembly, submit an itemized report to each Administrative Council meeting and an annual report to both groups at their first meeting of the fiscal year. These reports shall show receipts and disbursements compared with budgeted amounts from each budget account area, including memorial funds and special funds together with a bank statement reconciliation.
3. The Treasurer shall serve on both the Church and School Endowment Committees.
4. The Treasurer is required to obtain two signatures from the Executive Board on all accounts and on checking account checks when the amount is over \$5000.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

5. The Treasurer shall appoint an assistant with the approval of the Administrative Council whose duties shall be to assist the Treasurer with the duties outlined above, but without signature authority.
6. The Treasurer shall be the custodian of the bank safe deposit box key.

E. Financial Secretary

1. The Financial Secretary shall receive all incoming funds for budget and non-budget items and be responsible for counting of the same in the presence of witnesses.
2. The Financial Secretary shall deposit all funds received in a bank selected by the Voters' Assembly and give the Treasurer duplicate deposit slips.
3. The Financial Secretary shall be responsible for posting of all accounts in the official records of the congregation and for issuing annual individual statements of contributions to the members of the congregation.

II. Council Membership and Duties

A. Administrative Council

1. The Administrative Council shall consist of all elected officers of the congregation, chairpersons of boards, and two members-at-large elected by the Voters' Assembly. Each shall be elected for a two-year term of office.
2. Functions and responsibilities of the Administrative Council are to:
 - a. Assure that all policies and decisions of the Voters' Assembly are implemented and executed;
 - b. Assure that all the programs of the congregation avoid inaction, duplication, or omissions of any part;
 - c. Formulate, in conjunction with each board, the proposed annual budget of the congregation and make recommendations to the Voters' Assembly;
 - d. Handle all matters of the congregation not specifically assigned to other boards or committees;
 - e. Approve all board and committee appointments and appointments for elected offices to serve unexpired terms;
 - f. Meet regularly;
 - g. Appoint a member of the congregation at the March Administrative Council meeting to the Church Endowment Committee in odd-numbered years; and
 - h. Appoint a member of the congregation at the March Administrative Council meeting to the School Endowment Committee in even-numbered years.

B. Members-at-large

1. The Members-at-large shall be members of the Administrative Council.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

2. The Members-at-large shall represent the interests and concerns of individual congregational members.
3. One Member-at-large will be elected each year by the Voters' Assembly and will serve a two year term.

III. Board Membership and Duties

A. Executive Board

1. The Executive Board shall consist of the President, President-elect, Secretary, Treasurer, and Financial Secretary, who shall be bonded. The Executive Board shall:
 - a. Meet prior to each Administrative Council meeting and report their actions and recommendations to the Administrative Council and Voters' Assembly;
 - b. Be responsible for supervising the legal, corporate, insurance and property matters of the congregation, as well as signing all legal documents and contracts on behalf of the church and school (Bylaws IV.);
 - c. Receive, hold, and oversee all grants, memorial, bequests, and endowments to the church and school;
 - d. Sign, by at least two members of the board, all official actions of this board on behalf of the church and school, including access to the bank safe deposit box;
 - e. Oversee the financial affairs of the church and school;
 - f. Allow a meeting of this board to be called by the President, pastor, or upon written request of any two members of the Executive Board;
 - g. Provide for an internal audit of the church and school's financial records on an annual basis by three non-Administrative Council members appointed in July, who will submit an audit report to the Voters' Assembly in October;
 - h. Conduct salary and wage review in January, make and revise job descriptions, and make recommendations as needed;
 - i. Maintain the Special Gifts Policy as outlined in the policy section of this manual; and
 - j. Maintain the calendar included in this manual.

B. Board of Elders

1. Trinity Evangelical Lutheran Church shall elect a minimum of six elders or at least one elder for every one hundred baptized members, whichever is greater. Three elders, or one-half the total number, shall be elected at each annual election to assure continuity in the functions of the office. These elders shall serve a two year term of office.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

