

St. John's Evangelical Lutheran Church

CONTINUING RESOLUTIONS

INDEX

C08.02.A19 Voting Members

C09.01.A19 Call Committee

C11.01.A19 Executive Committee

C12.05.A19 Endowment Fund

C13.02.A19 Nominating Committee

C13.02.B19 Audit Committee

C13.02.C19 Personnel Committee

C13.03.A19 Ministry Teams

C13.03.C19 Finance Committee

C13.03.D19 Property Committee

C14.01.A19 Columbarium Committee

C14.01.B19 Noah's Ark

CONTINUING RESOLUTIONS

Revised 2019-2020

C08.02.A19 Voting Members

1. A voting member is defined in our Constitution as “a confirmed member who has made a contribution of record and has received Holy Communion during the current or preceding calendar year.
 - a. A contribution of record to St. John’s Lutheran Church is defined as a financial gift given in support of a ministry of the congregation that fits the definition of the IRS as a charitable donation and where there is no direct benefit to the donor. Participation fees and cost reimbursements are not considered a contribution of record.
 - b. For purposes of the constitution requirement for membership, it is assumed that a member has communed when there is a record of attendance at the service.

C9.01.A19 Call Committee

1. As authorized by C13.02, a call committee of seven voting members shall be appointed by the Congregation Council when a pastoral vacancy occurs. The President of the Council will be among these members and chair the call committee. The senior pastor will serve on the committee as an eighth member when an associate pastor is called.
2. The Congregation, its Council and the call committee shall follow the process provided by the Central Southern Illinois Synod.

C11.01.A19 Executive Committee

1. Election:
 - a. As authorized by C13.01, the Congregation Council elects the President, Vice-President, Secretary, and Treasurer through an ecclesiastical vote process at the Council’s first meeting following the election.
 - b. The new officers take office at the close of the annual meeting after the council meeting at which they are elected.
2. New officers-elect will attend meetings of the Executive Committee as part of their orientation prior to taking office.
3. The Executive Committee meets at least once each month to prepare the Congregation Council agenda and discuss and act on any congregation business that must be addressed between Council meetings. General responsibilities of the Executive Committee are to:
 - a. Schedule Council meetings for the year.

- b. Review proposals to be submitted to the Congregation Council and decide when and if the proposals will be considered by the Congregation Council.
- c. Act on behalf of the Congregation Council between meetings on issues that require immediate attention.
- d. Ensure that accurate information is communicated between the Congregation Council and other entities of this congregation.
- e. Appoint special committees and monitor the work.
- f. Promote development of Congregation Council operations and leadership development among its members.
- g. Ensure the development of a strategic plan.

C12.05.A19 Endowment Fund

1. The Endowment Fund Committee shall consist of nine members, including the senior pastor, Council president, Council treasurer, and six other non-Council members of the Congregation appointed by the Congregation Council. Non-Council members shall serve for terms of three years, serving no more than three consecutive terms. The Endowment Fund Committee shall meet at least four times per year. All actions taken by the Endowment Fund Committee must be agreed to by a simple majority of members. In the event of a vacancy on the Endowment Committee, the Council shall appoint a non-Council member to fill the vacancy.

2. General responsibilities of the Endowment Fund Committee Duties are to:
 - a. Accept gifts and bequests in accordance with Fund guidelines established by the Council.
 - b. Recommend an annual distribution allocation in line with the Council guidelines that fulfill the purpose of the Fund and based on the annual maximum distribution amount determined by the Finance Committee of the Congregation Council based on current investment performance.
 - c. Review monthly financial results presented by the Finance Committee and staff based on the work of the professional investment advisor in line with the investment policy guidelines established by the Council.
 - d. Educate the Congregation about the Fund.
 - e. Adopt and implement marketing strategies that promotes giving to the Fund.
 - f. Manage existing “legacy” relationships, and build new “legacy” relationships.
 - g. Oversee gift restriction management.
 - h. Report to the Congregation, at least annually in collaboration with the Finance Committee, the balance of the Fund, and the year’s financial activity in the Fund.

