

## **Guideline Manual for Church Officers and Boards**

*1 Corinthians 12:21 The eye can not say to the hand, "I don't need you!" And the head cannot say to the feet "I don't need you!" 22 On the contrary, those parts of the body that seem to be weaker are indispensable, 23 and the parts that we think are less honorable we treat with special honor. And the parts that are unpresentable are treated with special modesty, 24 while our presentable parts need no special treatment. But God has combined the members of the body and has given greater honor to the parts that lacked it, 25 so there should be no division in the body, but that its parts should have equal concern for each other. 26 If one part suffers, every part suffers with it; if one part is honored, every part rejoices with it. 27 Now you are the body of Christ, and each one of you is part of it.*

### **Introduction**

An outline of duties and areas of responsibilities for the Church Council, Officers, Boards, and other positions of service to Good Shepherd Lutheran Church.

In general, these Guidelines are to help us understand how we have organized ourselves as we move forward with the mission of the Church. The Voters Assembly can and does assign specific tasks to accomplish. These additional assignments may need inclusion into these Guidelines. When changes in this document are necessary, those affected should request approval from the Church Council.

Changes to Officer of the Congregation and Boards of the Congregation responsibilities requires a simple majority vote of the Church Council to implement insofar as those duties and responsibility are define solely within this document.

The Voters Assembly reserves unto itself the authority of changing Called Minister's Position Descriptions and any policy it establishes through assembly.

### **Document history**

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*Matthew 9:9 As Jesus went on from there, he saw a man named Matthew sitting at the tax collector’s booth. “Follow me,” he told him, and Matthew got up and followed him. 12*

**Appointed Position: Head Teller (Council Appointee) 12**

*2Kings 12:10 Whenever they saw that there was a large amount of money in the chest, the royal secretary and the high priest came, counted the money that had been brought into the temple of the LORD and put it into bags. 12*

**Appointed Position: Sunday School Clerk (Education Board Appointee) 12**

*Ecclesiastes 12:12 My son, beware of anything beyond these. Of making many books there is no end, and much study is a weariness of the flesh. 12*

**Appointed Position: Altar Guild muckety-muck (Elder Board Appointee) 13**

*Colossians 2:16 Let no one pass judgment on you in questions of food and drink, or with regard to a festival or a new moon or a Sabbath. 17 These are a shadow of the things to come, but the substance belongs to Christ. 13*

The Altar Guild is responsible for providing a reverent worship space that demonstrates love and respect for God and His people gathered in His name. 13

**Appointed Position: Head Usher (Elder Board Appointee) 13**

*Psalms 84:10 For a day in your courts is better than a thousand elsewhere. I would rather be a doorkeeper in the house of my God than dwell in the tents of wickedness. 13*

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*2Timothy 3:16 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the man of God may be thoroughly equipped for every good work. 14*

Provides faith appropriate opportunities of study and the sharing of God’s Word among the community of believers. 14

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*1Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him with proper respect. 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil’s trap. -- (Acts 6:3, 1 Timothy 3:1-13, Titus 1:5-9, Galatians 5:22,23) 15*

Together with the Called Ministers, are responsible for corporate worship, fostering the spiritual health of the congregation, and upholds the doctrinal position of the congregation. 15

<b>Board of Fellowship</b>	<b>17</b>
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<i>Acts 2:42 They devoted themselves to the apostles teaching and to the fellowship, to the breaking of bread and to prayer.</i>	17
Encourages the incorporation of God's people into a family where they can be known and encouraged.	17
<b>Board of Human Care</b>	<b>18</b>
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<i>John 21:16 Again Jesus said, "Simon son of John, do you truly love me?" He answered, "Yes, Lord, you know that I love you." Jesus said, "Take care of my sheep."</i>	18
Seeking ways to provide limited wellbeing and social support for the congregation and the local community.	18
<b>Board of Outreach</b>	<b>19</b>
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<i>Philemon 4 I always thank my God as I remember you in my prayers, 5 because I hear about your faith in the Lord Jesus and your love for all the saints. 6 I pray that you may be active in sharing your faith, so that you will have a full understanding of every good thing we have in Christ.</i>	19
Communicating the Gospel of Christ through the members of the congregation and endeavor to identify the congregation with the Gospel in the local community.	19
<b>Board of Properties</b>	<b>20</b>
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<i>Isaiah 56:6 [Those] who bind themselves to the LORD to serve him, to love the name of the LORD, and to worship him, all who keep the Sabbath without desecrating it and who hold fast to my covenant — 7 these I will bring to my holy mountain and give them joy in my house of prayer. Their burnt offerings and sacrifices will be accepted on my altar; for my house will be called a house of prayer for all nations."</i>	20
The purpose of the facilities and resources of the congregation is to aid us in fulfilling our Christ centered mission. Therefore, the Board of Church Properties provides proper maintenance, administration, and repair of church property, keeps buildings and grounds attractive with a well cared-for appearance, and provides general protection of the congregation against loss or damage of whatever nature.	20
<b>Board of Stewardship</b>	<b>22</b>
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<i>2Corinthians 9:5b Finish the arrangements for the generous gift you promised. Then it will be ready as a generous gift, not as one grudgingly given. 6 Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously.</i>	22
Encourage members to contribute their time, talents, and treasures to support the work of the Church through the congregation.	22
<b>Board of Youth</b>	<b>23</b>
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<i>Deuteronomy 6:4-9: Hear O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all of your soul and with all of your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up. Tie them as symbols on your hands and bind them to your foreheads. Write them on the door frames of your houses and on your gates.</i>	23
Seeking ways to provide limited wellbeing and social support to lift up people in need of assistance.	23

**Called Ministers 24**

**Called Minister Position Description: Pastor 24**

*1 Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil’s trap.* 24

Serving the church by providing spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation, with a broad program of worship, music, preaching, teaching and fellowship. 24

**Called Minister Position Description: Family Life Minister 26**

*Ephesians 4:11 It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, 12 to prepare God’s people for works of service, so that the body of Christ may be built up.* 26

Serving the church by developing, coordinating and administering an effective Family Life Ministry program. 26

**Church Staff Job Descriptions 27**

**Job Description: Business Manager : 27**

*Ecclesiastes 4:8 There was a man all alone; he had neither son nor brother. There was no end to his toil, yet his eyes were not content with his wealth. “For whom am I toiling,” he asked, “and why am I depriving myself of enjoyment?” This too is meaningless — a miserable business!* 27

Maintains Official Church Financial Records 27

**Job Description: Pastor’s Secretary 28**

*1 Corinthians 14:40 But all things should be done decently and in order.* 28

Provides administrative support to the Pastor and congregational President 28

**Job Description: Organist 30**

*Psalms 95:1 Oh come, let us sing to the LORD; let us make a joyful noise to the rock of our salvation!* 30

Purpose: To enhance worship through music that conveys and enhances theological meaning with the organ. 30

**Job Description: Custodian 31**

*Psalms 51:7 Purge me with hyssop, and I shall be clean; wash me, and I shall be whiter than snow.* 31

Provides janitorial services 31

**Job Description: Nursery Attendant 32**

*Psalms 139:13 For you formed my inward parts; you knitted me together in my mother’s womb. 14 I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well. 15 My frame was not hidden from you, when I was being made in secret, intricately woven*

<i>in the depths of the earth.</i>	32
Provides short time nursery care for members and visitors.	32

## Position Description: Visitation Pastor 33

*Matthew 25:35 For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, 36 I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me.’ 37 Then the righteous will answer him, saying, ‘Lord, when did we see you hungry and feed you, or thirsty and give you drink? 38 And when did we see you a stranger and welcome you, or naked and clothe you? 39 And when did we see you sick or in prison and visit you?’ 40 And the King will answer them, ‘Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.’*

To provide pastoral care for the sick, shut-in, and grieving of the congregation, through regular visitation and participation in the sacrament of Holy Communion during a time of pastoral vacancy.

## Policies of the Congregation 34

### Policy: Dedicated Accounts (January 2022) 34

*Matthew 6:2 “Thus, when you give to the needy, sound no trumpet before you, as the hypocrites do in the synagogues and in the streets, that they may be praised by others. Truly, I say to you, they have received their reward. 3 But when you give to the needy, do not let your left hand know what your right hand is doing, 4 so that your giving may be in secret. And your Father who sees in secret will reward you.*

Proprietary rights of designated gifts 34

### Policy: Facilities usage (Jan 2016) 35

*Colossians 3:17 And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.*

The church’s facilities are provided through God’s benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory.

