



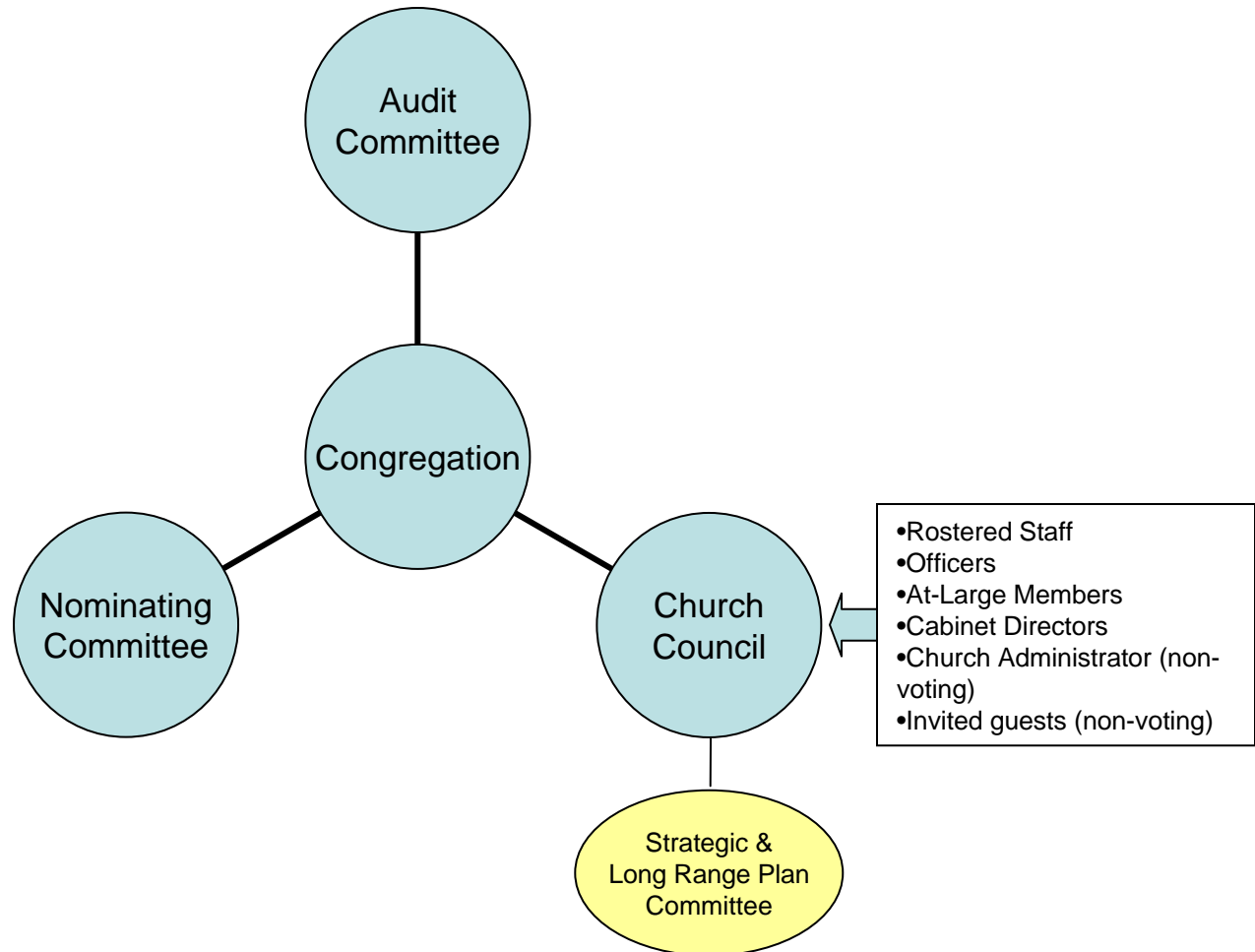
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Organizational Structure of the Church Council and Cabinets



