

Continuing Resolution 11.01.01.B17
PRESIDENT
Approved by Council March 20, 2017

I. PURPOSE:

Shall lead Advent Lutheran Church Congregation and its Council in carrying out their duties.

II. RESPONSIBLE TO:

Congregational Council and Congregation.

III. RESPONSIBILITIES:

- A. Recruit and coordinate volunteers to fill positions in the council and Ministry Teams
- B. Meet with the pastor as required to coordinate congregational and Council activities.
- C. In conjunction with the vice president, the president shall plan and conduct annual training workshop and planning meeting for Council.
- D. Preside at the regular congregational meetings, special meetings, Executive Committee Meeting and Council Meetings.
- E. Carry out the will of the congregation as ordered by the Constitution, Bylaws, and Resolutions of the congregation.
- F. Prepare an annual report to the congregation at the appropriate congregational meeting.
- G. Appoint members to those committees authorized in Chapter 13 of the Constitution.
- H. Name delegates to conference, district, and other conventions, in consultation with the Congregational Council.
- I. Execute, together with the secretary, letters of Call to pastor(s) on behalf of congregation.
- J. Sign checks on behalf of the congregation in the absence of the church treasurer.
- K. Execute (sign) all legal documents.
- L. Nominate persons to fill vacancies of elected offices including vice president, Congregational Council and committees/task forces, for Council action after coordinating with the Executive Committee.
- M. Prepare agenda for regular and special congregational meetings and Congregational Council meetings in conjunction with Executive Committee.
- N. Review the pastors' and lay staffs' salary annually with the Finance Committee and the Congregational Council, making adjustments within the limits of the budget, and guidelines of the ELCA. Review annual personnel reviews with Personnel Committee.
- O. Receive periodic and/or special reports from Staff Support Committee.
- P. Facilitate communications between council and Ministry Teams. On a random basis, attend Ministry Team meetings to bring the Council's vision & observe the Ministry Team process.

IV. TERM:

Two years. (See C11.02 with option for re-election in accordance with C11.02.)

V. COMMITMENTS:

- A. Executive Committee meeting as needed
- B. One Council meeting a month
- C. Other meetings and tasks as assigned by Congregational Council.
- D. Retreats and planning meetings for leadership

Continuing Resolution 11.01.02.B17
VICE PRESIDENT
Approved by Council March 20, 2017

I. PURPOSE:

Shall assist the president in leading Advent Lutheran Church Congregation and its Council and assume the president's duties in his absence.

II. RESPONSIBLE TO:

President and the Congregational Council.

III. RESPONSIBILITIES:

- A. Serve on Executive Committee
- B. Assume presidential responsibilities during the president's absence.
- C. Plan and conduct in conjunction with the president an annual training workshop and planning meeting for Council.
- D. Assist Ministry Team Leaders in annual goal setting program. Goals must fit with the mission statement of Advent Lutheran Church.
- E. Prepare an annual report in April of each year and submit it not less than three (3) weeks prior to the May Semi-annual Congregational meeting.
- F. Oversee and represent at council one or more Ministry Team(s) as agreed to with the president

IV. TERM:

Two years. (See C11.02 with option for re-election in accordance with C11.02.)

V. COMMITMENT:

- A. Executive Committee meeting as needed
- B. One Council meeting a month
- C. Other meetings and tasks as assigned by Congregational Council.
- D. Retreats and planning meetings for leadership
- E. Attend meetings of assigned Ministry Teams

Continuing Resolution 11.01.03.B17
SECRETARY
Approved by Council March 20, 2017

I. PURPOSE:

Shall keep accurate records of all Advent Lutheran Church Council meetings and congregational meetings.

II. RESPONSIBLE TO:

President and the Congregational Council.