### Policy: Floral Usage, Talking Paper (Dec 2019) 37

*Matthew 6:29 yet I tell you, even Solomon in all his glory was not arrayed like one of these.*

Use of man made objects in the decorum of the sanctuary 37

### Policy: Marriage (2014) 38

*1Corinthians 11:2 Now I commend you because you remember me in everything and maintain the traditions even as I delivered them to you. 3 But I want you to understand that the head of every man is Christ, the head of a wife is her husband, and the head of Christ is God.*

Marriage is between one man and one woman. 38

### Policy: Membership Responsibilities 39

Believing in Jesus Christ as my Lord and Savior, having being baptized, and being in agreement with Good Shepherd Lutheran Church’s teachings, practices, and plans for spiritual growth, I now feel led by the Holy Spirit to join the church family. 39

*“We give thanks to God always for all of you, constantly mentioning you in our prayers,” ... 1  
Thessalonians 1:2 39*

**Policy: Misson Support 41**

*1Corinthians 16:1 Now concerning the collection for the saints: as I directed the churches of Galatia, so you also are to do. 2 On the first day of every week, each of you is to put something aside and store it up, as he may prosper, so that there will be no collecting when I come. 3 And when I arrive, I will send those whom you accredit by letter to carry your gift to Jerusalem. 4 If it seems advisable that I should go also, they will accompany me. 41*

Clarification, insofar it is possible, on how the congregation designates mission support that it does not directly oversee. 41

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There are times that arise in the lives of God’s people which have special meaning in relationship to the church. We encourage you to make use of the services of your congregation at times of joy and sorrow. 45

## Church Council

*Matthew 28:18 Then Jesus came to them and said, "All authority in heaven and on earth has been given to me. 19 Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."*

**The Voters' Assembly delegates limited authority to the Church Council. The Voters is the governing body of the congregation (By Laws Articles 14.1, 21.0) and is empowered to administer and manage all its affairs.**

Membership:

President, Vice President, Recording Secretary, Treasurer, Education Chair, Elder Chair, Fellowship Chair, Human Care Chair, Outreach Chair, Properties Chair, Stewardship Chair, Youth Chair, the Called Ministers, and the Business Manager (Constitution Article 6.3)

The Church Council acts:

1. In the stead of the Voters Assembly to conduct routine business (Constitution Article 6.3.1).
2. In matters committed to it by the Voters Assembly.
3. On all matters pertaining to the general welfare of the Congregation as presented to it by congregational boards.
4. To fill vacancies as outline in the (Constitution Article 6.3.3)
5. To appoint representatives for court actions as needed.
6. To authorize or create committees and assign members, as needed to accomplish specific tasks.

The Church Council is the principal body for Congregation Boards to coordinate ministry efforts to include:

1. Propose an annual congregational budget for Voters Assembly approval.(By Laws Article 14.1.1, 14.1.2, 21.0) in October to submit to the Voters Assembly in December.
2. Identify and recommended mission projects to support as part of the congregational budget.(By Laws Article 14.1.1)
3. Annual and special ministry events.
4. Holding each other accountable to the duties and responsibilities of church officers, standing Boards, committees, and positions named in these Guidelines.

Standing duties and responsibilities of the Church Council are:

1. Report to the Voters Assembly on actions taken on their behalf by the Church Council. (By Laws Article 21.0)
2. Presents recommendations to the Voters Assembly for their action as needed.
3. Develop a slate of candidates for open positions of officers and boards to present to the voters assembly. (Constitution Article 6.1, 6.2, 6.3, By Laws Article 14.1.5, 19.1, 19.2, 19.3)



4. Schedule a Voters Meeting in December to adopt a budget for the following year, conduct elections and conduct other Voter Assembly business as necessary.(By Laws Article 21.0)
5. Negotiate and approve contracts outside of the budgetary process and submit the resulting contract to the Voters Assembly for approval as needed.
6. Responsibilities to the Called Ministers (SC Table of Duties, What the Hearers Owe Their Pastors):
  1. Provide a caring setting and the resources to include salaries, benefits, continuing education, etc. through which an individual's God –given talents may grow.
  2. Actively share in the Called Ministers's ministry and pray regularly for them.
  3. Assist the Called Ministers in the supervision of the office staff.
7. Synod/District/Circuit elections may be acted upon by the Church Council

Subcommittees of the Council:

1. Brown Scholarship Committee
2. Congregation Election's Nomination Committee
3. Financial Committee
4. Financial Review Committee
5. Long-Range Planning Committee

## Officers of the Congregation

### Officer: President (Elected)

*Judges 16:26 Samson said to the servant who held his hand, "Put me where I can feel the pillars that support the temple, so that I may lean against them."*

**Essentially the "Executive Director" of the ministries and business of the congregation. The President ensures that the duties assigned to the Church Council are fulfilled.**

The President:

1. Fulfills the duties and responsibilities assigned in the Constitution and Bylaws for the President. (Constitution Article 6.1.1, 6.3.2, 10.0)
2. Notifies members of the Voters' Assembly of the date, time and place of regular and special meetings. (Constitution Article 6.1.1.2, 6.3.2, 10.0, By Laws Article 21.0)
3. Has the authority to call a special meeting of any Board or committee at any time. Members involved shall be notified of the date, time, and purpose of such a meeting (Constitution 6.3.2).
4. Together with the Called Ministers and the Vice President, plans and implements training for officers and Church Council members as needed for the orderly operation of the church.
5. Appoint bi-annually the Congregation Election's Nomination Committee.
6. Appoint annually the Brown Scholarship Committee to fulfill the duties and responsibilities assigned in the BROWN SCHOLARSHIP COMMITTEE GUIDELINES.
7. Appoint annually the Financial Review Committee to fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES. (FCP&P, Attachment #2)
8. As necessary, establish a Long-Range Planning Committee on an ad hoc basis to address long-range ministry needs by reviewing, updating, or proposing ministry goals and plans.
9. Authorized to sign checks in the temporary absence or incapacity of the Business Manager.

### Officer: Vice President (Elected)

*Matthew 4:18 As Jesus was walking beside the Sea of Galilee, he saw two brothers, Simon called Peter and his brother Andrew. They were casting a net into the lake, for they were fishermen.*

The Vice President shall:

1. Fulfills the duties and responsibilities assigned in the Constitution and Bylaws for the Vice President (Constitution Article 6.1.2).

2. Serve as a chair of the Finance Committee (Constitution Article 6.1.2.3) and fulfills the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
3. Authorized to sign checks in the temporary absence or incapacity of the Business Manager.

**Officer: Recording Secretary (Elected)**

*Jeremiah 36:32 So Jeremiah took another scroll and gave it to the scribe Baruch son of Neriah, and as Jeremiah dictated, Baruch wrote on it all the words of the scroll that Jehoiakim king of Judah had burned in the fire. And many similar words were added to them.*

The Recording Secretary shall:

1. Fulfill the duties and responsibilities assigned in the Constitution and Bylaws for the Recording Secretary (Constitution Article 6.1.3).
2. Keeps a clear, accurate, adequate and objective account of the official record of transactions or proceedings of all regular and special meetings of the Voters Assembly and/or Church Council, to include the number of members present at those meetings.
  1. In important business matters, especially those having legal significance, records in the record the names of the people moving and seconding the adoption of recommendations by signing adopted minutes before they are filed (Constitution Article 6.1.3.1).
  2. Preserves a copy of all recommendations, proposals, handouts, and minutes by congregational boards, committees, members, and Officers given to the Voters Assembly and/or Church Council (Constitution Article 6.1.3.1).
  3. Submits a timely draft of minutes for adoption.
3. Preserves accurate records of meeting minutes, attachments, resolutions, and policies. Provides electronic copies for distribution via shalimar.church.

**Officer: Treasurer (Elected)**

*John 13:29 Since Judas had charge of the money, some thought Jesus was telling him to buy what was needed for the Feast, or to give something to the poor.*

The Treasurer shall:

1. Fulfill the duties and responsibilities assigned in the Constitution and Bylaws for the Treasurer (Constitution Article 6.1.4).
2. Work together with the Business Manager on financial matters as needed
3. Provide oversight of the Business Manger's financial records.
4. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
5. Sever as a member of the Board of Stewardship
6. Serve as a member of the Finance Committee.

## **Appointed Positions**

### **Appointed Position: Financial Secretary (Council Appointee)**

*Matthew 9:9 As Jesus went on from there, he saw a man named Matthew sitting at the tax collector's booth. "Follow me," he told him, and Matthew got up and followed him.*

The Financial Secretary is appointed by Church Council.

The Financial Secretary shall:

1. Records and maintains individual giving in Shepherd Staff
2. Requisitions offering envelopes and controls their distribution.
3. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.
4. Serve as a member of the Finance Committee.

### **Appointed Position: Head Teller (Council Appointee)**

*2Kings 12:10 Whenever they saw that there was a large amount of money in the chest, the royal secretary and the high priest came, counted the money that had been brought into the temple of the LORD and put it into bags.*

The Head Teller is appointed by Church Council.