Our Savior's Lutheran Church Organizational Structure

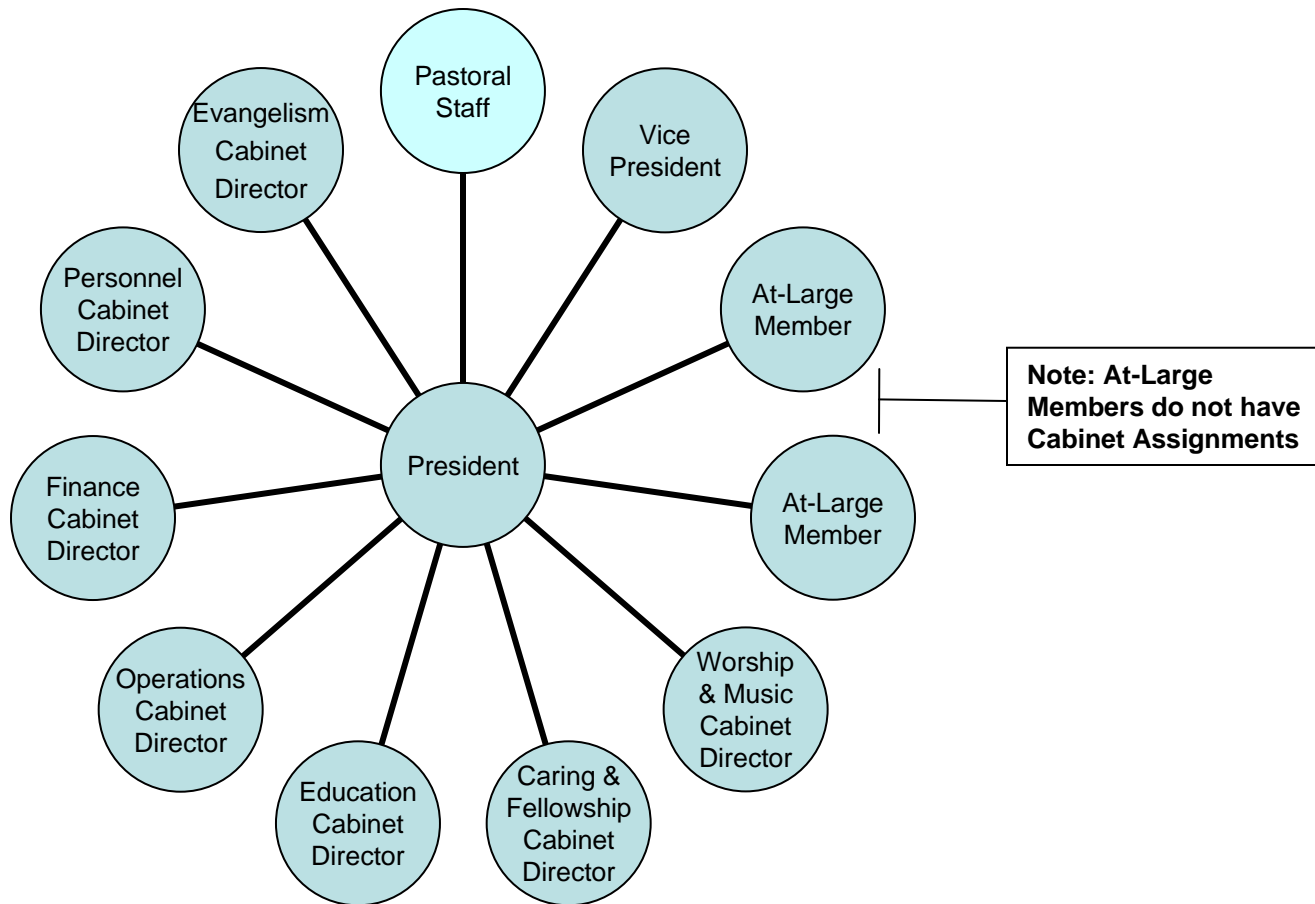
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Church Council

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Council Positions

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President

- 1 year commitment
- Work with Senior Pastor in making sure Council stays Christ-Centered
- Preside over Council Meetings at least once a month
- Participate on the Finance Cabinet as advisor
- Support all areas of ministry
- Report to Congregation

Vice President

- 1 year commitment, but will move into the Presidency the following year
- Learn the workings of the Congregation Council
- Help the President and any other Council Member as needed
- Preside over Council meetings when the President is absent
- Act as Secretary for Council meetings
- Participate on the Personnel Cabinet as advisor
- Participate on the Evangelism Cabinet as advisor

Directors (qty – 6)

- 2 year commitment
- Keep direction of Ministry Christ-centered
- Attend all Council Meetings
- Organize & Chair Cabinet meetings prior to council mtgs
- Report progress of ministry
- Present concerns of Council for discussion &/or vote
- Bring to Cabinet meeting Council requests, etc.
- Manage Ministry budget
- Work Closely with Pastor associated with Ministry
- Support and work closely with internal & external chairpersons
- Set up a system of evaluation and/or measurements of how the ministry is progressing