3. Fund Management:
 - a. The Endowment Fund shall consist of total reserve funds that may be invested for the long-term benefit of the Church, and grouped in a common pool known as the Endowment Fund. Funds designated for near-term expenditures shall not be included. It is anticipated that the Endowment Fund shall hold gifts and bequests of the following nature:
 - i. Restricted Funds: Cash gifts or bequests of \$25,000 or more which may be restricted by the donor for a specific purpose.
 - ii. Unrestricted Funds: Cash gifts or bequests that have no specific use restriction.
 - b. The Congregation Council, after consultation with the Endowment Fund Committee, shall have the responsibility to accept or reject all gifts. Gifts that are unwieldy to manage or not in keeping with the Christian mission of the Church will be carefully reviewed and may be declined by the Council.
 - c. Gifts of an enduring nature may be given to the Church directly or as bequests, via such vehicles as wills; charitable remainder trusts; life income agreements; assignment of life insurance, or transfers of cash, stocks, bonds, real estate, and personal property. Real property transferred to the Church generally will be sold promptly and the proceeds placed into the Endowment Fund.
4. Distribution: Annually, the Endowment Committee shall recommend to the Council an annual distribution allocation equal to or less than the maximum distribution amount as determined by the Finance committee. This maximum distribution amount shall not exceed 5% of the value of the total Endowment Fund without regard to the character of such funds as income, principal, dividends, realized or unrealized gains. Council may authorize an amount exceeding this 5% maximum on a rare occasion under extraordinary circumstances, with a majority vote of at least $\frac{3}{4}$ of the total number of council members, following a 14-day notice given to the congregation. Distributions may be used for major projects of St. John's Evangelical Lutheran Church outside of the normal operating budget. There is no obligation to make distributions from the Endowment Fund in any given year.
5. Disposition or Transfer of the Endowment Fund: If St. John's Evangelical Lutheran Church (or any successor church) ceases to exist, then the Endowment Fund shall be distributed to and administered by the Central-Southern Illinois Synod of the Evangelical Lutheran Church in America to further the mission of the ELCA.

C13.02.A19 Nominating Committee

1. The Nominating Committee shall consist of at least three and no more than six, voting members of this congregation, with two-year term. Each year, the President shall appoint one Congregation Council member whose term on the Council ends at the close of that Annual Business Meeting. Members of the Nominating Committee are not eligible for consecutive terms.
2. The Nominating Committee identifies candidates for Congregation Council, and identifies and develops future leaders within the congregation.
3. The Nominating Committee will communicate Congregation Council openings to the congregation 5 months prior to the election and will solicit nominations from the membership of this congregation.
4. Nominations are due to the Nominating Committee no later than 60 days prior to the Annual Congregation Council Election Meeting each calendar year.
5. The Nominating Committee shall review and submit their candidates to the Congregation Council at a Council meeting which occurs prior to the Annual Congregation Council Election Meeting of each calendar year.
6. The Nominating Committee shall report to the Congregation Council their recommended slate to be placed on the ballot for election. Additional “nominations from the floor” may be made during the Annual Congregation Council Election Meeting.
7. The Nominating Committee shall provide a “Meet the Candidate” opportunity for congregation members to ask questions and learn more about the candidates prior to the day of the Annual Congregation Council Election Meeting.

C13.02.B19 Audit Committee

1. A committee of three voting members shall be appointed annually by the Congregation Council with no term limit to review the financial records and procedures of the church. Members of the Committee should have experience or education in accounting, finance or auditing, and an understanding of accounting principles and bookkeeping practices.
2. General responsibilities of the Audit Committee are to:

- a. Periodically engage an external accounting firm to perform a review of the financial records of St. John's Lutheran Church and St. John's Endowment Fund through an agreed upon procedures engagement to determine that the financial reports and records provide a complete and accurate accounting of this congregation's funds.
- b. Review the recommendations as presented by the external accounting firm and work with the finance staff to implement the recommendations accepted by the Congregation Council.
- c. Conduct an annual internal review of the accounting and internal control procedures of St. John's finance department; and review the accounts of Noah's Ark Preschool using the most current Guidelines for Congregations of the Evangelical Lutheran Church in America.
- d. Conduct special financial reviews and recommend best financial practices as deemed appropriate and necessary.

C13.02.C19 Personnel Committee

1. The President and the Senior Pastor shall jointly appoint four members to the Personnel Committee for two-year terms. Two or more members shall be appointed each year to replace committee members who have completed their terms or resigned from the committee. A member may be reappointed for three consecutive, two-year terms. Non-ex officio committee members shall hold no other office in the congregation during their term.
2. The President shall chair the Personnel Committee.
3. General Responsibilities of the Personnel Committee are to:
 - a. Provide advice to the Senior Pastor and the Congregation Council on all policies relating to personnel, both pastoral and lay staff.
 - b. Make recommendations to the Congregation Council regarding the personnel portion of the annual budget including salaries and benefits of all pastoral and lay staff.
 - c. Review procedures for recruitment, retention and termination of non-called employees.