2. The Board of Elders shall organize annually to select a Head Elder and secretary. The secretary shall keep a confidential record of the board's meetings.
3. The elders shall:
 - a. Assist the pastor in all matters pertaining to the spiritual welfare of the congregation;
 - b. Exercise brotherly admonition and Christian discipline to maintain order and decency within the congregation in cooperation with the pastor;
 - c. Assume responsibility for the functioning of the pastoral office in the absence of the pastor, during his incapacity to fulfill his duties, or during a time of vacancy;
 - d. Observe the functioning of all officers of the congregation and report to the Administrative Council any failure to perform a duty adequately after consultation with the officer with a recommendation for corrective action;
 - e. Exercise responsibility for assuring that worship services be held regularly in God's house, that the services are conducted decently and in order, that the sacraments are administered properly, and that the Gospel is preached in its purity in accordance with Lutheran Doctrine;
 - f. Oversee the functions of the ushers;
 - g. Report annually all records of official congregational acts at the February Voters' Assembly;
 - h. Serve as a call committee when the congregation is to call a pastor;
 - i. Appoint an elder to the Church Endowment Committee at the March meeting in odd-numbered years for a two-year rotation;
 - j. Be responsible for overseeing the Stephen Ministry program, Golden Eagles, and Altar Guild;
 - k. Shall make recommendations to the Executive Board regarding hiring of a church secretary.
4. The Head Elder shall:
 - a. Serve on the Administrative Council;
 - b. Sign all requisitions for their budget items; and
 - c. Give a monthly budget performance report to the Administrative Council

C. Board of Buildings and Grounds

1. The Board of Buildings and Grounds shall consist of four elected members who shall elect a chairperson from among themselves. Two members shall be elected at each annual election. These elected members shall serve a two year term of office.
2. The Board of Buildings and Grounds shall serve as agents for the congregation in the maintenance of this property.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

3. The Board of Buildings and Grounds shall:
 - a. Be responsible for the care, custody, and maintenance of all church and school property;
 - b. Provide for and have jurisdiction over custodial services for church and school;
 - c. Enlist all available church members to participate in as many maintenance, cleaning, repair, and improvement projects as advisable;
 - d. Plan for all church property and equipment changes, additions, alterations, renovations, new construction, and razing including buying and selling property, equipment, and furnishings;
 - e. Be responsible for a building and equipment use policy as outlined in the policy section of the manual;
 - f. Be responsible for checking safety equipment and maintaining a log of such activities; and
 - g. Be responsible for keeping a current inventory of church and school equipment.
4. The chairperson or his designated board member shall:
 - a. Serve on the Administrative Council;
 - b. Sign all requisitions for budget items; and
 - c. Give a monthly budget performance report to the Administrative Council.

D. Board of Education

1. The Board of Education shall consist of six elected members. Three members or half the total number shall be elected at each annual election to assure continuity in the functions of the office. These elected members shall serve a two year term of office. These six members shall elect a chairperson and a secretary.
2. The Board of Education is the policy-making agent for the school, oversees the school's programs, and supports the mission of the school.
3. The Board of Education shall :
 - a. Provide for effective programs of Christian education for all ages and grades in the school;
 - b. Foster development and furtherance of Lutheran Christian education;
 - c. Give direction, coordination, and sequence to the total school curricula so that adequate objectives for students' spiritual and educational growth can be fostered;
 - d. Administer and supervise through the office of the principal the various education funds of the Christian day school, kindergarten, early childhood education, and/or other programs, and to necessary program additions, expansions, and changes;

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

- e. Oversee the school's Tuition Assistance Program and Tuition Incentive Program;
 - f. Make recommendations to the Executive Board regarding hiring of a school secretary;
 - g. Be responsible for the PTL, Marketing Committee, After-School Program, and the School Lunch Program;
 - h. Bring to the attention of the Administrative Council the educational needs of the day school;
 - i. Delegate the administration of educational support services to qualified persons;
 - j. Serve as a call committee for the congregation when calling a principal or teacher, and make recommendations to the Voters' Assembly for action;
 - k. Interview applicants for employment of non-called personnel in accordance with budgetary guidelines and make recommendations to the Executive Board for negotiation of contracts; and
 - l. Appoint a representative to the School Endowment Committee at the March meeting in even-numbered years for a two year rotation.
4. The chairperson shall:
- a. Serve on the Administrative Council;
 - b. Set the agenda and conduct monthly meetings;
 - c. Sign all school requisitions in excess of \$500. Expenditures under \$500 may be approved by the principal or through normal operating channels;
 - d. Give a monthly budget performance report to the Administrative Council; and
 - e. Provide a monthly report of checkbook expenditures to the Administrative Council.

E. Board of Youth Ministry

1. The Board of Youth Ministry shall consist of four elected members who shall elect a chairperson and secretary from among themselves. Two shall be elected at each annual election. These elected members shall serve a two year term of office.
2. The Board of Youth Ministry shall:
 - a. Plan and provide a well-rounded Christian program of activities fostering spiritual growth in faith, knowledge, worship, evangelism, mission, and life;
 - b. Encourage the youth to participate actively and responsibly in the total Christian activities of the congregation;
 - c. Arrange, conduct, supervise, and coordinate Christian social and recreational functions for the youth; and

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

- d. Report on a regular basis the youth ministry activities, plans, needs, etc. and make appropriate recommendations to the Administrative Council.
3. The chairperson shall:
 - a. Serve on the Administrative Council
 - b. Give a monthly budget performance report to the Administrative Council; and
 - c. Provide a monthly report of checkbook expenditures to the Administrative Council.