At-Large (qty – 2)

- 2 year commitment
- Serve as Liaison between the Congregation and the Council
- Be objective in looking at issues brought before the Council
- Provide insight and experience
- Stay in contact with congregation to act as conduit for information exchange between Council and Congregation (bi-directional)

Senior Pastor

- Indefinite Term (if unable to attend Council meeting, can choose another Pastor to represent Pastoral Staff)
- Keep direction of Council Christ-centered
- Provide spiritual leadership
- Present concerns of all Pastors
- Present staff issues



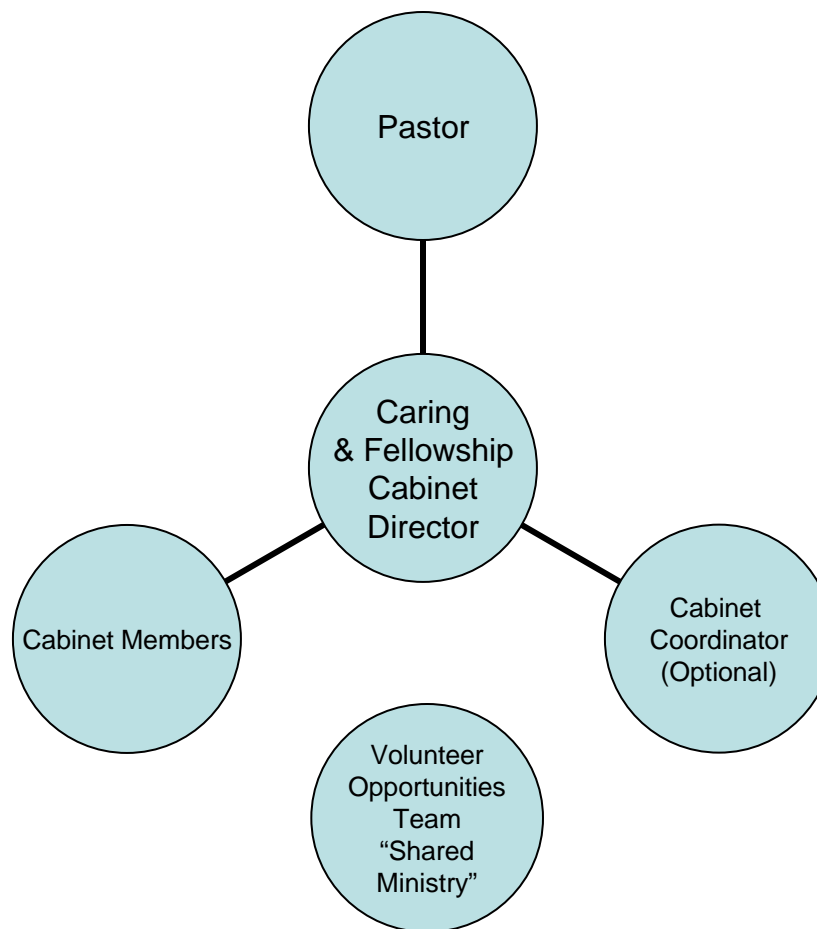
Caring & Fellowship Cabinet

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Cabinet

Responsibilities:

- Funeral Fellowship
- Hospitality
- Missions
- Parish Nurse/Health
- Rally Day
- Seniors
- Stephen Ministry
- Friendly Visitors
- Paint-a-thon
- Sunday Morning Coffee
- Ice Cream Social
- Pastor's Cookie Jar
- MELD
- Transportation to Church/Events
- P.A. Birthday Parties
- Prayer Shawls
- Soup Kitchen
- Service Opportunities Team (Shared Ministry)