III. RESPONSIBILITIES:

- A. Providing Council and congregation meeting information to the pastors and president.
- B. From Constitution, Bylaws, Chapter 11:
 - 1) record proceedings of the congregation and Congregational Council; distribute copies to members.
 - 2) retain and modify secretarial records to be filed permanently in the church office; keep duplicate personal set of records which shall be turned over to the successor.
- C. Keep attendance records of each Council meeting; advise president of absentees and their reason for absence; notify members having two unexcused absences.
- D. Assist president on agenda items calling attention to matters deferred or referred to committees for further study and recommendations.
- E. Maintain a register of congregational and Congregational Council resolutions and policies; recommend closure when appropriate.
- F. Execute, together with the president, letters of Call to pastor(s) on behalf of congregation.
- G. Execute legal documents, as required.
- H. Notify the Nominating Committee of all offices to be filled 90 days prior to the Annual Meeting where elections are to take place
- I. Serve on Executive Committee.
- J. Plan and conduct in conjunction with the Executive Committee an annual training workshop and planning meeting for Council.
- K. Assure the church office receives an approved copy of all minutes for them to file.

IV. TERM:

Two years. (See C11.02 with option for re-election in accordance with C11.02.)

V. COMMITMENT:

- A. Executive Committee meeting as needed
- B. One Council meeting a month
- C. Other meetings and tasks as assigned by Congregational Council.
- D. Retreats and planning meetings for leadership

Continuing Resolution 11.01.04.B17
TREASURER
Approved by Council March 20, 2017

I. PURPOSE:

Shall hold in safekeeping all money of Advent Lutheran Church, will disburse money as required, will oversee bookkeeping and, in conjunction with the Finance Committee, will design, develop, and implement an accounting system for all monies of Advent Lutheran Church.

II. RESPONSIBLE TO:

President and the Congregational Council.

III. RESPONSIBILITIES:

- A. Ensure that all of Advent's financial commitments are met. Sign checks on behalf of the congregation on a timely (typically weekly) basis. Ensure that an authorized alternate is available to sign checks in Treasurer's absence.
- B. Supervise the financial procedures, records and investment of the congregation.
- C. Render a monthly statement of income and expenses compared to the adopted schedule of expenditures to the Congregational Council.
- D. Ensure all disbursements have been authorized by a Ministry Leader, an officer, an authorized staff member, or a pastor.
- E. Deliver an annual financial report to the congregation. Submit it no less than three weeks prior to the Annual Financial, Congregational meeting.
- F. Recommend written financial policies and procedures for cash management (e.g. annual budgeting, fund accounting, and annual audit to the Congregational Council)
- G. Is a member of the Finance Committee.
- H. Serve on Executive Committee.
- I. In August of each year, assist, review, and plan for approximate costs for the separate ministries for the following year's budget.

IV. TERM:

Two years. (See C11.02 with option for re-election in accordance with C11.02.)

V. COMMITMENT:

- A. Executive Committee meeting as needed
- B. One Council meeting a month
- C. Other meetings and tasks as assigned by Congregational Council
- D. Retreats and planning meetings for leadership

Continuing Resolution 11.01.05.B17
FINANCIAL SECRETARY
Approved by Council March 20, 2017

I. PURPOSE:

Shall design, develop, and implement processes, policies, and a record keeping system for all monies received from various individuals and sources throughout the year.

II. RESPONSIBLE TO:

President and the Congregational Council. Appointed by Congregational Council.

III. RESPONSIBILITIES:

- A. Shall design and implement a procedure and secure persons for counting all offerings received. (A minimum of two persons are required for counting worship offerings.)
- B. Direct counting, depositing, and recording of all contributions, fees collected, gifts, and bequests received.
- C. Reconcile each deposit to contributor's records.
- D. Keep individual giving records confidential.
- E. Monitor cash management policies and procedures; make recommendations for changes to the treasurer.
- F. Is a member of the Finance Committee.
- G. Prepare an annual report and submit it not less than three (3) weeks prior to the Annual Financial Congregational meeting.

IV. TERM:

No term limit, See C12.13..