The Head Teller shall:

1. Recruits, trains, and oversees volunteers for the counting of funds and the proper documenting of collections. (FINANCE COMMITTEE POLICIES and PROCEDURES Article III).
2. Ensure bank deposits are made weekly (FINANCE COMMITTEE POLICIES and PROCEDURES Article II).
3. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.

### **Appointed Position: Sunday School Clerk (Education Board Appointee)**

*Ecclesiastes 12:12 My son, beware of anything beyond these. Of making many books there is no end, and much study is a weariness of the flesh.*

The Sunday School Clerk is appointed by Board of Education or a Called minister

The Clerk shall:

1. Collect attendance sheets
2. Collect Sunday School Offerings and depositing them into the safe

**Appointed Position: Altar Guild Mucketymuck (Elder Board Appointee)**

*Colossians 2:16 Let no one pass judgment on you in questions of food and drink, or with regard to a festival or a new moon or a Sabbath. 17 These are a shadow of the things to come, but the substance belongs to Christ.*

**The Altar Guild is responsible for providing a reverent worship space that demonstrates love and respect for God and His people gathered in His name.**

The Mucketymuck shall:

1. Recruit, train, and oversee volunteers for the care, setup, and cleaning of the Sanctuary decor appropriate for the Church Season.
2. Requisitions items needed for the worship settings.
3. Ensures preparations for the Sacraments and cleanup are accomplished

**Appointed Position: Head Usher (Elder Board Appointee)**

*Psalms 84:10 For a day in your courts is better than a thousand elsewhere. I would rather be a doorkeeper in the house of my God than dwell in the tents of wickedness.*

The Head Usher shall:

1. Recruit, train, and oversee volunteers for ushering.

## **Boards of the Congregation**

### **Board of Christian Education**

*2Timothy 3:16 All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, 17 so that the man of God may be thoroughly equipped for every good work.*

#### **Provides faith appropriate opportunities of study and the sharing of God's Word among the community of believers.**

- Together with the Called Ministers establishes and evaluates goals for Christian educational agencies within the parish and:
  1. Promote the regular participation in Bible study by all.
  2. Select curriculum and other educational materials for use that is consistent with the doctrinal position of the congregation.
  3. Screen, enlist, train and place lay teachers as the congregation needs require using the TEACHER RESPONSIBILITIES document as a reference.
  4. Establish and maintain a process to track enrollment of students
  5. Establish a system to recognize and commend people for their faithful service in the educational service of the congregation.
  6. Consider and implement classes, conferences, retreats and the like for special purposes as the need or occasion warrants.
  7. Annually examine the educational facilities and make recommendations to the Board of Church Properties as to needed upkeep, repairs, and replacements.
  8. Annually appoints a Sunday School Clerk
- Provides Portals of Prayer as needed to the congregation
- Maintain the church library.
- Supervises nursery facilities and personnel for congregational activities.
- Current and Past Christian education ministries:
  1. Sunday School: Bible studies for all ages on Sunday morning.
  2. Confirmation: The lifelong Christian educational and relational experience, within the congregation, begun when an individual comes to faith in Christ Jesus.
  3. Cradle Roll: Recognizing baptized children.
  4. Bibles for Kids. Presenting families with an age appropriate bible to read at home once they graduate from the Cradle Roll
  5. Rally Day (Aug/Sep): An annual congregational wide event where Lutheran tradition is used to promote Sunday School and other ministries of the congregation through fellowship activities.
  6. Vacation Bible School (Last Held 2018. Poor attendance by students that discourage volunteers).
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council.

## Board of Elders

*1 Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 4 He must manage his own family well and see that his children obey him with proper respect. 6 He must not be a recent convert, or he may become conceited and fall under the same judgment as the devil. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap. -- (Acts 6:3, 1 Timothy 3:1-13, Titus 1:5-9, Galatians 5:22,23)*

**Together with the Called Ministers, are responsible for corporate worship, fostering the spiritual health of the congregation, and upholds the doctrinal position of the congregation.**

- Responsibilities to the Called Ministers (SC Table of Duties, What the Hearers Owe Their Pastors):
  1. Provide a caring setting and the resources (to include salaries, benefits, continuing education, etc.) through which an individual's God-given talents may grow.
  2. Actively share in the Called Ministers' ministry and pray regularly for them.
  3. Advocate among congregation members and at congregational meetings for the Called Ministers.
  4. Maintain strict confidentiality in sensitive areas.
  5. Participate in periodic training
  6. Assist the Called Ministers in the supervision of the office staff
    - a. Annually review the salary, workload, and performance of the office staff and make appropriate recommendations to the Voters' Assembly through the Church Council.
    - b. In concert with the Called Ministers, interview and hire office staff as necessary.
- For the sake of good order in the church, oversee with the pastor, that worship services are doctrinally consistent and foster reverent attitude.
  1. Fulfill other duties and responsibilities listed in the Elder In Charge Guide
  2. Promote and establish times for:
    - a) Sunday worship services
    - b) Special services (Examples: Thanksgiving, Christmas Eve, New Year's Eve)
  3. Assist the pastor in arranging for pulpit assistance, special services, and guest speakers.
  4. Oversees the Acolytes, Altar Guild, Lectors, Sound, Screens, Streaming, Ushers, and others who are directly involved with the worship service.
  5. Oversees the music ministries of the congregation and supervises the Music Director

6. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES for the Elders.
- Together with the Called Ministers addresses matters pertaining to the spiritual welfare and temporal concern of the congregation.
    1. Conduct an annual review of the spiritual welfare services provided to the congregation by the Called Ministers identifying strengths, weaknesses and aiding in the establishment of priorities.
    2. Making every effort to induce members who have been negligent in their attendance in worship, the use of the sacraments and the financial support of the congregation to mend their sinful ways and fully enjoy the rights and privileges of their membership.
    3. Consider complaints and grievances of the members of the congregation and reporting, as required, those which cannot be otherwise addressed (Matthew 18: 15-18).
    4. Assist the Called Ministers in counseling difficult cases and in finding peaceful God-pleasing solutions.
    5. Assist in the visiting of the sick, hospitalized, aged, shut-in, new born, and delinquent.
  - The constitution article on membership provides a detailed description that is given to the Board of Elders to uphold.
    1. Manage and maintain the membership roster of the congregation.
    2. Report membership gains, loses, and attendance to the Voter's Assembly
    3. Contacts members who move away and encourage them to affiliate with another congregation.
    4. Together with the Called Ministers, supervise office secretary assigned to handle membership issues on behalf of the Board of Elders.
  - Subcommittees of the Board of Elders:
    1. Altar Guild, who cares and maintains the altar, its furnishings, the sacred vessels, and who's duties are better defined in the ALTAR GUILD HANDBOOK.
    2. Ushers. Annually appoints a Head Usher who then ensures that ushers fulfill those duties and responsibilities found in the USHER HANDBOOK
    3. Worship Committee. A committee to assist the pastor in planning the musical responses in worship services.
  - Provide both a written and oral report to the Church Council and Voters Assembly.
  - Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council.



## Board of Fellowship

*Acts 2:42 They devoted themselves to the apostles teaching and to the fellowship, to the breaking of bread and to prayer.*

### **Encourages the incorporation of God’s people into a family where they can be known and encouraged.**

- Unique character of the Board of Fellowship functions best in a supporting role.
  1. Establish and maintain a working relationship with all Boards and Special Interest Groups, to facilitate their needs and goals within the congregation.
  2. The support role shall not limit the Fellowship Board’s activities from achieving their own goals and objectives.
    - a) Plan, supervise, and implement special gatherings of the congregation
    - b) Plan, supervise, and implement regular gatherings of the congregation to include:
      - a) 5th Sunday Breakfast
      - b) Reformation Picnic
- Coffee and refreshments
  1. Provides Coffee services for regular Sunday worship services
  2. Provide refreshments for special services in Advent and Lent or for on other occasions when the need is warranted
  3. Assists and/or provides cake refreshments for special occasions in the Narthex (For example: Called Minister’s birthdays, Clergy Appreciation Month)
- Oversee and manage the church kitchen to ensure availability of the kitchen for congregational groups
  1. Ensures the kitchen is stocked with paper/plastic supplies for regular usage
  2. Manage kitchen small appliances
  3. Monitor refrigerators, disposing of items as needed
- Decorate, as desired, the fellowship hall for the church seasons.
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council.

