Council Job Description:
Council President

Serves as the chairperson of the Church Council and the Executive Team for one year.

Responsibilities:

Call all Church Council meetings and congregational meetings, as specified by the Constitution and By-laws.

Chair all congregational and Council meetings.

Create and submit in advance, as outlined in the Constitution, all agendas for the congregation and Council meetings.

Organize and direct the Church Council planning process with the primary purpose of setting goals and objectives that are compatible with the long range plan.

Report to the congregation what the goals and objectives of the Council are for the current year.

Review all monthly reports, and generate a summary cover letter to the full Council.

Meet as necessary with Mission/Operation teams to address concerns of meeting the goals and objectives. At these meetings, determine whether the concerns can be resolved or must be made an agenda item at the next Council meeting.

Provide coaching and/or encouragement to all members of the Executive Team and other team chair people.

Determine if a special Council meeting must be called between the regularly scheduled meetings of the full Church Council.

Review all financial activities of the Council to be familiar with the revenue and expenses of the congregation.
Council Job Description:
Council Vice President

Elected to serve on the executive Team and Church Council for a period of two years, the second year to be served as President.

Responsibilities:

Work closely with the President in order to become familiar with the specific duties of that position.

Prepare to assume the duties of President.

Sit in place of the President in his/her absence as necessary at all general Council meeting.

Perform such tasks as directed by the President to the benefit of the Council and Executive Team.

To replace the President in the event that he/she is unable to complete the current term.

Direct the interface of the Church Council with the Long Range Planning Committee to determine which portion of the Long Range plan will be handled by the current year’s Church Council.

Review and update the church operations manual and bring all necessary modifications to the Executive Team for approval. Work with the Church Secretary to make certain all copies of the manual are up-to-date.
Council Job Description:
Council Secretary

_Elected to serve on the Executive Committee and Church Council for a term of two years._

**Responsibilities:**

Attend all meetings of the Executive Team, Council and the congregation.

Take and prepare minutes of all meetings attended and distribute to the appropriate members of the meeting attended (i.e. Executive Team members to receive notes from an Executive Team meeting, etc.).

Receive reports from all teams, pastor(s), and other directed reports, compile these with a cover letter from the President and distribute copies to all council members.

Execute all legal documents and formal correspondence with appropriate signatures as necessary.

Perform such tasks as directed by the President for the benefit of the Council and Executive Team.

Prepare and circulate all meeting notices.
Council Job Description:  
Church Treasurer

Elected to serve on the Church Council and  
Executive Team for a two-year term of office.

Responsibilities:

Coordinates all programs of Trinity Lutheran Church that deal with the distribution of financial resources of the church.

Maintain an accurate record of the income and expenses of the church.

Provide a monthly written accounting report to the Council.

Provide an annual written accounting report to the Audit Committee and Financial Officer.

Pay all approved accounts payable in accordance with standard business practices and/or as directed by the Council.

Prepare and coordinate the filing of all required government financial documents.

Prepare and submit the accounting books and supporting documents to the Audit Committee at the end of the fiscal year.

Attends all Council meetings and Executive Team meetings.
Council Job Description:
Church Assistant Treasurer

Elected to serve on the Church Council and Executive Team for a two-year term of office. The second year of service the Assistant Treasurer becomes Treasurer.

Responsibilities:
Work with Treasurer to:

Coordinates all programs of Trinity Lutheran Church that deal with the distribution of financial resources of the church.

Maintain an accurate record of the income and expenses of the church.

Provide a monthly written accounting report to the Council.

Provide an annual written accounting report to the Audit Committee and Financial Officer.

Pay all approved accounts payable in accordance with standard business practices and/or as directed by the Council.

Prepare and coordinate the filing of all required government financial documents.

Prepare and submit the accounting books and supporting documents to the Audit Committee at the end of the fiscal year.

Serve as treasurer for the Community School Board.

Attends all Council meetings and Executive Team meetings.
Council Job Description:
Financial Officer

Elected to serve on the Church Council and Executive Team for a two-year term of office.

Responsibilities:

Recommend financial policy and coordinate all programs of Trinity Lutheran Church which deal with church income.

Provide an annual fiscal report to the congregation including Stewardship, Treasurer, and Audit Committee reports.

Coordinate the development of an annual spending proposal/budget and timely disbursements for budgeted items.

Recruit and work with members of the necessary financial task forces.