V. COMMITMENT:

- A. One Council meeting a month, as required.
- B. Other meetings and tasks as assigned by Congregational Council
- C. Retreats and planning meetings for leadership

Continuing Resolution 12.02.01.B17
COUNCIL MEMBER AT-LARGE
Approved by Council, March 20, 2017

- I. PURPOSE (authority):**
Shall serve on the Congregational Council in establishing policy and carrying out the mission of the congregation.
- II. RESPONSIBLE TO:**
The congregation and other members of the Congregational Council.
- III. RESPONSIBLE FOR:**
 - A. Oversee and represent at council one or more Ministry Teams and committees of the congregation, as agreed to with the President
 - B. Attending monthly Council meetings
 - C. Reviewing monthly Council reports prior to the meetings so as to be prepared to discuss action items, policies, etc.
 - D. Periodically attend Ministry Team meetings to ensure open communication for Ministry Teams, standing committees, etc. for which they are responsible.
 - E. Assist Ministry Team Leaders carry out their responsibilities as requested.
 - F. Create/enable a spirit of good will and unity around the vision and mission of the congregation.
 - G. Oversee preparation of annual Ministry Team/committee reports and attend the 2 annual meetings.
- IV. TERM:**
Two years. (See C11.02 with option for re-election in accordance with C11.02.)
- V. COMMITMENT:**
 - A. One Council meeting a month
 - B. Other meetings and tasks
 - C. Retreats and planning meetings for leadership
 - D. Attend meetings of assigned Ministry Teams or committees

Continuing Resolution 12.04.d.B17
**CONTINUING RESOLUTION FOR THE ANNUAL REVIEWS
OF THE PASTORS and STAFF**
Approved by Council, March 20, 2017

In accordance with the Constitution and Bylaws paragraph C12.04 (second sentence) *“The duties of the Congregational Council shall include the following:”* (paragraph d.) *“To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling or employment.”*

The following procedure is established to accomplish this requirement.

1. The Congregational President with the Vice President and the former Congregational President* shall provide an annual written review to each pastor during the month of May or June of each year. All three individuals shall sign the review and the Congregational President shall present the formal written review to the pastor. The review criteria shall be based primarily upon the pastor’s responsibilities as identified by Advent’s Constitution and Bylaws, the pastor’s Letter of Call, and the pastor’s written job description. Areas of strengths and areas of suggested improvement may also be offered. The Chairperson of the Pastors Support Committee may attend the review at the sole option of the pastor. The contents of the written review shall be kept in the utmost of confidence, and a printed copy shall be given to the pastor upon the completion of the review. The pastor is encouraged to respond to the comments and recommendations of the review. The Council shall be informed when the review has been completed.
 2. The pastor(s) shall provide an annual written review to each staff member reporting to her/him and will assure that all other staff members receive a written review from their supervisor during the month of August or September of each year. The review criteria shall be based primarily upon the written job description for that position. Areas of strengths and areas for improvement should be identified. The individual shall be given a copy of the review and the pastor shall retain a copy of the review for personnel files. The Executive Pastor shall inform the Council when all full time staff members have received their written review.
- * If the former President is unavailable, the current President may select another former President as the third person.

Suggested format for a pastor’s annual written review is contained in the Personnel Policy Manual.

Continuing Resolution 13.01.01.B17
EXECUTIVE COMMITTEE
Approved by Council, March 20, 2017

COMMITTEE MEMBERS:

Senior Pastor, Executive Pastor, President, Vice President, Secretary, and Treasurer.

I. PURPOSE (authority):

Shall lead the Congregational Council and congregation in highlighting and carrying out its mission.

II. RESPONSIBLE TO:

Congregational Council.

III. RESPONSIBLE FOR:

1. Review significant items and develop agenda for each Council meeting.
2. Review annual Stewardship program.
3. Develop annual congregational budget for Council's approval based on a recommendation from the Finance Committee and all of the Ministry Team Leaders.
4. Ensure open communication of all Congregational Council Ministry Teams, standing committees, etc.
5. Plan a once-a-year workshop for all key leadership persons and Congregational Council.
6. Oversee master schedule of events for congregational action.
7. Recommend to Council, persons to fill vacancies on Congregational Council, committees, and other leadership positions.
8. Ensure that there is regular long range planning.
9. Assist Ministry Leaders to carry out their responsibilities.
10. Assist President in determining congregational and council meeting agendas.
11. When necessary, between council meetings, take action or approve expenditures as delegated by the council.
12. Authorize expenditure of funds when a Ministry Leader position is vacant or when the Ministry Leader is not currently available which are within budget.
13. Make a recommendation to Council for expenditures which exceed the budget for that category of expense.
14. Oversee and approve preschool budgets and expenditures that fall within the preschool operating income. Recommend to Council whether to provide financial assistance to the preschool if expenses exceed available funds (the combination of savings and income).
15. Ensure that one of the Pastors is responsible for overseeing the safekeeping of all official congregational documents (e.g. – deeds, mortgages, articles of incorporation, constitution and bylaws, tax returns, etc)