#### Past Gatherings Events

Bunco Party  
 Congregational Birthday Party  
 Congregational Christmas  
 New Member Receptions  
 Ice Cream Social  
 Watermelon Party  
 Wedding Rehearsal  
 Young at Heart

## **Board of Human Care**

*John 21:16 Again Jesus said, "Simon son of John, do you truly love me?" He answered, "Yes, Lord, you know that I love you." Jesus said, "Take care of my sheep."*

### **Seeking ways to provide limited wellbeing and social support for the congregation and the local community.**

- Evaluate and initiate appropriate action in the event that a special need arises within the congregation whether it is an individual, family, or the congregation as a whole.
- Organizes and coordinates funeral receptions for grieving families at church.
- Establish and maintain a system of inclusion for the homebound
  1. Establishes a Care Team to provide limited services to families of shut-ins and the sick who are in need.
  2. Establishes a Caregiver support group or provide material as needed.
- Raises health awareness through special events and promotions within the congregation.
- Promotes, collects, and administers social support events for the local community to involve individuals of the congregation.
  1. Thanksgiving baskets for the needy
  2. The Giving Tree
  3. Donated items to Sharing & Caring
  4. School Supplies for local charities
  5. Shower kits for the homeless and local charities
- Advocates congregational involvement with the local prison ministry
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council

#### Past Health Awareness Events:

Life Line Screening: Paid medical screen hosted at church

Blood Drive: Red Cross Blood mobile

Blood Pressure: Checks to be done at church

## Board of Outreach

*Philemon 4 I always thank my God as I remember you in my prayers, 5 because I hear about your faith in the Lord Jesus and your love for all the saints. 6 I pray that you may be active in sharing your faith, so that you will have a full understanding of every good thing we have in Christ.*

**Communicating the Gospel of Christ through the members of the congregation and endeavor to identify the congregation with the Gospel in the local community.**

- **Assimilation**

1. Establish and administer processes that identifies, recognizes and assimilates new members of the congregation.
2. Creates and maintain a means to introduce new members.

- **Inquirers**

1. Establish and maintain a guest-welcoming ministry.
2. Administer a process to celebrate guests who worship with the congregation.
3. Introduce guests to the Called Ministers and members.
4. Screen, enlist, train and schedules Sunday morning greeters as needed.
5. Enlist the aid of the congregation in making visits to prospective members.

- **Marketing**

1. Ensures that the congregational website is updated and maintained
  2. Evaluates advertisement efforts to make recommendations for effectiveness
  3. Checks the automated phone event message is updated and relevant
  4. Oversee the marketing of the congregation to the public by directing advertising resources.
- Provide both a written and oral report to the Church Council and Voters Assembly.
  - Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council

Historical Activities/Events

Billy Bowlegs Parade (June)

Christmas Parade (December)

Booth at the World's Greatest Baby Shower (Feb)

Easter Egg Hunt for the community (March - April)

Participation in Rally Day (Aug/Sept)

Reformation (Oct)

## Board of Properties

*Isaiah 56:6 [Those] who bind themselves to the LORD to serve him, to love the name of the LORD, and to worship him, all who keep the Sabbath without desecrating it and who hold fast to my covenant — 7 these I will bring to my holy mountain and give them joy in my house of prayer. Their burnt offerings and sacrifices will be accepted on my altar; for my house will be called a house of prayer for all nations.”*

**The purpose of the facilities and resources of the congregation is to aid us in fulfilling our Christ centered mission. Therefore, the Board of Church Properties provides proper maintenance, administration, and repair of church property, keeps buildings and grounds attractive with a well cared-for appearance, and provides general protection of the congregation against loss or damage of whatever nature.**

### • Repair/Replacement

1. Carry out all resolutions of the Voters' Assembly on purchases, repairs, and replacement of church property and equipment.
2. Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budget funds have been allocated.
3. Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, lawn and grounds maintenance, and other projects.
4. Negotiate and maintain necessary service contracts for church equipment appropriate to the Board of Church Properties responsibilities.
5. Purchase and keep in good repair, all church equipment not an integral part of the church building structures. This does not include office equipment such as computers, printers, copiers, and the like, which are the responsibility of the Business Manager.

### • Facilities Usage and Care

1. Make and issue keys for church property, and keep and review annually, a list of keys issued.
2. Determine and establish, with the approval of the Voters' Assembly, policies and regulations governing the use of church property and equipment.
3. Coordinate facility usage with the Called Ministers
4. Screen, enlist, train, and hire all part and full-time custodial help.
  - a. Annually review, recommend for budgets, and establish custodial wages.
  - b. Meet periodically with custodian(s) to discuss care of buildings, needs, and problems in custodial service.
5. Prepare custodial checklists of frequent and periodic maintenance requirements for the facility and equipment.

### • Inventory

1. Conduct and record semiannual fire and safety inspections of all church facilities to ensure compliance with all local and state fire regulations.
2. Supervise, control, and recommend adequate storage facilities for all church property, equipment, and supplies, and the orderly maintenance of the same.

3. Periodically, conduct an annual inventory of all church properties and equipment, for the purposes of insurance documentation. Video/DVD documentation with voice description is the preferred method.
4. Conduct annual inventory of official documents held in safekeeping, and record inventory actions in official minutes of the congregation. Insure vital documents are kept in protected storage, either on or off-site.
5. Make an annual inspection of church properties and equipment and recommend in the budget request to the Church Council and the Voters' Assembly, repairs, improvements, or replacements which will be needed.

• **Legalisms**

1. Annually check the adequacy of insurance for church property and equipment and negotiate insurance contracts as needed.
  2. Obtain legal professional advice (by pro bono or paid fees) for the wise consideration of contracts and deeds appropriate to the Board of Church Properties responsibilities.
  3. Obtain and keep abreast of legal information and advise the Church Council on requirements appropriate to the Board of Church Properties responsibilities.
  4. Sign official documents and contracts that have been negotiated within the Board of Church Properties authority and/or approved by the Voters' Assembly.
- Provide both a written and oral report to the Church Council and Voters Assembly.
  - Annually provide budget requirements for the Board of Properties area of responsibility for assembly of a proposed budget by the Church Council for a presentation to the Voters Assembly.

<b><u>Age of Roof</u></b>	
Education Building:	2006
Fellowship Hall (Flat):	2016
Fellowship Hall (Gable):	2021
Sanctuary:	2004
<b><u>Sanctuary</u></b>	
Carpet Replacement:	2011
Live Stream Start:	2020
Nursery Refurbishment:	2018
Organ Replacement:	2019
Pew Refurbishment:	2010
Projectors/Screens:	2016
Sound System Upgrade:	2010
<b><u>Education</u></b>	
Remodel Cafe:	2015
Carpet Replacement:	2013
Office Move:	2020
<b><u>Fellowship Hall</u></b>	
Mold Remediation	2020
<b><u>HVAC</u></b>	
Education Sunday School	2010
Fellowship Hall	2015
Sanctuary:	2012

## **Board of Stewardship**

*2Corinthians 9:5b Finish the arrangements for the generous gift you promised. Then it will be ready as a generous gift, not as one grudgingly given. 6 Remember this: Whoever sows sparingly will also reap sparingly, and whoever sows generously will also reap generously.*

**Encourage members to contribute their time, talents, and treasures to support the work of the Church through the congregation.**

- **Time**

Raise awareness of Stewardship issues of trusting God, listening to God, and acknowledging God through the consideration and implementation of classes, courses, conferences, retreats, and the like.

- **Talents**

Establish and maintains a system that discovers the talents of members so that the work of the church may benefit from them.

- **Treasures**

1. The Board of Stewardship is a member of the Finance Committee.
  2. Fulfill other duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES for the Board of Stewardship.
  3. Plans and administers an annual commitment drive to facilitate the development of the congregational budget.
  4. Routinely evaluate the giving of the congregation regularly, and share these evaluations with the members of the congregation and the Church Council
  5. Establish processes and procedures for identifying congregation's needs for donations/bequeaths.
  6. Establish and maintain resources for Estate planning education and promotion.
- Provide both a written and oral report to the Church Council and Voters Assembly.
  - Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council

## Board of Youth

*Deuteronomy 6:4-9: Hear O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all of your soul and with all of your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you lie down and when you get up. Tie them as symbols on your hands and bind them to your foreheads. Write them on the door frames of your houses and on your gates.*

### **Seeking ways to provide limited wellbeing and social support to lift up people in need of assistance.**

- Is an advocate for the youth and youth ministry within the congregation to integrate the youth into all areas of congregational life.
- Together with the Called Ministers, establishes and evaluates goals for Christ-centered youth ministries and:
  1. Screens, enlists, trains and places lay leaders and administrative staff as the congregation's youth needs require.
  2. Considers and implements classes, courses, conferences, retreats, events and the like, for special purposes as the need or occasion warrants.
  3. Plans, organizes, and evaluates youth participation in gatherings like the LCMS National Youth Gathering, Southern District Youth Gatherings, and other youth gatherings.
  4. Conduct an annual review of the ministry opportunities provided for youth, identifying strengths, weaknesses, and aiding in the establishment of priorities.
- Plans, coordinates and implements youth ministry fundraisers.
  1. Shrove/Fat Tuesday Pancakes
  2. Lent Meals/Advent Meals
  3. Baked Cookie/Cookie Exchange
- Provide both a written and oral report to the Church Council and Voters Assembly.
- Annually provide budget requirements for area of responsibility for assembly of a proposed budget by the Church Council.