Attends all Council meetings and Executive Team meetings.

Task Forces:

Stewardship – Develops and administers programs which will help the congregation grow in their financial support of the church.

Gifts and Memorials – Develops and administers programs which will match the donation of gifts and memorials to the needs and growth plans of the church.

Finance – Develops and administers programs that will manage the income of the church. Establishes guidelines for the handling of collections by ushers, counting by tellers, and the reporting income by the Financial Secretary.
Council Job Description:
Human Resources Operation Team

Provide support to all salaried and professional staff of church. Encourage members to be generous with their gifts of time and talent.

Team Responsibilities:

Establish objectives for Trinity’s Human Resources programs.

Chairperson and Vice Chairperson

Both are members of council – represent HROT at council meeting.

Voted in on alternate years (Vice Chair 1st year elected, assumes chair 2nd year of term).

Attends and presides over monthly HROT meetings.

Recruit members for HROT and task forces.

Support all task forces in carrying out designated goals and duties.

Work with task forces to prepare annual budget proposal.

Team Task Forces:


Volunteer Task Force – On an ongoing basis help members to discover how their particular gifts (time and talent) are useful to the church and its ministries. Specific activities include: satisfying needs of specific ministries, time and talent sheets, new member involvement, training support.
Council Job Description:
Facilities Operations Team

Provide, maintain and manage adequate facilities for Trinity Lutheran Church.

Team Responsibilities:

Establish objectives for Trinity’s facilities programs.

Provides input to the Administrator with regard to the sexton’s goals and evaluation.

Chairperson and Vice Chairperson:

Both are members of Council – represent Facilities Team at council meetings.

Voted in on alternate years (Vice Chair 1st year elected – assumes chair 2nd year of term).

Attends and presides over monthly facilities Mission meetings.

Recruit members for Facilities Mission Team and task forces.

Support all task forces in carrying out designated goals and duties.

Work with task forces to prepare annual budget proposal.

Team Task Forces:
Building (Exterior and/or Interior): Maintain the structure of all church buildings including windows, carpet, doors, locks, etc.

Plumbing/Electrical HVAC: Maintain good working order of this equipment (includes lighting).

Grounds: Maintain lawn, parking lot, trees, shrubs and pine islands. Review any proposed changes to church grounds.

Equipment Maintenance: Maintain all large equipment of church which includes but is not limited to computers, refrigerators, copiers, etc.
Council Job Description:  
Learning Mission Team

The Learning Mission Team will seek to provide a comprehensive Christian learning program.

Responsibilities:

Establish objectives for Trinity’s learning programs.

Chairperson and Vice Chairperson Responsibilities:

Both are members of Council – represent Learning Team at Council meetings.

Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term).

Attends and presides over monthly Learning Mission meetings.

Work with task forces to prepare annual budget proposal.

Recruit members for Learning Mission Team and task forces.

Support all task forces in carrying out designated goals and duties.

Task Forces:

Church Sunday School: Provide a Christian educational program for ages 3 to 18. Recruit, equip, and support leaders and teachers for this ministry. Lutheran curriculum will be used in classes.

Vacation Bible School: Provide a summer Christian education program from Preschool through sixth grade. Recruit, equip, and support leaders, teachers and other volunteers for this ministry. Lutheran curriculum will be used in classes.

Preschool: Supervise the preschool program. Provide support for the director and staff. Prepare the budget and attend to other fiscal matters as needed.

Confirmation: Provide support for the 6th, 7th, and 8th grade Confirmation program. Choose curriculum under the direction of the pastor(s). Provide support for Confirmation Day activities including service and reception.

Adult Education: Provide learning opportunities for all people over the age of 18. Recruit, equip, and support leadership for these programs. Select curriculum and schedule classes.

Library: Provide and maintain a congregational library.
Council Job Description:
Service Mission Team

Service Mission Team will seek to motivate members to express their faith in acts of faith and charity.

Team Responsibilities:

Establish objectives for Trinity’s service programs.

Chairperson and Vice Chairperson Responsibilities:

Both are members of Council and represent Service Mission Team at Council meetings.

Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term).

Attends and presides over monthly Service Mission Team meetings.

Work with task forces to prepare annual budget proposal.

Support all task forces in carrying out designated goals and duties.

Recruit members for Service Mission Team.