IV. TIME COMMITMENT:

- A. Meets monthly or as required
- B. One training workshop for congregational Council once a year
- C. Meet as required to review significant issues prior to presentation to Council

Continuing Resolution 13.01.01.b.B17
**POLICY ON HANDLING AND PROCESSING MONETARY GIFTS, MEMORIAL AND
HONORARIUM CONTRIBUTIONS**
Approved by Council, March 20, 2017

Definitions:

Undesignated Gifts and Memorials: Gifts and memorials given in memory/honor of an individual(s) and not designated for a specific purpose.

Designated Gifts and Memorials: Gifts and memorials given in memory/honor of an individual(s) that are designated for a specific purpose.

Implementation:

Undesignated Gifts and Memorials

Upon receipt of an undesignated memorial or honorarium of any value, or an undesignated gift, the Financial Secretary shall note the amount in the weekly and monthly Funds Report. All undesignated memorials shall be placed in the “Memorial Fund Undesignated” account. Undesignated gifts may be placed in any church account as determined by the Council.

In All Cases

The Financial Secretary shall inform the Administrative Assistant, as designated by the Executive Pastor, of all gifts, identifying the amount, the name of the donor, their address if given by a nonmember, and the name of the person memorialized/ honored if the gift was given as a memorial or honorarium. Normally, the Pastor will acknowledge all special gifts to the donor and appropriate parties. The Financial Secretary shall post the amount of the gift to the financial record of the donor if the gift was given by a member of Advent. Any non-member gift of \$250 or more shall be posted to a 900 envelope number and acknowledged at the end of the calendar year by the Financial Secretary through a giving statement.

Continuing Resolution 13.04.B17
PASTOR'S SUPPORT COMMITTEES
Approved by Council April 10, 2017

Each Pastor will have a pastor's support committee. A pastor's committee, consisting of at least 3 members of the congregation, is selected and recruited by the pastor with the advice of the current members of the support committee.

Term of the appointment is typically 4 years. It is preferable that no member of the committee should be on the Congregational Council or another pastor's support committee.

The committee should meet quarterly or as the committee or pastor requests.

The committee's function will be to serve as a listening, nurturing and strengthening resource for the pastor. The committee would also bring to the pastor its concerns from congregational members (though members bringing concerns will be encouraged to go to the pastor directly); as well as their own concerns and joys, along with supportive comments on behalf of congregational members. Committee members can expect to be a sounding board for new ideas, hopes, dreams and even frustrations. Committee members will seek to know the pastor on a more personal level, seeking to build trust and confidence. Confidentiality, understanding, non-judgmental, openness and prayer will be the guidelines for the relationships within this committee. The intimate thoughts, concerns, and exchanges shared within the framework of this committee shall remain confidential, with the understanding that sometimes problems may need to be brought to the attention of the Congregational President for assistance.

No minutes are taken of meetings, and no reports, except for the information that the committee has met, will be given.

CONTINUING RESOLUTION 13.05.B17

HUMAN RESOURCE COMMITTEE

Continuing Resolution approved by Council, April 10, 2017

The Human Resource Committee shall be comprised of at least 3 congregational members. The chairperson will be selected by the committee.