## Called Ministers

### Called Minister Position Description: Pastor

*1 Timothy 3:2 Now the overseer must be above reproach, the husband of but one wife, temperate, self-controlled, respectable, hospitable, able to teach, 3 not given to drunkenness, not violent but gentle, not quarrelsome, not a lover of money. 7 He must also have a good reputation with outsiders, so that he will not fall into disgrace and into the devil's trap.*

**Serving the church by providing spiritual leadership, pastoral care, administrative oversight and organizational direction to the congregation, with a broad program of worship, music, preaching, teaching and fellowship.**

• Primary Duties and Responsibilities:

1. To administer the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments and as set forth in the-confessional writings of the Evangelical Lutheran Church as found in the Book of Concord;
2. Provide a solid Bible-based preaching and teaching ministry to meet the needs of the congregation and attract new members.
3. Lead in worship and administer the holy Sacraments in accordance with their divine institution.
4. To perform the functions of a pastor in an evangelical manner; to aid, counsel and guide members of all ages and social conditions; to visit the sick and the dying; to admonish the indifferent and the erring.
5. To guard and promote faithfully the spiritual welfare of the members of the congregation, in particular to instruct the catechumens, both children and adults, in the Word of God and thus prepare them for the communicant membership in the church;
6. To promote and guide mission activity of the congregation as it is related to the local community and to endeavors of the Synod and its districts; in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work;
7. Lead and inspire the church board(s) and congregation in the development and effective operation of a wide range of program activities.
8. To help the congregation adopt administrative policies and procedures that will help it carry out the mission of the Christian congregation;
9. Conduct weddings and funerals, providing appropriate preparation and support.
10. To serve the congregation as an example of Christian conduct; to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod; and by the grace of God to do everything possible for the edification of the congregation and the upbuilding of the church in Christ.



11. Schedule necessary time for study, preparation and planning in order to develop and maintain a deep level of spiritual growth.
12. Provides vision for the congregation and all its entities as it seeks to provide dynamic ministry for the members of the congregation, the community and the world.
13. Supervises all staff members, called and contracted, in their work and ministry so that there is unity and consensus centered on the vision for the congregation.
14. Works with the congregation officers to build unity around a common vision for the congregation.
15. Works with the budget committee to make sure ministry priorities are funded.
16. Promotes new ministry initiatives and gives direction to all congregation boards and committees.
17. Cooperate with the congregation by performing any other duties when asked to do so.

### **Called Minister Position Description: Family Life Minister**

*Ephesians 4:11 It was he who gave some to be apostles, some to be prophets, some to be evangelists, and some to be pastors and teachers, 12 to prepare God's people for works of service, so that the body of Christ may be built up.*

#### **Serving the church by developing, coordinating and administering an effective Family Life Ministry program.**

- Primary Duties and Responsibilities:
  1. Oversee, plan, direct, and lead focused programs of education, nurture, service, and fellowship for Family Life Ministry. This ministry includes adults, singles in specific age groups, families with and without children, college-age young people and youth.
  2. Provide leadership for youth through adult ministries.
  3. Serve as a resource to provide Bible study materials, Christian education and family enrichment resources to the congregation.
  4. Encourage and assist parents in the spiritual nurture of their children.
  5. Encourage and promote spiritual renewal opportunities, including retreats, gatherings, conferences, servant events, etc., for youths and adults.
  6. Counsel and equip adults and youth to minister to each other, to the congregation, to inactive youth and adults and to unchurched youth and adults.
  7. Oversee small-group Bible studies and facilitate the growth of this program.
  8. Help the Board of Education plan and direct programs of Christian education, such as Sunday school, vacation Bible school, adult Bible studies, family ministry, etc.
  9. Delegates responsibility and leadership to members of the congregation.
  10. Authorized to spend financial resources designated for Family Ministry or allotted to the Board of Christian Education.
  11. Works under the direction of the pastor and serves as an advisor to the Boards of Christian Education, Youth and Assimilation.
- Shared Responsibilities with Pastor
  1. Assist the pastor to develop groups to provide assimilation opportunities for those joining the congregation, including newly confirmed and high-school youth into youth ministry and congregational life responsibilities.
  2. Assist the Pastor in identifying, recruiting and training staff and volunteers to lead, teach and assist in adult and youth programs.
  3. Work with the pastor to develop strategies for reaching diverse age groups with ministry.
  4. Help the Pastor to plan and teach confirmation as necessary.
  5. Care and counseling of youth and adults.
  6. Teaching in classes.
  7. Youth through adult ministry.
  8. Others as mutually agreed upon.

## Church Staff Job Descriptions

### Job Description: Business Manager :

*Ecclesiastes 4:8 There was a man all alone; he had neither son nor brother. There was no end to his toil, yet his eyes were not content with his wealth. "For whom am I toiling," he asked, "and why am I depriving myself of enjoyment?" This too is meaningless — a miserable business!*

#### Purpose :

#### Maintains Official Church Financial Records

**Supervision:** Called Ministers

**Hours:** Monday - Thursday, 20 hours

#### Qualifications

1. Polite and professional demeanor
2. Maintain confidentiality
3. A self-starter, capable of taking the initiative

#### Software

1. Shepherd Staff
2. Microsoft Excel
3. Microsoft Word
4. Microsoft Outlook

#### Treasury Duties and Responsibilities

1. Administers and maintains accurate financial records of the congregation to include organizing receipts, disbursements, budgeted and actual expenditures
2. Coordinates the distribution of funds from bank accounts in such a way that an adequate balance is retained to meet recurring expenses.
3. Promptly distributes funds to meet financial obligations as authorized by the Voter's Assembly, Church Council, or Boards.
4. Provide monthly YTD reports; Statement of Income and Expenses by Account, Dedicated Accounts; and Bank Account Balances Less Dedicated
5. Provide a monthly Business Manager report to the Church Council

#### Other Duties and Responsibilities

1. Manages and administers the office budget
2. Serve as a purchasing contact
3. Negotiate, reviews and renew contracts of leased office equipment
4. Manages office other equipment
5. Annually reviews and updates congregational insurance policies with an insurance agent and Board of Properties
6. Focal point for Human Resource issues; requesting background checks, insurance issues, and tax issues
7. Reviews and updates copyright licensing used by the congregation (For example: CCLI, CPH, etc.)
8. Fulfill the duties and responsibilities assigned in the FINANCE COMMITTEE POLICIES and PROCEDURES.

#### Office Drone Tasks

1. Greet guests and members who come into the office and assist as needed
2. Answer incoming telephone calls with a smile, making every effort to handle the calls, except those requiring the personal assistance of another staff member
3. Review, update, and create inputs for website announcements as needed

#### Interoffice Relationship

1. Assist Church Secretary, Membership Secretary, and Family Life Minister as needed
2. Assists Treasurer as needed

## Job Description: Pastor's Secretary

*1 Corinthians 14:40 But all things should be done decently and in order.*

Purpose:

**Provides administrative support to the Pastor and congregational President**

**Supervision:** Called Ministers

**Hours:** Monday, Tuesday, Wednesday, Thursday; 24 hours

### Qualifications

1. Polite and professional demeanor
2. Maintain confidentiality

### Software

1. Shepherd Staff
2. Lutheran Service Builder
3. Pro Presenter
4. Microsoft Word
5. Microsoft Outlook
6. Microsoft Publisher

### Office Drone Tasks

1. Greet guests and members who come into the office and assist as needed
2. Answer incoming telephone calls with a smile, making every effort to handle the calls, except those requiring the personal assistance of another staff member
3. Distribute incoming mail; email; handle incoming deliveries
4. Prepare correspondence, congregational mailings, and reports, and distribute them appropriately
5. Maintain & organize church files (paper and electronic)
6. Review, update, and create phone announcements as needed
7. Review, update, and create inputs for website announcements as needed
8. Maintain Use of Property, Key Request, and Use of Facilities forms, coordinating with the Call Ministers (Pastor and Family Life Minister) and the Board of Properties