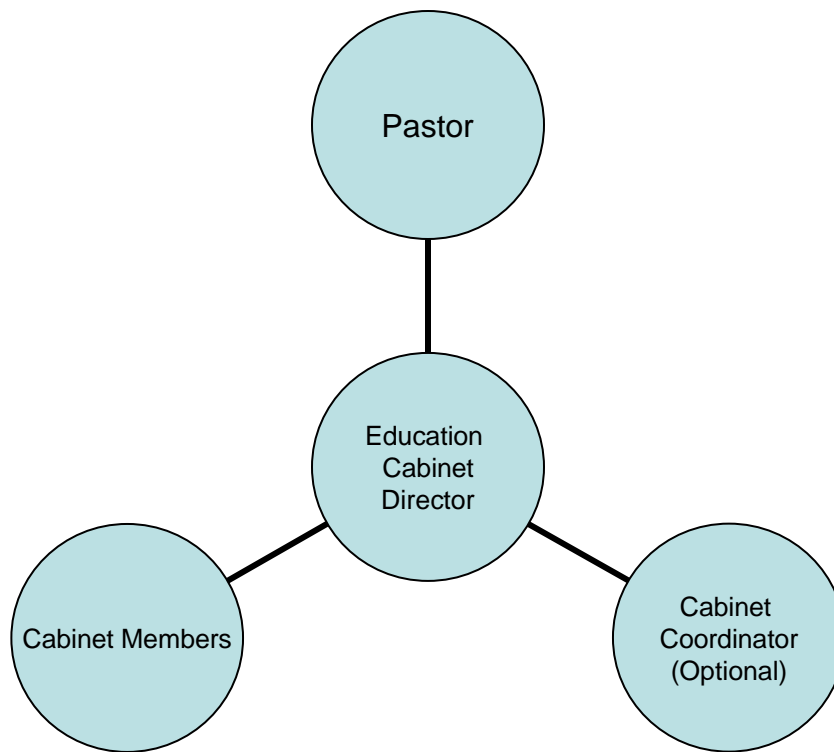




Education Cabinet

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- Cabinet Responsibilities:**
- Nursery
 - Children's Ministry
 - Junior High Ministry
 - High School Ministry
 - Adult Education
 - Vacation Bible School
 - Special Programs
 - Faith Journey
 - Family Ministry
 - Playtown Preschool
 - Library
 - Boy Scout Troop 14