Team Task Forces:

Hunger Concerns: Assist members to minister to those who are hungry. Work in conjunction with other agencies that seek to meet the needs of the hungry.

Housing Concerns: Assist members to minister to those who are homeless. Work in conjunction with other agencies that seek to meet the needs of the homeless.

General Concerns: Assist members in responding to those facing unemployment, underemployment, illness, or imprisonment as well as hardships caused by the environment.

Advocacy and Agency Concerns: Assist members to address the need for societal change through advocacy, education and letter campaigns. Serve as a link to those agencies and institutions of the greater Church which seek to promote justice.
Council Job Description:
Support Mission Team

The Support Mission Team will seek to provide gathering opportunities for groups offering mutual support for members and visitors.

Team Responsibilities:

Establish objectives for Support Mission Team.

Serve as a contact point for groups other than church sponsored functions using the facilities of the church.

Provide opportunities for Christian fellowship and caring with the groups listed under team task forces and represent their concerns to Church Council.

Chairperson and Vice Chairperson Responsibilities:

Both are members of Council – represents support team at Council meetings.

Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term).

Attends and presides over monthly Support Mission Team meetings.

Works with task forces to prepare annual budget proposal.

Recruit members for Support Mission Team and task forces.

Support all task forces in carrying out designated goals and duties.

Team Task Forces:

Support Groups: Serves as a contact point for the following groups: athletic teams, small group ministries, Scouts, foster parenting groups, community groups and activities.

Lay Christian Care: Serves as a contact point for Stephen Ministry.

Auxiliary Support: Serves as a contact point for the following groups: WELCA, JUST, Men’s Breakfast.
Council Job Description:  
Stewardship Mission Team

*The Stewardship Mission Team will develop programs to promote and coordinate financial support of the church throughout the year.*

**Team Responsibilities:**

Establish objectives for Trinity’s Stewardship Mission Team

**Chairperson and Vice Chairperson Responsibilities:**

Both are members of Council – represents Stewardship Mission Team at Council meetings.  
Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term).

Attends and presides over monthly Stewardship Team meetings.

Works with task forces to prepare annual budget proposal.

Support all task forces in carrying out designated goals and duties.

Recruits members for Stewardship Mission Team.

**Team Task Forces:**

The Stewardship Mission Team shall have as many task forces as are necessary to carry out its ministry including:

*Stewardship Task Force:* Encourage congregational members to grow in financial support of the ministry of the church. Pledge Drive. Develop programs to promote and coordinate financial support of the church throughout the year. Distribution of envelopes to the congregation.

*Time and Talent Task Force:* Encourage congregation members to grow in application of their time and talent to the ministry of Trinity Lutheran Church. Develop and maintain a means of collecting information on members who volunteer time and talent. Time and Talent information gathered by this task force shall be passed to the Volunteer Coordinator for processing and active use.

*Volunteer Coordinator:* Develop and maintain a data bank of available time and talent. Follow up with volunteers and Mission/Operations Team Chairpersons, Vice Chairpersons, and Task Force Leaders to assure available volunteers are incorporated into the ministry of the church.
Council Job Description:  
Witness Mission Team

*The Witness Mission Team seeks to provide a program that encourages and enables members and visitors to grow through the sharing of their faith through words and actions.*

**Team Responsibilities:**

Establish objectives for Trinity’s Witness Mission Team.

**Chairperson and Vice Chairperson Responsibilities:**

Both are members of Council – represents Witness Mission Team at Council meetings.

Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term).

Attends and presides over monthly Witness Team meetings.

Works with task forces to prepare annual budget proposal.

Support all task forces in carrying out designated goals and duties.

Recruit members for Witness Mission Team.

**Team Task Forces:**

*Visitors/New Members:* Greet visitors – getting names and addresses for follow-up. Contact visitors by phone and mail. New member orientation: Assist with orientation meetings (including childcare and providing simple refreshments), assist with new member breakfasts (anticipate 4 per year).

*Inactives:* Work on Miss You Ministry to reach out to inactive members utilizing telephone, letters and visitation when applicable.

*Special Witness:* Work with other groups beyond Trinity who seek to witness to the Gospel (i.e. Campus Ministry, Global Mission, etc.).

*Communications:* Produce church newsletter, Yellow Page advertising, other advertising. Keep church aware of witness functions and opportunities.
Council Job Description:  
Worship Mission Team

*The Worship Mission Team will develop a program that assists Trinity’s members to express their faith through public worship and private devotions.*

**Team Responsibilities:**

Establish objectives for Trinity’s Music program.