The Personnel Committee Human Resource Committee, working closely with the Executive Pastor and the Executive Committee shall:

1. Study and advise the Congregational Council regarding staffing of various positions of employment by Advent Lutheran Church. All reports and recommendations will be made to the Executive Committee for their consideration, and possible referral to the Congregational Council. Attention is to be given to actual needs of the congregation with specific considerations as to the financial impact of such recommendations.
2. Examine current staffing levels and functions and the duties performed by each employee as related to their Job Description to those actually performed. Any proposed changes to the current Job Descriptions shall be directed to the responsible manager, and copied to the Executive Committee.
3. Annually review the compensation of each staff position in the August-October time frame and make any recommendations for contract or salary changes to the Finance Committee for the new year. Synod & local guidelines should be considered.
4. Develop Review the written performance evaluation criteria developed by each manager on which their staff employee will be evaluated.
5. Advertise, screen, and interview applicants for employment position in partnership with the responsible manager, if so delegated by the Executive Pastor.
6. Develop personnel policies as needed and review same on an annual basis.
7. Document and investigate all claims and/or allegations of workplace issues. Submit findings and recommendation to the Executive Committee for their action.
8. The chairperson of the Human Resource Committee is invited to attend the Congregational Council meetings as a non-voting member.

CONTINUING RESOLUTION 13.06.C18
STAFF SUPPORT COMMITTEE
Approved by Council February 19, 2018

The Staff Support Committee shall be comprised of at least 3 congregational members. Committee members will be appointed by the Executive Pastor with the consent of the staff. The chairperson will be selected by the committee

The committee should meet quarterly or as the committee or staff requests.

The committee's function will be to serve as a listening, nurturing and strengthening resource for the staff. The committee would also bring to the staff its concerns from congregational members (though members bringing concerns will be encouraged to go to the staff directly); as well as their own concerns and joys, along with supportive comments on behalf of congregational members. Committee members can expect to be a sounding board for new ideas hopes, dreams and even frustrations. Committee members will seek to know the staff on a more personal level, seeking to build trust and confidence. Confidentiality, understanding, non-judgmental, openness and prayer will be the guidelines for the relationships within this committee. The intimate thoughts, concerns, and exchanges shared within the framework of this committee shall remain confidential, with the understanding that sometimes problems may need to be brought to the attention of the Congregational President or Pastor for assistance.

No minutes are taken of meetings, and no reports, except for the information that the committee has met, will be given.

CONTINUING RESOLUTION 13.03.C17
AUDIT COMMITTEE
Approved by Council, March 20, 2017

I. PURPOSE:

The Audit Committee is appointed by Council and is composed of three to six members of the congregation. To maintain continuity, each member is appointed for a term of 3 years in successive years. Audit Committee members shall not be members of Council.

II. RESPONSIBILITIES:

- A. Examine records and financial statements for all congregational accounts, including:
 - a. General Operating
 - b. Men's and Women's Groups
 - c. Preschools
 - d. Others as created or identified by the council
- B. Use applicable procedures published by the ELCA Office of the Treasurer: Risk Management for conducting a financial compliance review/audit.
- C. Review and evaluate all insurance policies for adequacy of coverage.
- D. Evaluate record keeping and safeguarding of securities and investments held by any of the above accounts.
- E. Interface with the Finance Committee as stated in Continuing Resolution C13.07.02.A05 to:
 - a. Access records maintained by the treasurer and financial secretary.
 - b. Discuss any recommended improvements.
- F. Submit a signed audit report to the Council president or vice president after the audit has been completed to document audit opinions and any recommendations.
- G. Perform special audits of specific areas or accounts during the year as requested by Council.
- H. Review and evaluate the Operations & Procedures Manual and make recommendations for changes or updates. (CR18.01.A05)

- I. When an external audit is required by the council or congregation, the audit committee will select an audit firm and manage the auditors.

Continuing Resolution 13.08.02.C17

FINANCE COMMITTEE

Continuing Resolution approved by Council, March 20, 2017

The Finance Committee shall consist of The Treasurer, the Financial Secretary, and a minimum of 2 and maximum of 4 other members of the congregation appointed by the Council. Term will be for one year with no term limits. The committee members will select the chairperson.

