

CONTINUING RESOLUTIONS
OF
THE
CONSTITUTION
OF
OUR SAVIOUR'S LUTHERAN CHURCH
300 LOGAN STREET
MERRILL, WISCONSIN

(Revised-February 2010)

CONTINUING RESOLUTIONS
OF THE
CONSTITUTION OF OUR SAVIOUR'S LUEHRAN CHURCH

Chapter 1	NAME & INCORPORATION (No Continuing Resolution)
Chapter 2	CONFESSION OF FAITH (No Continuing Resolution)
Chapter 3	NATURE OF CHURCH (No Continuing Resolution)
Chapter 4	STATEMENT OF PURPOSE

R4.04 There shall be seven (7) standing teams and, as needed, task forces, for the purpose of carrying out the mission of this congregation (X-REF c4.04, and B4.04)

R4.04 STANDING TEAMS:

1. Each team shall consist of at least five (5) members, one or more of which shall be a Congregation Council member who will serve as a liaison to the Congregation Council. Team members shall serve a two-year term beginning March 1. Team members are encouraged to succeed themselves up to three (3) terms. The terms should not run concurrent, but should be staggered.
2. Liaisons shall be appointed or reappointed at the Congregation Council's organization meeting (which is in February). **Unexpired vacancies shall be filled by the Congregation Council upon recruitment and recommendation from the Volunteer Coordinator.**
3. Each team shall elect, at its March meeting, a chairperson and a secretary from its members. The chairperson need not be the Congregation Council liaison. Officers shall serve one-year terms and may succeed themselves once.
4. Each team is encouraged to call congregation members to work on specific responsibilities as they arise.
5. Each team shall conduct regular meetings at such time and place as the team may determine to meet their set goals. The team chairperson shall notify the church office secretary of the meeting time and place.
6. Each team shall:
 - a) In February evaluate the past year's activity and submit, in March to the Congregation Council a list of goals and objectives for the next twelve (12) months.
 - b) In October, present a budget request to the Finance Team.
 - c) By December 5, present a written report indicating achievement and goals to the church office for inclusion in the Annual Report to the congregation.
7. Each team shall be aware of the financial voucher process covering that team's expenses. Completed vouchers and original bills shall be submitted to the treasurer by the team chairperson.

8. Each team shall recruit individuals to meet their needs for membership and help throughout the year. (The Volunteer Coordinator shall make available a comprehensive list of volunteers in the areas which pertain to that team's needs gathered from the annual Time/Abilities forms. The Volunteer Coordinator shall provide additions throughout the year from the Time/Abilities forms of new members to this congregation.) It is the responsibility of each team to contact, welcome, invite and thank prospective volunteers.
9. Each team shall maintain contact with the Synodical and National Church Committee and divisions via periodical and publications and serve as a congregational liaison with the information.

R4.04b

TASK FORCE

1. A team or Church Council, can initiate a task force for a specific purpose.
2. A task force will be active until the goal is accomplished.

R4.04c

1. There shall be a **Christian Education Team** whose function shall be to:
 - a) Develop an effective teaching ministry which shall include:
 - the training of leaders and teachers;
 - the provision of opportunities for people of all ages to study the Scriptures and other subjects beneficial to their well-being and spiritual growth
 - the study and provision of materials and curricula which instruct, support and nurture the Gospel-based faith expressed in the Constitution, of this congregation.
 - b) Recruit candidates for Sunday School Superintendent and other leaders needed to run an effective program or education upon approval of the Congregation Council.
 - c) Supervise, coordinate and receive semi-annual reports from the individuals and subcommittees engaged in all of the teaching ministry of this congregation which shall include:
 - Sunday School (3 yrs – Senior High)
 - Adult Education
 - Vacation Bible School
 - Baptism Instruction
 - First Communion Instruction
 - Library – Books and Videos
 - d) Encourage the extension of Christian education into every home of this congregation, trying to assist parents, guardians and baptismal sponsors in their teaching and nurturing responsibilities.
 - e) Seek avenues to make this congregation's teaching ministry available to the community.