F. Board of Parish Life

1. The Board of Parish Life shall consist of a chairperson and chairperson-elect, and 5-7 members-at-large. Members-at-large shall be recruited as needed and serve for the duration of the current project(s) for which they were recruited. The elected members shall serve a two year term of office.
2. The Board of Parish Life in coordination with other boards and committees in the congregation shall define, explore, and promote plans and projects to develop and enhance programs of outreach, evangelism, mission involvement and awareness, Christian stewardship, social concerns, and spiritual growth among the members of the congregation.
3. The Board of Parish Life shall:
 - a. Foster spiritual growth in the congregation through the planning and promoting of a variety of non-day school educational activities and opportunities by:
 - (1) Recruiting a Sunday school superintendent and an assistant annually;
 - (2) Recruiting a VBS director annually;
 - (3) Assisting in the recruiting, training, and encouragement of teachers and helpers for corporate and individual Bible study and personal devotions;
 - (4) Assisting in the doctrinal review of and recommendation of Bible study material appropriate for all ages;
 - (5) Publicizing the worship services, special services, and Bible study opportunities of the congregation in a variety of ways;
 - (6) Bringing to the Administrative Council and Voters' Assembly the educational needs and programs of the congregation with appropriate reports and recommendations; and
 - (7) Administering church worker scholarship applications and recommending to the Executive Board the appropriate awarding of such scholarships. (Application

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

Prerequisites and Application for Scholarship Funds are located in the church office.)

- b. Plan for, promote, and assist the members of the congregation in their work of missions, evangelism, and outreach by:
 - (1) Providing materials and encouragement for outreach opportunity;
 - (2) Maintaining and updating outreach materials and making them available to the congregation; and
 - (3) Providing for the congregation's awareness of opportunities and challenges in outreach and social ministry at a local level and in our circuit, district, and synod.
- c. Plan for, promote, and equip members of the congregation in the exercise of Christian stewardship of their time, talent, and resources by:
 - (1) Identifying talents and spiritual gifts of the membership and enlisting them for service in the programs and projects of the congregation;
 - (2) Providing for the instruction of congregational members and their personal stewardship with appropriate materials and resources; and
 - (3) Helping integrate new members into the life, work, and activities of the congregation.
4. The chairperson shall:
 - a. Serve on the Administrative Council;
 - b. Sign all requisitions for their budget items; and
 - c. Give a monthly budget performance report to the Administrative Council.

IV. Committee Membership and Duties

A. Nominating Committee

1. The nominating committee shall consist of 3 members to be elected at the October Voters' Assembly. The Pastor shall be an advisory member of the committee. (See Bylaw Article IV.C.1.)
2. At the first meeting of the nominating committee the Administrative Council Secretary shall instruct the committee on Bylaw and Manual paragraphs applicable to the nomination process.
3. Each committee member shall present names for consideration, selecting nominees from recommendations and suggestions submitted to the committee. All names should be considered thoroughly and discussed freely. The nominating committee shall not discuss their work outside of the committee meeting.
4. Questions that may be asked or reviewed about the nominees:
 - a. Does the person have the ability and the commitment to promote the interests of the congregation?

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

- b. What is their past experience?
 - c. What is their past performance?
 - d. What is their record of attendance at meetings?
 - e. Have they had any special preparation for leadership?
 - f. Do they have knowledge of the congregation's mission and purpose?
 - g. Can they work well with others?
 - h. Can they work in harmony with other prospective officers on the slate?
 - i. Are they dependable and available?
 - j. Do they have special talents or skills which would especially qualify them for a certain office?
 - k. Do they have the personal and spiritual qualities which will present and represent the congregation well in the community?
5. Selection of a candidate shall be by majority vote of the nominating committee. Each committee member shall be encouraged to express their views before a vote is taken. No deliberations of the committee shall be discussed outside the nominating committee meeting.
 6. The number of nominees for each office shall be determined by the committee. (One nominee per office is acceptable.)
 7. Nominating committee members may become a nominee for any office of the congregation.
 8. The prospective candidates shall be contacted only after the nominating committee has approved doing so. The prospective candidate shall be informed about the duties, obligations, and responsibilities of the office and be approached in a way that they will regard being asked as an honor. The prospective candidate shall be given time to consider the request and should agree to serve if elected.
 9. The nominating committee final ballot shall be signed by all members of the committee. This ballot shall be published at least one week before the February Voter's Assembly.
 10. If a nominee withdraws before election, the nominating committee shall be revived to nominate a replacement.