Approve the Music Director’s activity goals in support of these church objectives.

Support the Music Director in carrying out designated goals and duties.

**Chairperson and Vice Chairperson:**

Both are members of Council and represent Worship Mission Team at Council meetings.

Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term).

Evaluate the year-end results of the Music Director and music program in meeting the original goals and objectives.

Attends and presides over monthly Worship Mission Team meetings.

Support all the task forces in carrying out designated goals and duties.

Work with task forces to prepare annual budget proposal.

Recruit members for Worship Mission Team and task forces.

**Team Task Forces:**

*Worship:* Recruit, equip, and support members in their worship leadership roles as assisting ministers, acolytes, ushers, greeters, nursery coordinators, communion assistants, altar guild members, and baptismal coordinators.

*Devotional:* Assist members to deepen their personal discipleship through private devotions, retreats, devotional material, prayer chains, audio and visual materials, etc.

*Music:* Provide for the worshipping community music which enriches our lives. This shall include appropriate hymns, use of choirs, and other special music.

*Special Services:* Work to enhance worship opportunities during key church calendar periods, i.e. Lent, Advent, Thanksgiving, Christmas, Easter. Includes responsibility for Wedding Committee.
Council Job Description:  
Youth Mission Team

Provide a Christian program to help youth and children in their faith through service, study and social services.

Team Responsibilities:

Establish objectives for Youth Mission Team.

Approve the Youth Director’s activity goals in support of these church activities.

Support the Youth Director in carrying out designated goals and duties.

Chairperson and Vice Chairperson Responsibilities:

Both are members of council – represent Youth Mission Team at Council meetings.

Voted in on alternate years (Vice Chair 1st year elected, assumes Chair 2nd year of term.

Evaluate the year-end results of the Youth Director and youth program in meeting the original goals and objectives.

Recruit members for Youth Mission Team and task forces.

Support task forces in carrying out designated duties and responsibilities.

Attends and presides over monthly Youth Mission Team meeting.

Work with task forces to prepare annual budget proposal.

Team Task Forces:

Children’s Ministry: Provide opportunities for children (age 3 – Grade 5) to grow in faith and community through such programs as Zoo Crew.

Youth Ministry: Coordinating activities for middle and high school youth encouraging community involvement and growth in their personal commitments with God.

Parent’s Support: Coordinate programs and activities for families with children and youth. Assist parents in awareness of their responsibilities as Christian caregivers. Communicate interests of parents to the Youth Mission Team.

Special Ministry: Assist youth to use their special gifts. Coordinate activities such as puppetry, youth care, athletics, youth worship services, etc.
Job Description:  
Long Range Planning Team

Committee Members:

Past President of Council and four other Committee Members  
Committee Chairperson chosen from other four Committee Members  
Past President is ineligible for Chairperson position.

Terms of Office:

Two-year staggered term for four Committee Members  
Past President serves one year only.

Responsibilities:

Develop a comprehensive ongoing Long Range Plan with goals for 3, 5, and 10 year time frames including the specific areas outlined below.

Insure that each Church Council is aware of the Long Range Goals as approved by the congregational members. Continually review and fine tune the Long Range Goals as dictated by anticipated needs and/or changes in conditions as related to the members of this Church.

Within the first year of the creation of the Long Range Planning Committee, members would be charged with reporting to the Congregation with a specific Long Range Plan and submitting said plan for approval and implementation.

Specific Areas of Long Range Planning:

Facilities: Review current physical space and utilization of said space.  
Anticipate future needs as related to future programs offered, increased or decreased attendance, projects, etc.

Utilize study of trends to determine future needs as related to facilities, programs, mission opportunities, and staffing.

Missions: Envision future spiritual mission opportunities which will be necessary to meet the needs of the congregation and our community at large.

Human Resources: Considering all present and future needs of the church, project realistic staffing requirements as will be mandated by the needs, size, and desires of this congregation.

The committee should meet at least on a quarterly basis. Roberts Rules of Order should be used.

An annual report to the Congregation, with quarterly updates as needed, detailing the current status of Long Range Planning goals is required.

Accurate minutes of all meetings, documentation detailing approved plans, modifications and status reports of implemented plans is required for historical records of the Church.