2. There shall be an **Outreach Team** whose function shall be to:
 - a) Provide ways for members to deepen and enrich their spiritual lives through fellowship activities and literature. Plan and implement programs that will make visitors and new members feel welcome in this congregation and enable them to become integrated into the life and ministry of this congregation.
 - b) Seek out members of the congregation who have special physical, emotional, psychological, mental or spiritual needs. Minister accordingly, using whatever means are helpful in sharing the Gospel.
 - c) Seek out those members who have been inactive in the fellowship, worship, sacraments and ministry of this congregation. Encourage them to re-enter the life and work of the living Body, the church. Maintain contact with the members of this congregation who are temporarily living outside the Merrill community.
 - d) Seek out those who are unsaved and unchurched in the community. Design methods of communication that they may come to personal faith in Jesus Christ and enter into the fellowship, life and ministry of this congregation.
 - e) Emphasize to all members that participation in Christian witness and ministry is an integral plan of every baptismal covenant and is a natural faith response.
 - f) Develop programs for evangelism which will enable this congregation to share the Gospel message and reach out with a spirit of love.
 - g) Explore, plan, stimulate, coordinate and supervise a ministry of volunteers in the area of social concerns in this congregation and the community. Included are:
 - Crop Walk
 - Blood Bank
 - Food Pantry/Help Center
 - Holiday Baskets
 - Other social programs as approved by the Congregation Council
 - h) Determine unmet human needs, both within this congregation and the community.
 - Devise ways to attempt to meet those needs
 - Take appropriate action upon those issues encouraging other members of this congregation to become involved whenever possible.
 - i) Educate the members of this congregation on the issues which concern our community, nation and world, and the bearing of our Christian faith and the mission of Our Saviour's Lutheran Church upon them. (X-Ref C4)
 - j) Cooperate with other churches and community agencies in their study, education, service and action as they relate to social concerns.

R4.04e

3. There shall be a **Property and Maintenance Team** whose function shall be to:
 - a) Oversee the maintenance of church owned property and keep them in their best possible state. Acquire assistance of professional individuals for the maintenance and repair of the sound and video system and other properties as needed.
 - b) Provide for utility services to church owned properties.
 - c) Establish and maintain a yearly maintenance check list of all properties, especially, but not exclusive to, electrical, heating and cooling systems, as well as items within and without each facility. Maintenance shall be done by persons who are qualified to perform such functions.
 - d) Schedule work days as needed, spring and fall, for extra cleaning, repairs, etc. Encouraging participation by all members of this congregation. Prioritize projects for those work days, coordinate and supervise volunteers until projects are complete.
 - e) Establish and maintain a complete inventory of all church owned properties, which shall be reviewed annually. This list shall include:
 - Item Descriptions
 - Serial number, if available
 - Date acquired
 - How acquired
 - Value at acquisition
 - How value was determined
 - Current replacement value
 - How replacement value was determined
 - This will be recorded on the office computer with the hard copy in the safety box.

* A copy of this list shall be made available to the Finance Board for replacement cost coverage of all items in case of loss. The inventory list shall be on file in the church office and somewhere off premises in case of building loss.

- f) Oversee all additions and changes to the general appearance of the church building and parsonage. The custodian is responsible for the maintenance of both buildings.
- g) Work with Interior Design Task Force regarding changes to the general appearance of the church building
- h) Determine all necessary improvements and maintenance to the Fairstand building, parsonage, and parking areas.

R4.04f

4. There shall be a **Worship and Music Team** whose function shall be to:
 - a) Provide leadership, counsel and guidance in all matters pertaining to the worship and church music ministry of this congregation.

- b) Recruit, educate, delegate and coordinate laity (as subcommittees or individuals) for, the involvement in all regular and special worship services which include:
 - ushers, scripture readers, communion assistants;
 - altar care, including care and changing of paraments, communion preparation and care of communion ware, care of vestments;
 - flowers, banners, and special seasonal decorations;
 - printed service helps – bulletins, inserts, hymnals, communion cards
- c) Enrich the worship life of this congregation through a variety of worship and music experiences, working closely with pastors and music staff to keep services meaningful to the worshipers and doctrinally sound.
 - Consider a variety of worship resources, church season calendar and lectionary series.
 - Consider alternative liturgies and orders of service from Lutheran Book of Worship, the gray hymnal and other resources.
 - Consider variety in the music ministry – choirs, soloists and instrumentalists.
 - Consider alternate speakers and guest pastors.
- d) Procure and provide care for all musical equipment and instruments, developing regular schedules of tuning and maintenance when applicable.
- e) Coordinate efforts with the music staff and Finance Board to provide adequate sheet music, music books, hymnals and other necessary supplies as well as copyright assistance for their ministry.