Duties and Responsibilities:

1. Develop annual budget in time for Council approval and Council's recommendation to the congregation for the regular meeting in December, Bylaw C10.01.02.
 - a. Request each Ministry Team and committee to submit their requirements with rationale. It is important that this be done by each group and not by the Finance Committee.
 - b. Coordinate with Stewardship as they develop the annual financial stewardship program.
 - c. Review and recommend to the Executive Committee for their consideration any substantial changes to or required expenditures not included in the budget.
2. Ensure prompt payment of all obligations locally as well as Synodical benevolence.
3. Ensure records are properly maintained and reconcile any differences. If they cannot be reconciled, report same to Council.
4. Develop procedures for the proper handling, acknowledgment and accountability of all monetary special gifts, funds (i.e., building fund), memorials, etc. Report same to Council and annually to the congregation.
5. Develop an investment policy for operating cash and reserves and seek Council approval.
7. Responsible to assure proper record keeping, reporting and safekeeping of all securities.
8. With the advice of the Financial Secretary, the Treasurer, and the Bookkeeper, oversee and modify as required the accounting system used by Advent Lutheran Church.

Continuing Resolution 13.09.B17
FAITH FORMATION MINISTRY TEAM
Approved by Council October 2017

I. PURPOSE:

This Ministry Team, in conjunction with the Youth Director and Director of Family Ministry (DFM) shall coordinate and offer learning opportunities for members of Advent Lutheran Church of all ages to nurture their faith in Christ.

I. RESPONSIBLE TO:

Congregation Council and works with Youth Director and Director of Family Ministry

II. RESPONSIBILITIES:

- A. Recruits members for a Faith Formation Ministry Team. Within the Ministry Team, helps manage necessary committees. Coordinate events with the church calendar and appropriate Ministry Team Leaders.
- B. Works with the DFM on the design, development and implementation of a comprehensive faith formation program for ages 2 ½ through adult such as Vacation Bible School, Confirmation, Library, Bible studies, Small Groups, and/or topic studies.
- C. Assists in recruiting and supporting teachers for the entire educational ministry.
- D. Assists the DFM in developing annual goals which are realistic, specific, measurable and worthwhile.
- F. In August, reviews and plans for approximate costs for the following year. Submits projected costs to the Finance Committee. Maintains accurate records to pass on to the successors.
- G. Prepares an annual report, submits it three weeks prior to the Semi-Annual Congregational meeting in May.
- H. Maintain good communications with Council and provide it with a monthly report.

III. COMMITMENT:

- A. Ministry Team meetings as needed.
- B. Submission of Advocate and Council reports as necessary.
- C. Other tasks as assigned by Congregation Council
- D. Attend retreats and planning meetings for leadership

Continuing Resolution 13.09.B18
CHRISTIAN SERVICE MINISTRY TEAM
Approved by Council, February 19, 2018

I. PURPOSE:

Shall provide a caring, compassionate ministry to both Advent Lutheran Church members and non-members locally, nationally, and globally.

II. RESPONSIBLE TO:

Congregational Council.

III. RESPONSIBILITIES:

- A. Form a Christian Service Ministry Team. Set up necessary committees and prepare guidelines. Coordinate events with the church calendar and appropriate Ministry Team Leaders.
- B. Collect and distribute items for the needy locally.
- C. Coordinate and implement the drive for ELCA's Lutheran World Relief, Florida-Bahamas Synod's Lutheran Ministries of Florida and local Ministries.
- D. Evaluate ELCA's serving program, no less than annually and expand the program as needed.
- E. Develop several goals each year which are realistic, specific, measurable, and worthwhile.
- F. Be aware of local, synodical and national events which relate to the serving ministry and promote these events to the membership, e.g. Disaster Relief.
- G. In September of each year, review and plan for approximate costs for the Christian Service Ministry Team for the following year. Submit projected budget to the Executive Committee when requested.
- H. Manage Christian Service Ministry Team budget for the year. Maintain accurate records (activities, functions, and tasks). Prepare an annual report no less than three (3) weeks prior to the Annual Congregational meeting.
- I. Maintain good communications with Council and provide it with a monthly report.

IV. TERM:

One year with option to serve again at the end of each; no term limit.