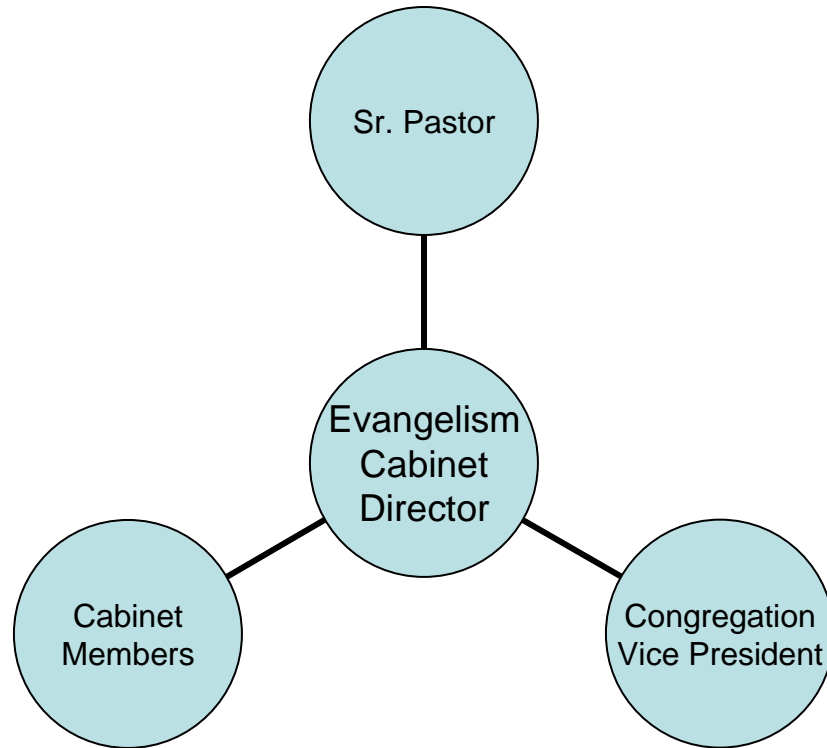




Evangelism Cabinet

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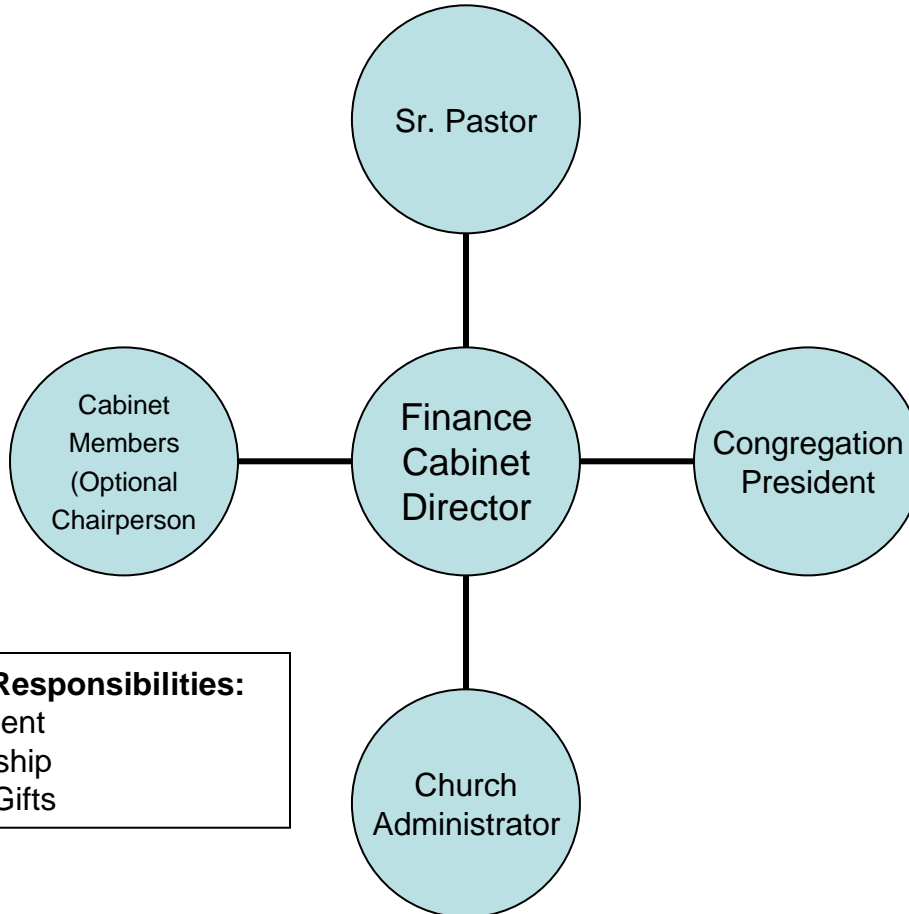
- Cabinet Responsibilities:**
- Communications
 - Branding
 - Mentoring Program
 - New Members & Sponsors
 - Public Relations
 - Small Group Ministry
 - Visitor Hospitality





Finance Cabinet

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The Finance Cabinet shall;

- a. Be responsible for establishing and monitoring the accounting policies and procedures of this congregation. This shall include providing adequate internal control of all Funds including the counting of collections and the maintenance of the financial stewardship records of each member. It shall recommend any financial impacts of personnel or equipment needs to the Congregation Council.
- b. Coordinate the preparation of the annual budget of the congregation and monitor the expenditure of Funds to determine that the expenditures comply with the budget and also adhere to the availability of Funds being provided by the congregation.
- c. Submit the recommended budget to the Congregation Council for its approval prior to presenting it to the congregation at the Annual Meeting.
- d. Members shall be appointed by the President of the congregation and approved by the Congregation Council. Each member shall serve for a period of three years and may be reappointed for one additional three-year term.

Cabinet Responsibilities:

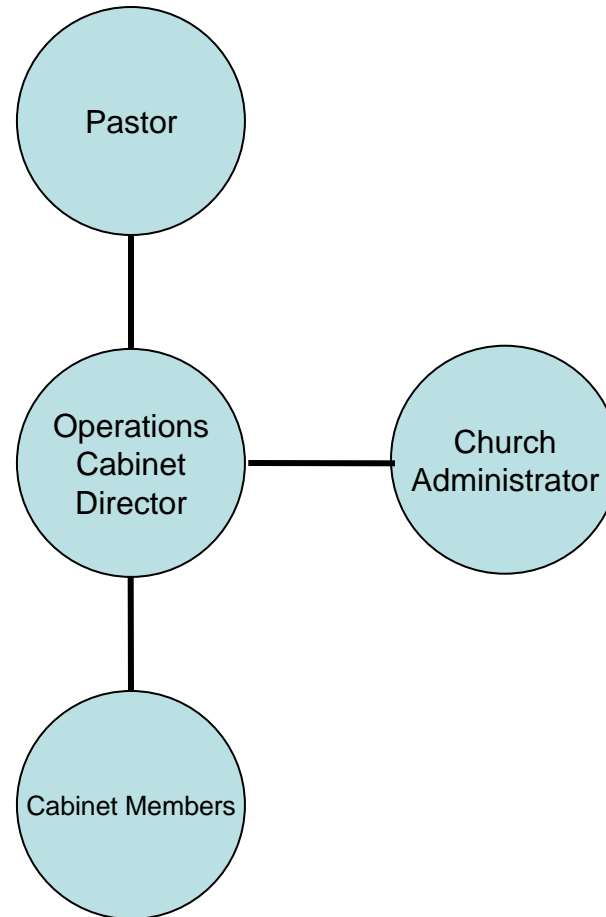
- Endowment
- Stewardship
- Special Gifts