### Bulletins

1. Create, update, refine, correct, and modify, as required, announcements, sermon outlines, and inserts for the weekly bulletin; Coordinate announcements with the Called Ministers
2. Create, update, refine, correct, and modify, as required, bulletins for worship services, weddings, and funerals. Coordinates Music Director and Worship Committee inputs for inclusion in the bulletin with the Pastor.
3. Print weekly bulletin content for volunteer folding team; Assembles and folds bulletins as needed
4. Creates, updates, and modifies, as required, worship service slide playlists in Pro Presenter.
5. Provide scheduled lectors with scripture readings

### Calendars and Newsletter

1. Maintain, produce, and distribute (via our website) the monthly church calendar, coordinating with the Call Ministers, Boards, and Committees on calendar inputs.
2. Administers and coordinates Pastor's professional appointments.
3. Produce, edit, and distribute (via our website) the newsletter
4. Distribute and post various volunteer schedules

### Congregational Responsibilities

1. Copy and distribute Congregational President's agenda and handouts for Council and Voters' Assembly meetings
2. Maintain electronic copies of agendas, reports, handouts, and meeting

minutes, on the church server for easy access by the office staff

3. Provide secretarial work, with approval of the Pastor, for others as needed

### **Easter**

1. Ensures appropriate forms and permits are filed for the Easter Beach Service (January)

### **Wedding and Funeral**

1. Notifies the janitor, and Board of Human Care with dates & times of services and receptions

### **Interoffice Relationship**

1. Assist Business Manager, Membership Secretary, and Family Life Minister as needed

### **Member and Guest Information**

1. Defers to the Board of Elders, and/or the Called Ministers on membership status issues
2. Maintains and administers in Shepherd Staff, by inputting, updating, refining, correcting, and modifying, as required, member and guest information.
3. Tracks through Shepherd Staff Homebound visitations made by the Pastor and provides a monthly report
4. Record all official acts of the congregation, e.g. baptisms, marriages, funerals, and confirmations
5. Ensures missing information (Birthdays, Baptismal dates, and contact information) is included with member information.
6. Update weekly individual worship attendance information
7. Prepares necessary documents for membership transfers and other membership status changes; update statuses accordingly
8. Annually prepares and submits the Synodical Statical Report.

### **Other Duties and Responsibilities**

1. Provides monthly birthday and anniversary listings
2. Prepares and sends congregational mailings as needed.

### **Bulletins**

1. Ensures a sufficient number of bulletins are printed for worship services, while minimizing waste.
2. Print and organize weekly bulletins for volunteer folding team; Assembles and folds bulletins as needed

### Job Description: Organist

*Psalms 95:1 Oh come, let us sing to the LORD; let us make a joyful noise to the rock of our salvation!*

#### Purpose:

**To enhance worship through music that conveys and enhances theological meaning with the organ.**

**Supervision:** Called Ministers

#### Qualifications:

1. Punctual and dependable.
2. Demonstrate knowledge of music techniques, theory, and performance.
3. Exemplify organizational, interpersonal, and communication skills.
4. Experience with a liturgical tradition.

#### Organist:

1. Play organ (and piano as needed) for worship services (to include Advent and Lent weekday special services).
2. Play organ for weddings and funerals (optional).

#### Music:

1. Together with the pastor, plan regular and special services.
2. Work with worship committee in the selection of hymns.
3. Selects music, adhering/assuring that the theological content is in agreement with the confessions of the Evangelical Lutheran Church.
4. Perform as soloist or accompanist on occasion, within his/her capabilities and talents as needed.

#### Term:

1. One year contracted commitment for weekly worship services to include the special worship services.
2. Wedding and funerals upon availability.

#### Compensation Rate:

1. Sunday morning worship service \$250 weekly.
2. Special worship services additional \$100
  - a. Wednesdays in Advent
  - b. Christmas Eve
  - c. Christmas
  - d. New Year's Eve
  - e. Wednesdays in Lent beginning on Ash Wednesday
  - f. Maundy Thursday
  - g. Good Friday
  - h. Thanksgiving Eve
3. Weddings \$250 as needed.
4. Funerals \$250 as needed.
5. Additional duties and responsibilities negotiable

**Job Description: Custodian**

*Psalms 51:7 Purge me with hyssop, and I shall be clean; wash me, and I shall be whiter than snow.*

**Provides janitorial services**

Supervision: Board of Properties

Hours: Less than 20 hours per week.

1. Responsible for cleaning and care of church buildings according to agreed upon cleaning schedule
2. Ensures the Janitorial supplies are available for regular usage

**Organist Budgeting Figures**

	#	Rate	Annually
Sunday Mornings	52	\$250	\$13,000
Thanksgiving	1	\$100	\$100
Advent (3 Wed)	3	\$100	\$300
Christmas Eve	1	\$100	\$100
Christmas Day	1	\$100	\$100
New Year's Eve	1	\$100	\$100
Lent (6 Wed)	6	\$100	\$600
Maundy Thur	1	\$100	\$100
Good Friday	1	\$100	\$100
Weddings	1	\$250	\$250
Funerals	10	\$250	\$2,500
<b>Total</b>			<b>\$17,250</b>

### **Job Description: Nursery Attendant**

*Psalms 139:13 For you formed my inward parts; you knitted me together in my mother's womb. 14 I praise you, for I am fearfully and wonderfully made. Wonderful are your works; my soul knows it very well. 15 My frame was not hidden from you, when I was being made in secret, intricately woven in the depths of the earth.*

#### **Provides short time nursery care for members and visitors.**

Accountability: Family Life Minister

#### **Qualifications:**

1. Clear a background check
2. Infant CPR certified
3. Effective communication skills to include active listening skills
4. Flexible with a good sense of humor especially with kids of a young age

#### **Responsibilities:**

1. Ensures the sign-in sheet is completed and turned in at the end of the shift
2. Ensures that nursery toys are put away and the nursery is generally put back in order
3. Helps maintains that nursery toys are cleaned
4. Changes diapers, as needed
5. Interact with kids (say something positive to them and about them to their parents)
6. Referees nursery disputes
7. Draws attention to any maintenance issues within the nursery
8. Ensure thermostat is set to the proper temp at the end of the shift

#### **Evaluation:**

1. Self-evaluation with verbal feedback by the Family Life Minister

#### **Term of Service:**

1. Sundays, opens nursery no later than 7:45 (Notifies Family Life Minister of arrival)
2. Closes nursery when 2nd Service ends and after parents pick up their kids (Usually Noon)
3. Employee initiated notice of termination; Two Sunday notice



### **Position Description: Visitation Pastor**

*Matthew 25:35 For I was hungry and you gave me food, I was thirsty and you gave me drink, I was a stranger and you welcomed me, 36 I was naked and you clothed me, I was sick and you visited me, I was in prison and you came to me.' 37 Then the righteous will answer him, saying, 'Lord, when did we see you hungry and feed you, or thirsty and give you drink? 38 And when did we see you a stranger and welcome you, or naked and clothe you? 39 And when did we see you sick or in prison and visit you?' 40 And the King will answer them, 'Truly, I say to you, as you did it to one of the least of these my brothers, you did it to me.'*

*"Emeritus" is an honorary title bestowed upon one who has retired. Emeritus comes from the Latin word emereri, which means to earn one's discharge by service.*

#### **Purpose:**

**To provide pastoral care for the sick, shut-in, and grieving of the congregation, through regular visitation and participation in the sacrament of Holy Communion during a time of pastoral vacancy.**

#### **Ministry: Mercy and Visitation**

In Matthew 25 Jesus emphasizes the importance of taking care of those who are unable to participate fully in the community.

1. Visitation of the Sick - Ministering to the sick in their home and/or at the hospital (as needed).
2. Visitation of the Homebound/Shut-In - Ministering to those who are unable to attend worship services regularly and provided them with the opportunity to receive the sacrament of Holy Communion (monthly).
  - i. Ensures all of the individuals who are on the homebound list are visited.
  - j. Coordinates with Church Office/Board of Elders of visits.
3. Officiate funerals - Ministering the grieving.
4. Point of contact for pastoral emergencies (as needed).

#### **Honoraria**

1. \$30 per hour plus milage for services rendered.
2. Milage reimbursement as set by the IRS.
3. \$150 for officiating at funerals.

## **Policies of the Congregation**

### **Policy: Dedicated Accounts (January 2022)**

*Matthew 6:2 “Thus, when you give to the needy, sound no trumpet before you, as the hypocrites do in the synagogues and in the streets, that they may be praised by others. Truly, I say to you, they have received their reward. 3 But when you give to the needy, do not let your left hand know what your right hand is doing, 4 so that your giving may be in secret. And your Father who sees in secret will reward you.*

### **Proprietary rights of designated gifts**

The Dedicated Accounts are funds that are earmarked in some way outside the general budget. These funds are real money stored in the bank awaiting distribution. Unlike budgeted funds which are awaiting regular contributions in the future to make them real. Distributions from these accounts are not accounted as an expense of the congregation (on the income-expenses ledger) because these funds are designated as spent; they are just awaiting distribution.