V. COMMITMENT:

- A. Ministry Team meetings as needed.
- B. Submission of Advocate and Council reports as necessary.
- C. Other tasks as assigned by Congregational Council.
- D. Attend retreats and planning meetings for leadership.

Continuing Resolution 13.09.E18
EVANGELISM MINISTRY TEAM
Continuing Resolution approved by Council, February 19, 2018

I. PURPOSE:

Shall plan and lead the evangelical outreach of Advent Lutheran Church.

II. RESPONSIBLE TO:

Congregational Council.

III. RESPONSIBILITIES:

- A. The Ministry Team Leader shall form an Evangelism - Ministry Team. Set up necessary committees and prepare guidelines. Coordinate events with church calendar, the appropriate ministry, Ministry Team Leaders, and the church staff.
- B. Establish a response program for all newcomers to our congregation.
- C. Establish programs to integrate new members into the life of the congregation.
- D. Recruit and welcome visitors.
- E. Publicize our congregation's services and events to the media and provide a monthly newsletter to the membership (Advent Advocate).
- F. Evaluate Advent's evangelism program, no less than annually and expand the program as needed.
- G. Develop several goals each year that are realistic, specific, measurable, and worthwhile.
- H. Be aware of local, synodical and national events that relate to the evangelism and proclaiming ministry and promote these events to the membership.
- I. In September of each year, review and plan for approximate costs for the evangelism Ministry Team for the following year. Submit projected budget to the Executive Committee when requested.
- J. Manage the Evangelism Ministry Team budget for the financial year and also maintain accurate records (activities, functions, and tasks) to pass on to your successor. Prepare an annual report and submit it no less than three (3) weeks prior to the Semi-Annual Congregational meeting.
- K. Maintain good communications with Council and provide it with a monthly report.

IV. TERM:

One year with option to serve again at the end of each year, no term limit.

V. COMMITMENT:

- A. Ministry Team meetings as needed.
- B. Submission of Advocate and Council reports as necessary.
- C. Other tasks as assigned by Congregational Council
- D. Attend retreats and planning meetings for leadership.

Continuing Resolution 13.09.F18
FELLOWSHIP MINISTRY TEAM
Continuing Resolution approved by Council, February 19, 2018

I. PURPOSE:

Shall oversee fellowship programs, activities and events to meet the needs of Advent Lutheran Church.

II. RESPONSIBLE TO:

Congregational Council.

III. RESPONSIBILITIES:

- A. The Ministry Leader will form a Fellowship - Ministry Team. Coordinate events with the church calendar and the appropriate Ministry Team Leaders. (e.g., Church Picnic, Rally Day, Oktoberfest, Silent Auction)
- B. Schedule Coffee hour fellowship for each worship service and ensure supplies are on hand.
- C. Coordinate fellowship events with church calendar and the appropriate Ministry Team Leaders in conjunction with the ministries of Advent Lutheran Church (e.g. Church Picnic, Rally Day, International Dinner, Christmas Party).
- D. Assist staff in promoting Small Groups (e.g. Men's Group, Bible Study, Women's Circles, other small groups that meet in homes or at the church)
- E. Develop several goals each year which are realistic, specific, measurable, and worthwhile.
- F. Promote local, synodical, and national events which relate to the Fellowship Ministry Team and promote these events to the membership (e.g. Space Coast Golf Outing, Softball League, Bowling League, WELCA Conventions, etc).
- G. In September of each year, review and plan for approximate costs for the Fellowship Ministry Team for the following year. Submit projected budget/itemized cost estimates to the Executive Committee when requested.
- H. Manage Fellowship Ministry Team budget for the year. Maintain accurate records (activities, functions, and tasks). Prepare an annual report for the Semi-Annual Congregational meeting in May of each year and submit it no less than three (3) weeks prior to the meeting.
- I. Maintain good communications with Council and provide it with a monthly report.

IV. TERM:

One year with option to serve again at the end of the year, no term limit.

V. COMMITMENT:

- A. Ministry Team meetings as necessary.
- B. Submission of Advocate and Council reports as necessary.
- C. Other tasks as assigned by Congregational Council
- D. Attend retreats and planning meetings for leadership.