Operations Cabinet

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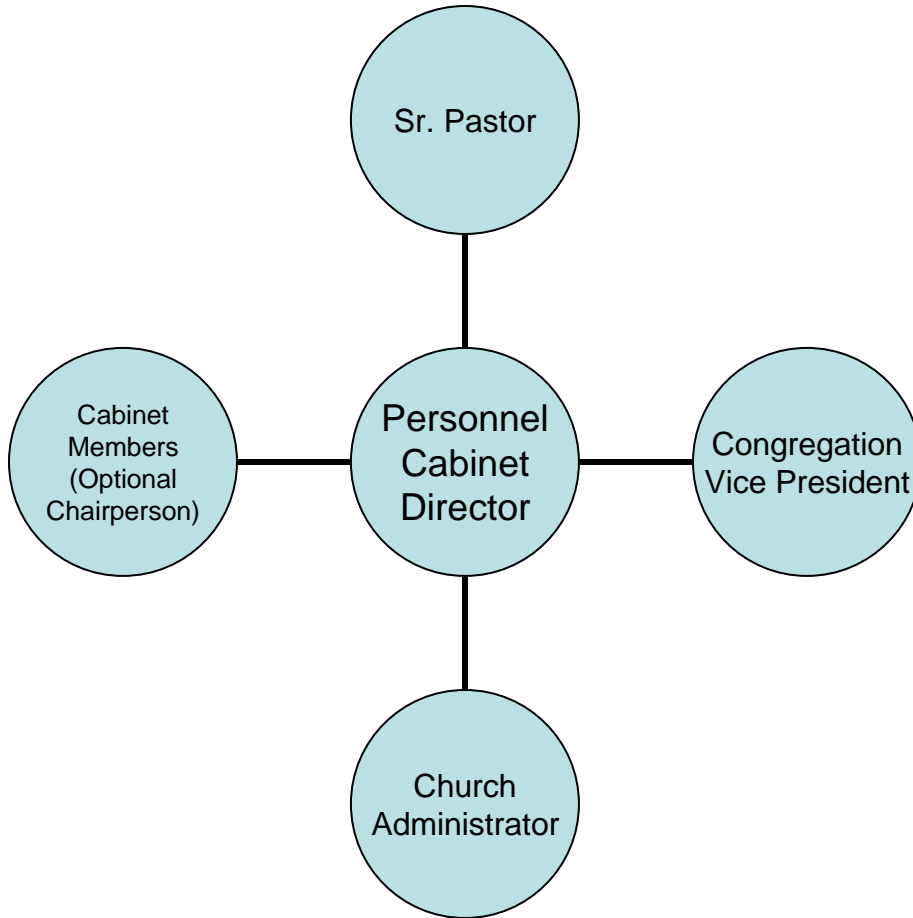
- Cabinet Responsibilities:**
- Data & Information
 - Property
 - Stephen House
 - Fine Art





Personnel Cabinet

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The Personnel Cabinet shall:

- a. Assist the Senior Pastor in establishing and reviewing job descriptions and personnel policies of all clergy called by this congregation.
- b. Be responsible for establishing and reviewing the job descriptions and personnel policies of all lay employees of this congregation.
- c. Assist the Church Administrator and/or Senior Pastor in the hiring process whenever vacancies occur.
- d. Serve as a Board of Appeals whenever an employee requests such action.
- e. Be under the jurisdiction of the Congregation Council.
- f. Consist of four members of the congregation appointed by the President, subject to ratification by the Congregation Council. Two members shall be appointed each year for a two-year term. A member may be appointed to no more than two consecutive terms.
- g. Have the Vice President of the congregation as its advisor. The chair and secretary of the Committee shall be selected from among themselves at the first meeting following their appointment and shall serve as such for the year.
- h. Annually the Congregation President, Personnel Director and Cabinet Chairperson shall conduct a performance review of the Sr. Pastor.



Worship & Music Cabinet

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Cabinet Responsibilities:

- Acolytes
- Assisting Ministers
- Children's Sermons
- Communion Assistants
- Fairview Plaza Worship Services
- Greeters
- Home Bound Communion
- Hymn Selection
- Lay Readers
- Music Library
- Sacristans
- Special Concerts
- Tele-worship
- Ushers