B. Church Endowment Committee

1. The committee shall consist of 6 members: the church Treasurer, the pastor, one member elected by the Voters' Assembly, one member appointed by the Administrative Council, one elder appointed by the Board of Elders, and the sixth member elected by these five members.
2. The purpose of the committee shall be to manage gifts and bequests and to use them for the mission and ministry of Trinity Lutheran Church.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

3. The committee shall submit a quarterly report to the Executive Board.
4. The committee shall follow the Church Endowment Policy outlined in the policy section of this Manual.

C. School Endowment Committee

1. The committee shall consist of six members: the church Treasurer, the school principal, one member elected by the Voters' Assembly, one member appointed by the Administrative Council, one Board of Education member appointed by the Board of Education, and the sixth member elected by these five members.
2. The purpose of the committee shall be to manage gifts and bequests and to use them for the mission and ministry of Trinity Lutheran School.
3. The committee shall submit a quarterly report to the Executive Board.
4. The committee shall follow the School Endowment Policy outlined in the policy section on this Manual.

D. Safety and Security Committee

1. The chairperson shall be appointed by the President with approval by the Administrative Council.
2. The members of the committee shall be recruited by the chairperson and approved by the Administrative Council.
3. The committee shall be responsible for the safety of the congregation and school and the security of the facility.
4. The committee shall oversee the Parish Nursing Program.
5. The committee shall carry out the Child and Youth Protection Policy as outlined in the policy section of this Manual.
6. The chairperson shall submit a monthly report to the Administrative Council.

E. Constitution and Bylaw Committee

1. The committee shall consist of at least three well qualified members of the congregation, appointed by the President annually in the month of June, and approved by the Administrative Council.
2. The committee shall review all proposed changes to the Constitution, Bylaws, and Manual of the congregation and make recommendations to the Administrative Council and/or Voters' Assembly.
3. The committee may initiate changes to the Constitution, Bylaws, and Manual.

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

F. Ad Hoc Committees

1. All ad hoc committees shall be appointed by the President and approved by the Administrative Council.
2. All ad hoc committees shall be charged with specific responsibilities, which when complete, shall terminate the committee's existence.

V. Auxiliary Organizations

- A. LWML
- B. Thrivent

Revised- 10/13/10

Revised- 6/12/11

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

POLICIES

<u>Policy</u>	<u>Board/Committee Responsible</u>
Facility Use Policy.....	Board of Buildings and Grounds
Equipment Use Policy.....	Board of Buildings and Grounds
Child and Youth Protection Policy.....	Safety and Security Committee
Financial Policies.....	Executive Board
Special Gifts Policy.....	Executive Board
Memorial Gift Policy.....	Executive Board
Endowment Policies.....	Church Endowment Committee/School Endowment Committee
Synodical Scholarship Policy.....	Board of Parish Life/Executive Board
School Procedures and Policies.....	Board of Education
Sanctuary Evacuation Plan.....	Safety and Security Committee
Wedding Policy.....	Board of Elders
Voters' Assembly Agenda.....	Secretary
Employment Policies.....	Executive Board

MANUAL OF DUTIES, PROCEDURES, AND POLICIES

CALENDAR

January	February	March
Ad Council- 2 nd Wed. Slate of officers to congregation Wage & salary review W-2's out by Jan 31 Quarterly payroll reports due	Ad Council- 2 nd Wed. Ballot published Letters of intent to teachers Voter's Assembly: Elections Report of Official Acts Elect District Convention delegate and Circuit delegate when applicable	Ad Council -2 nd Wed. Endowment Committee appointments
April	May	June
Ad Council- 2 nd Wed. Set SMART goals Begin budget work Quarterly payroll reports due	Ad Council- 2 nd Wed. Church Endowment meets Present budgets to Ad Council	Ad Council -2 nd Wed. Voters Assembly: Budget Approval Report of Official Acts Corporation fees due by the 15 th Const./Bylaw Comm. appointed
July	August	September
Ad Council- 2 nd Wed New officers begin School Endowment meets Internal Audit Comm. appointed Teacher contracts signed Quarterly payroll reports due	Ad Council- 2 nd Wed. All boards report regarding reading of Bylaws and Manual	Ad Council- 2 nd Wed School enrollment report Nominating Comm. nominations by Administrative Council
October	November	December
Ad Council- 2 nd Wed. Voters Assembly: Nominating comm. elected Report of Official Acts Internal Audit report Nominations open to congregation Quarterly payroll reports due	Ad Council- 2 nd Wed. Budget review Nom. Comm. meet with Ad Council secretary Nominations open to congregation	Ad Council- 2 nd Wed. Nominations open to congregation Jan. 1 – nominations closed