People may give directly to a dedicated account only if the gift is unconditional, meaning that, the donor has irrevocably divested themselves of title and control over the gift. The congregation, through the Council, has full control of the donated funds and the discretion as to their use. The Council may re-designate funds after a reasonable amount of time and good faith effort has been made toward disbursing the money for which it was designated. The Council delegates disbursing authority for a designated account, usually to a Board or Office, but may maintain that authority unto itself.

**Policy: Facilities Usage (Jan 2016)**

*Colossians 3:17* And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through him.

**PURPOSE STATEMENT:**

**The church's facilities are provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory.**

Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice. These policies apply to members and non-members alike, in keeping with our congregation's beliefs and practices.

The facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict, contradict, or are deemed inconsistent with the church's faith or moral teachings. These are clearly summarized in, among other places, the church's Purpose, Mission, Values, and Vision Statements; Constitution (specifically Preamble and Articles 2.0 and 3.0); and Bylaws; GSLC Marriage Policy dated June 22, 2014. These materials are available upon request by anyone desiring use of the facilities.

This restricted facility use policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Such activities include ceremonies or events espousing anything other than the traditional belief of marriage as only between one man and one woman; those promoting the view that the Bible is not the inspired, inerrant, infallible Word of God; or activities that could discredit the image and reputation of the church within the community. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and religious practice. (2 Cor 6:14; 1 Thess 5:22.)

Second, it is very important that the church present a consistent message to the community, and that the church staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe, negative impact on the message that the church strives to promote. It could also cause confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the church's faith use any church facility. Nor may church facilities be used in any way that contradicts the church's faith. This policy applies to all church facilities, regardless of whether the facilities are connected to the church's sanctuary, because the church sees all of its property as holy and set apart to worship God. (Col 3:17.)

**REVIEW AND APPROVAL POLICIES:****1. GENERAL:**

- a. Priority will be given to Church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the Church.
- b. The facilities may be used by civic and service organizations and those groups whose primary purpose is to provide a service in our community and not solely for the production of a profit.
- c. The schedule for use will be maintained in the Church office. Change in scheduling must be approved by that office.

**2. FACILITIES:** Application for use of Church facilities by non-Church groups or any individuals shall be submitted to the Church office, checked for schedule conflicts with previously scheduled activities for the date requested, and be reviewed by the Director of the Board of Church Properties with coordination with the Fellowship Board, when the kitchen will be used or food consumed.

- a. Groups/organizations or persons requesting facilities use must affirm that the beliefs, practices and charter of the group requesting the use of the facilities are not inconsistent with, or in the case of individuals making application, their belief and practices are consistent with the Church's faith, practices, or moral teachings. (Those are already summarized in the Church's Purpose, Mission, and Values and Vision statements: Constitution, (specifically Preamble, and Articles 2.0 and 3.0); Bylaws; and GSLC Marriage Policy dated June, 2014. These materials are available upon request by anyone desiring to use the Church facilities and before they sign the Request.
- b. The group/organization or person seeking facility use must submit a signed "Request and Agreement For Facilities Use" form. By signing, they are affirming their understanding and acceptance of the requirements of Paragraph 2.a above.
- c. If review of their request raises questions of compliance with Paragraphs 2.a above, the request will be referred to the Pastor for a decision that is final. If no concerns are raised, the request will be approved by the Church Properties Board Director, the requester will be notified, and the requested use arrangements can proceed.
- d. The Church reserves the right to (1) make assessment for damage or misuse of facilities or equipment and (2) to cancel the privilege of use of its facilities.
- e. Since a cost of utilities is involved, the Church may ask for a nominal donation of at least \$5 per hour with a minimum of \$10 per room per meeting.
- f. The Group using the facilities is expected to comply with the rules set forth in this Agreement; is not permitted to make a duplicate of the key; and shall appoint one individual to sign the Agreement and be responsible for fulfillment of the requirements of this section; and if replaced by a successor, give notice of the succession and sign the Agreement.

## **Policy: Floral Usage, Talking Paper (Dec 2019)**

*Matthew 6:29 yet I tell you, even Solomon in all his glory was not arrayed like one of these.*

### **Use of man made objects in the decorum of the sanctuary**

#### **Discussion**

Schmidt, Wayne E. "The Setting of the Liturgy and the Decorum of its Leaders; The Place of Worship". Lutheran Worship History and Practice, CPH: 1993.

#### **Liturgical Centers - Cross, altar, pulpit, baptismal font (think means of Grace)**

- The Christ centered meaning to the items in and around the chancel
- The unchanging message of the chancel is the centrality of the Gospel of Jesus Christ and about its proclamation (Heb 13:8)
- Decorative restraint should be exercised to minimize loss of symbolic value - "It is better to err on the side of simplicity than to overdecorate"

#### **Flowers**

- Cut flowers and plants in churches are symbols of God's creation, carved representations of which were also included in the art of Solomon's temple (1 Kings 6:29-36).
- Christ himself testified to the beauty of natural creation (Matt 6:29).
- With their freshness and beauty, flowers and plants suggest the life that God gives
- It is appropriate to place such creations from the finger of God in churches.

Maxwell, Lee A.. The Altar Guild Manual: Lutheran Service Book Edition. CPH: 2008.

#### **Decorations in Sacred Space (Chapter 10)**

- "It is better to err on the side of simplicity than to overdecorate."
- The Genuine Principle: Objects used in the house of God should be genuine.

#### **Decoration Considerations:**

- Number - Avoid diluting the impact and meaning
- Placement - Avoid cheapening or irreverent treatment of the chance's message
- Style - Stylistic congruity

#### **Flowers**

- No liturgical function but helps to set the mood or tone
- Symbolic value is joyfulness - an expression of the goodness and beauty of creation.
- Preference given to real flowers

#### **Artificial Plants**

- Use motivated by convenience and cost rather than deception or dishonesty
- Should convey the beauty and dignity of the house of God.
- Some states have laws against using real Christmas trees in public buildings

#### **Conclusion**

Lutheran Worship History and Practice doesn't even consider the use of artificial plants. Whereas The Altar Guild Manual preference is for real plants but is pragmatic and establishes guidelines for using artificial plants. There are other man made objects used in the decorum of the sanctuary, but those objects have a strong and obvious preference to natural materials.

**Policy: Marriage (2014)**

*1 Corinthians 11:2 Now I commend you because you remember me in everything and maintain the traditions even as I delivered them to you. 3 But I want you to understand that the head of every man is Christ, the head of a wife is her husband, and the head of Christ is God.*

**Marriage is between one man and one woman.**

The marriage policy of Good Shepherd Lutheran Church, Shalimar, Florida; a member congregation of The Lutheran Church-Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage. We believe that marriage is a sacred union of one man and one woman (Genesis. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Ephesians. 5:32). The official position of The Lutheran Church Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception, or other activity that would be inconsistent with our beliefs and this policy.

### **Policy: Membership Responsibilities**

**Believing in Jesus Christ as my Lord and Savior, having being baptized, and being in agreement with Good Shepherd Lutheran Church's teachings, practices, and plans for spiritual growth, I now feel led by the Holy Spirit to join the church family.**

In doing so, I commit myself to God and to the members of Good Shepherd to do the following (Constitution Article 4.0):

#### **I WILL SHARE THE RESPONSIBILITY OF MY CHURCH**

- ... By praying for its growth
- ... By inviting the unchurched to attend
- ... By warmly welcoming those who visit

*"We give thanks to God always for all of you, constantly mentioning you in our prayers,"... 1 Thessalonians 1:2*

*"And the master said to the servant, 'Go out to the highways and hedges and compel people to come in, that my house may be filled.'" Luke 14:23*

*"Therefore welcome one another as Christ has welcomed you, for the glory of God." Romans 15:7*

#### **I will protect the unity of my church**

- ... By acting in love toward other members
- ... By supporting the church leadership
- ... By edifying other members

*"May the God of endurance and encouragement grant you to live in such harmony with one another, in accord with Christ Jesus,"... Romans 15:5*

*"Having purified your souls by your obedience to the truth for a sincere brotherly love, love one another earnestly from a pure heart,"... 1 Peter 1:22*

*"Obey your leaders and submit to them, for they are keeping watch over your souls, as those who will have to give an account. Let them do this with joy and not with groaning, for that would be of no advantage to you." Hebrews 13:17*

*"Let no corrupting talk come out of your mouths, but only such as is good for building up, as fits the occasion, that it may give grace to those who hear." Ephesians 4:29*

#### **I will serve the ministry of my church**

- ... By discovering my gifts and talents
- ... By being equipped by my pastors to serve
- ... By developing a servant's heart

