

CONGREGATION COUNCIL DUTIES / RESPONSIBILITIES

C12.04.

The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation Council shall include the following:

- a. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities considering its mission and goals.
- b. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- c. To oversee and provide for the administration of this congregation to enable it to fulfil its functions and perform its mission.
- d. To maintain supportive relationships with the rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.
- e. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- f. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- g. To arrange for pastoral service during the sickness or absence of the pastor.
- h. To emphasize support of the synod and churchwide organization of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05.

The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of directors of this congregation and, as such, shall be responsible for maintaining and protecting its property and managing its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Arizona, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of this congregation.
- c. The Congregation Council may enter contracts of up to Five Thousand Dollars (\$5,000) for items not included in the budget.
- d. The Congregation Council shall prepare an annual budget for adoption by this congregation, shall supervise the expenditure of funds in accordance therewith following its adoption, and may incur obligations of more than \$2,500 in excess of the anticipated receipts only after approval by a Congregation Meeting. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in collaboration with the synod and churchwide organization.
- e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of mission support monies to the synod.
- f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

C12.06.

The Congregation Council shall see that the provisions of this constitution, its bylaws and the continuing resolutions are carried out.

C12.07.

The Congregation Council shall provide for an annual review of the membership roster.

C12.08.

The Congregation Council shall be responsible for the employment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect this congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.

C12.11.

The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.

C12.12.

A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastor or interim pastor, except when the pastor or interim pastor requests or consents to be absent and has given prior approval to the agenda for a particular regular or special meeting, which shall be the only business considered at that meeting.

Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synod bishop.

C12.13.

The Congregation Council, the committees, teams and task forces may hold meetings by remote communication, including electronically and by telephone conference, as long as there is an opportunity for simultaneous aural communication or its equivalent. To the extent permitted by state law, notice of all meetings may be provided electronically.

COUNCIL OFFICER DUTIES

C11.01.01

The duties of the officers shall be as follows:

- a. President
 - 1) The President shall preside at meetings of the Congregation and the Congregation Council. The President, with the assistance of the Pastor, is responsible for the setting of the agenda for these meetings.
 - 2) The President shall insure that meetings are conducted in a proper manner and in accordance with Roberts' Rules of Order, latest edition.
 - 3) The President shall appoint all appointive committees, other than the Nominating Committee, subject to approval by the Congregation Council.
 - 4) The President shall perform such other duties pertaining to the office which are not expressly assigned to other officers or boards.

- b. Vice President
 - 1) The Vice President shall work with and assist the President in the duties of the office.
 - 2) The Vice President shall perform all of the duties of the President in the latter's absence or inability to function.
 - 3) The Vice President shall succeed to the President's office for the remainder of the latter's term should the President die, resign, or leave the congregation.

- c. Secretary
 - 1) The Secretary shall keep accurate, neat, and permanent records of all the proceedings of the Congregation and the Congregation Council. These records shall include the minutes, the list of the voting membership, and the attendance records of the Congregation Meeting(s).
 - 2) The Secretary shall exercise custodial control of these records and the Articles of Incorporation and copies of the Constitution and Bylaws of the congregation. All records named above shall ever remain in the property of the congregation.
 - 3) The Secretary shall conduct all authorized correspondence and issue all official notifications.

d. Treasurer

- 1) The Treasurer shall be responsible for all monies and the fiscal records pertaining to receipts and disbursements of the congregation.
- 2) The Treasurer shall receive the monies and make disbursements as authorized by the congregation.
- 3) The Treasurer shall supervise the deposit of all monies in the congregation's depository as designated by the Congregation Council.
- 4) The Treasurer shall submit a report regarding monies received and disbursed at each meeting of the Congregation and the Congregation Council.
- 5) The Treasurer shall submit books to be audited annually or at the request of the Congregation or Congregation Council.
- 6) The Treasurer shall submit books to be audited if term of office is not completed.