R4.04g

- 5. There shall be a **Youth Team** whose function shall be to:
 - a) Support and encourage the ministry of a chosen Youth Director.
 - Determine the needs of all youth in this congregation, and take an active role in providing programs to meet those needs.
 - Develop long-range plans to meet the ever-changing needs of youth, helping them to prepare for their educational and personal challenges and needs beyond high school.
 - Provide encouragement and assistance to youth in determining their life work as Christian people (vocation)

R4.04h

- 6. There shall be a **Stewardship Team** whose function shall be to:
 - a) Annually select a scripturally based stewardship education program to present to every member of this congregation. Recruit and train laity to assist in the presentation of this program.
 - b) Remain knowledgeable of sound and proper stewardship practices and advise the Congregation Council when an activity sponsored by the congregation seems to depart from acceptable practices.

- c) Annually review the Time and Abilities forms, in conjunction with the Volunteer Coordinator and update it as needed to keep current with congregational needs. Distribute and collect these forms from membership in general and arrange for the information on these forms to be entered into and printed from the computer system
 - Encourage pledge cards from each member/family.
 - Maintain a central record of volunteers and volunteer positions
 - Make available to each team or auxiliary organization a list of volunteers pertinent to their needs.
 - Engage in actively seeking out volunteers through Time/Talents form follow-up, newsletter articles and phone and /or mail solicitation
- d) Meet with new members accepted at the monthly Congregation Council meeting. Present to them the current stewardship program and accept their commitments of funds, time and talents.

R4.04i

- 7. There shall be a **Financial Stewardship Team** whose function shall be to:
 - a) Serve this congregation as an ongoing team which shall conduct regular monthly meetings and have an appointed Congregation Council liaison as member:
 - b) Oversee all congregation finances and report monthly to the Congregation Council on the financial status of the congregation.
 - c) Oversee the activities of the Congregation Treasurer who shall:
 - Pay approved bills within the Annual Budget limitations
 - Remit benevolence to the Synod on a monthly basis.
 - Provide quarterly reports to each committee chairperson reflecting the current status of that committee's account.
 - Maintain all memorial gift records
 - d) Annually seek out and recommend to the congregation council a qualified candidate for the Financial Secretary. Oversee the activities of the Financial Secretary who shall
 - Provide for counting of weekly offerings
 - Record weekly offerings to the appropriate account
 - Provide quarterly offering statements to the membership of this congregation
 - e) Prepare an Annual Budget taking into consideration the total financial needs of this congregation.
 - f) Oversee this congregation's investments
 - Accept and oversee large undesignated gifts of property, stocks, bonds, etc., which become assets of this congregation.
 - Make recommendations to the Congregation Council for investments and use of said gifts.
 - g) Recommend property insurance coverage working in conjunction with the Property and Maintenance Team.

- h) Maintain the Memorial Wish List and make it available to the congregation on a semi-annual basis.
- i) Perform financial stewardship by encouraging all members to respond to God's gifts by prayerful, thankful and loving giving. Make them conscious that this congregation's mission is dependent on their commitments. Encourage memorial and legacy gifts to the ELCA on local, synod and national levels.
- j) Review the ministry and the budget request of church related agencies like LSS, Bible Camp, etc. and other charities as well as global ministries that request funds or support from this congregation, either as a whole or individually.
- k) Secure an annual Fairstand Task Force to perform the following:
 - Establish a permanent record for the operational procedures of the Fairstand
 - Secure the chairperson(s) each year to oversee the operation of the Fairstand for that year – the chairperson of the Fairstand Task Force may not be the Fairstand chairperson.
 - Approve the overall purchases for the operation of the Fairstand.
 - Determine all necessary improvements and maintenance of the Fairstand building and report to the Property and Maintenance Committee

R4.04j

- 8. There shall be a **Mutual Ministry Committee**
 - a) A Mutual Ministry Committee (based upon ELCA guidelines) shall be appointed jointly by the president and the pastor
 - b) The Committee shall consist of six (6) members
 - c) Term of office shall be two (2) years, with three (3) members to be appointed each successive year.