*"As each has received a gift, use it to serve one another, as good stewards of God's varied grace." 1 Peter 4:10*

*“And he gave the apostles, the prophets, the evangelists, the shepherds and teachers, to equip the saints for the work of ministry, for building up the body of Christ,”...  
Ephesians 4:11–12*

*“Do nothing from rivalry or conceit, but in humility count others more significant than yourselves. Let each of you look not only to his own interests, but also to the interests of others. Have this mind among yourselves, which is yours in Christ Jesus, who, though he was in the form of God, did not count equality with God a thing to be grasped, but made himself nothing, taking the form of a servant, being born in the likeness of men.”  
Philippians 2:3-7*

### **I will support the ministries and programs of my church**

... By attending faithfully

... By living a godly life

... By giving regularly

*“Let us not neglect to meet together, as is the habit of some, but encouraging one another, and all the more as you see the Day drawing near.” Hebrews 10:25*

*“Only let your manner of life be worthy of the gospel of Christ, so that whether I come and see you or am absent, I may hear of you that you are standing firm in one spirit, with one mind striving side by side for the faith of the gospel,”... Philippians 1:27*

*“On the first day of every week, each of you is to put something aside and store it up, as he may prosper, so that there will be no collecting when I come.” 1 Corinthians 16:2*



### **Policy: Mission Support**

*1 Corinthians 16:1 Now concerning the collection for the saints: as I directed the churches of Galatia, so you also are to do. 2 On the first day of every week, each of you is to put something aside and store it up, as he may prosper, so that there will be no collecting when I come. 3 And when I arrive, I will send those whom you accredit by letter to carry your gift to Jerusalem. 4 If it seems advisable that I should go also, they will accompany me.*

#### **Clarification, insofar it is possible, on how the congregation designates mission support that it does not directly oversee.**

- The passage of the 2017 budget removed previous restrictions for setting the mission portion of the budget. Each of the following budgets passed by the Voter's Assembly has conformed to the 2017 precedent.
  - In November 2014, a resolution stipulates that 10% of the annual received income (from the previous year) would be given to support the Southern District, the Lutheran Church Missouri Synod, and other mission projects.
  - In February 1998, a resolution stipulated that 10% of the annual operating budget would be given to support the Southern district, the Lutheran Church Missouri Synod, and other mission projects.
- Budget support for LOCAL FOOD BANKS discontinued in 2015. Support for Local Food Banks is said to be done through our Benevolence Fund dollars.
- In 2018 a mission line was established to handle unforeseen mission requests that the council could choose to support.

## Appendixes

### Appendix A: Office Holiday (Non-Called Staff) Schedule

**January:**

New Year's Day  
Martin Luther King Day

**February:**

President's Day

**March/April:**

Good Friday and the Monday after Easter

**May:**

Memorial Day

**June:**

Juneteenth

**July:**

Independence Day (July 4th)

**August:**

None

**September:**

Labor Day

**October:**

Columbus Day

**November:**

Veteran's Day  
Thanksgiving Day and the Friday after

**December:**

Christmas Eve  
Christmas Day  
Second Day of Christmas (Boxing Day)

**Appendix B: the Five Purposes of the Church**

The 5 Biblical Purposes of a Church			
Purpose	Definition	Paraphrase	Abuses
Fellowship	Incorporating God's people into a family where they can be known, cared for, held accountable, and encouraged.	Known & Cared	• Fun...Any gathering
Discipleship	Educating God's people with His Truth	To Educate	• Graduation from faith.
Evangelism	Communicating the good news of Jesus with those who don't yet have a personal relationship with him.	To Tell	• Not my job
Service	Demonstrating God's love by meeting the needs of others with love.	To Show	• What's in it for me? • Pay to play
Worship	Celebrating God's presence and honoring him with our lifestyles.	Lifestyles	• Only in Worship Services

### **Appendix C: History of Good Shepherd**

**Good Shepherd Lutheran Church** began as a preaching mission by Our Savior Lutheran Church in Crestview, Florida.

**The first service** – the first LUTHERAN service in the Fort Walton Beach area – **was held on May 29, 1955, with Reverend William P. Kniffel presiding**; there were 17 people in attendance. Five months later, **in October 1955, the first Lutheran Sunday school started in Fort Walton Beach**, with 19 people in attendance.

**On March 2, 1956, the congregation became the first officially organized Lutheran Church in the Fort Walton Beach area.** On that day, the first officers were elected, and the name **“Good Shepherd”** was chosen. On May 4, 1956, Good Shepherd Lutheran Church was received into membership of The Lutheran Church–Missouri Synod.

The first building, the “old” Sanctuary (presently the Martin Brown Fellowship Hall) and Education wing, was dedicated on July 13, 1958. A 10-room education/fellowship building, dedicated in May 1972, became the present Family Education Center on July 12, 1998. The present Sanctuary was dedicated on July 6, 1986. Due to wind damage, the first building was renovated and is now the Fellowship/Administrative Building, dedicated May 2, 2001.

Called workers of Good Shepherd and tenure of office:

John E. Ellerman – Pastor – 27 Jan 57 – 16 Nov 65  
 Richard O. Ziehr – Pastor – 20 Mar 66 – 31 Aug 95  
 Ray Angerman – DCE – 8 May 77 – 28 Apr 02  
 Karl W. Haeussler – Pastor – 17 Oct 93 – 19 Jul 98  
 Brian E. Runge – Pastor – 12 Nov 95 – 30 Oct 01  
 Ray Angerman – Pastor – 28 Apr 02– 1 Oct 2023  
 Daniel P. Parsch – Pastor – 3 Nov 02 – 31 Jul 07  
 Curtis Wiese – Family Life Minister (DCE) – 1 Jan 09 – Present

## **Appendix D: Personal Needs At Special Times**

**There are times that arise in the lives of God's people which have special meaning in relationship to the church. We encourage you to make use of the services of your congregation at times of joy and sorrow.**

### **Special Prayers**

At all important events in your life, whether times of joy and celebration or of sorrow and crisis, we invite you to request the prayers of the congregation. Your brothers and sisters in Christ then have the opportunity to rejoice with you in your joy or to weep with you in your sorrow. Members of the congregation can carry your praise or your needs before the throne of God. Good Shepherd has a Prayer Chain Ministry used for this purpose. Contact the church office with your special prayers so they can be added to the Prayer Chain.

### **Illness and/or Hospitalization**

Please notify the church office at times of illness or especially hospitalization. Even if you think you are going to be in the hospital for only a few days for tests, we would appreciate knowing that. Frequently, the elders and/or Pastor are making calls in or near our local hospitals and are not aware of members who have been admitted. Hospitals no longer notify the church when members are hospitalized. If you would like to receive Communion prior to surgery, or at some other time during a hospitalization or illness, please notify the church office. You are invited to request the prayers of the congregation for yourself and other loved ones that are ill, hospitalized, or in special need as noted above.

### **Birth and Baptism**

Please notify the church office at the time of a child's birth so that the congregation may have the opportunity to rejoice with you on this special occasion and offer a prayer of thanksgiving to God. Since Baptism is an important means by which God establishes His covenant even with infants, please arrange for the Baptism of infants as soon after the birth as possible. Parents are responsible to train the child in the meaning of the baptismal covenant. Baptism must be joined together with Christian education and worship. Sponsors should be active Christians to be witnesses to the Baptism, but are not necessary to have the child baptized.

### **Death and Burial**

In order for the pastor or your elder to minister to you at times of a critical illness or death of a family member, it is important to contact the church office. When making funeral arrangements for members of the congregation, please consider the church a place for the celebration of the resurrection of our Lord and the hope of the life everlasting for those who die in faith in Christ Jesus. The pastor is available to counsel you in the prearrangement of funeral services, if you desire to do so.

### **Shut-In**

Sometimes members are confined to their home or rehabilitation facility for a long period of time due to illness or injury. The pastor and elders are available to minister to members during these times. Bi-monthly calls are usually made to shut-ins to give Communion. Other calls are made as members desire and need.

### **Moving**

If you are planning to move within our area, please notify the church office. This will insure you receive your monthly newsletter and any other church related mailings. If you are moving out of the area, please contact the church office so that we can assist you in locating Lutheran churches in the area to which you are relocating.

### **Weddings**

If you are planning a wedding, please notify the church office well in advance of your intended wedding date. The pastor will need to meet with the engaged couple several times prior to the wedding in order to discuss basic pillars of a successful marriage, and also for planning the wedding service. The couple must meet with the pastor to discuss the selection of all music (vocal and instrumental). All music must be approved by the pastor. Couples are reminded that the marriage service is a worship service in which we praise God for His gifts and seek His guidance for our lives. Arrangements for the use of the fellowship hall for wedding receptions must be made through the church office.