C13.03.A19 Ministry Teams

1. To fulfill the mission of the congregation and engage all people, St. John's uses ministry teams and committees to organize and facilitate ministry activities at St. John's. Ministry teams provide advice, advocacy, and assistance in ministry delivery. Each ministry team is jointly led by a ministry team lay leader and staff member to:
 - a. Align all ministry activities with the current strategic priorities, mission, and values of St. John's,

- b. Evaluate ministry activities annually against the strategic priorities, mission and values of St. John's
 - c. Direct efforts to provide opportunities and invite all congregation members to use their unique gifts and talents to serve God and fulfill the mission of this congregation
 - d. Collaborate with other teams when appropriate on cross-ministry activities, considering how decisions may impact all ministry teams and communicate with each other to avoid conflict.
 - e. Develop goals and action plans on an annual basis, review the ministry budget, and work with church leaders to implement and attain these goals and action plans
2. Each team is tasked to determine the most effective structure, format, and meeting calendar needed to successfully manage and deliver the unique activities of the ministry or program.
3. Each team should:
 - a. Communicate and meet as needed, meeting no less than 2 times per year, to develop the ministry plan, manage the team's work and evaluate activities and programs.
 - b. Report regularly to the Congregation Council by submitting all meeting minutes or as part of the monthly staff lead report submitted the Friday before each monthly Congregation Council meeting.
- 4. Ministry Team Leaders are approved annually by the Congregation Council based on recommendations of the current Ministry Team members and staff lead. Ministry Team Leaders are encouraged to serve more than one term.**
- 5. Removal of a member of a Ministry Team requires a majority vote of the Congregation Council.**
6. Large expenditures and major program changes that go beyond the goals and budget approved for the year will be reviewed and approved by the church's leadership team and submitted to the Congregation Council for approval as required in the Constitution.
7. A current list of Ministry Teams may be found on the St. John's Lutheran Church website.

C13.03.C19 Finance Committee

1. The Finance Committee oversees the financial affairs of the congregation.

2. General responsibilities of the Finance Committee are to:
 - a. Assist the Council in its fiduciary responsibilities to safeguard the financial assets of St. John's Lutheran Church.
 - b. Oversee all funds of the church.
 - c. Oversee all debt obligations, investments and insurance coverage.
 - d. Review the financial statements of Noah's Ark.
 - e. Provide monthly financial statements to the Congregation Council.
 - f. Submit a draft budget annually to the Congregation Council for its action and congregational approval at the Annual Meeting
3. The Congregation Council Treasurer shall chair the Finance Committee.
4. The Congregation Council annually appoints members of the Finance Committee. The committee includes the Congregation Council Treasurer, Executive Director of Business Operations and up to six congregation members at large.

C13.03.D19 Property Committee

1. The Property Committee maintains and protects all congregational property and provides a safe environment for our members and guests to assist the Congregation Council in its fiduciary responsibility to safeguard the capital assets of this congregation.
2. General responsibilities of the Property Committee include:
 - a. Oversight of all building systems
 - b. Assist in the preparation of cleaning and maintenance schedules
 - c. Assist with the management of grounds work
 - d. Review and approve facility use policies, and
 - e. Prepare recommendations for the annual property budget and long-range capital improvement projects.
3. The Congregation Council annually appoints members of the Property Committee. The committee includes up to two members of the Congregation Council, the Director of Facility and Grounds and up to six congregation members at large.

C14.01.A19 Columbarium Board

1. The St. John's Evangelical Lutheran Church Columbarium Association is a separate 501(c)3 non-profit corporation. The corporation bylaws direct the operations of the St. John's columbarium.

2. St. John's Congregation Council must approve changes to the Association Bylaws. The bylaws specify that there shall be seven directors of the association including a president, vice-president, secretary and treasurer.
3. All members of St. John's Evangelical Lutheran Church are members of the Association.

See Columbarium Bylaws for further information and details.

C14.01.B19 Noah's Ark

1. Noah's Ark Preschool is a ministry of St. John's Lutheran Church serving the Bloomington-Normal community in guiding children to learn and grow in a loving Christian community.
2. As a ministry of St. John's Lutheran Church, Noah's Ark Preschool falls under the authority of the Congregation Council and shall adhere to any related church policies. A board, approved by the Congregation Council, has general oversight of the operations.
3. The Noah's Ark Board consists of seven to nine members, with no less than 75% being members of St. John's Lutheran Church. Board members serve three-year staggered terms. The Senior Pastor, or designee, is an ex-officio member of the Board. The Preschool Director is a non-voting member of the board.
4. Actions of the Noah's Ark Board are subject to approval of the Congregation Council. Monthly Noah's Ark board minutes will be included in the Congregation Council monthly packet along with staff and committee reports.
5. The officers of the Noah's Ark Board are elected annually from amongst its members. Duties of the officers are outlined in the Noah's Ark handbook.
6. The Noah's Ark board oversees operations of the preschool, including but not limited to:
 - i. Vision casting and long-term planning;
 - ii. Development of operating policies deemed necessary by the board, including those required by the Department of Children and Family Services, and assure adherence to these policies;
 - iii. Manage and oversee finances for long term financial stability; including but not limited to, developing an annual operating budget, review of monthly financial statements and plan for long-term capital improvements as needed;

- iv. Review annual staff evaluations completed by the Preschool Director and Director recommendations for staff hires/removals.
 - v. Organize and implement fund-raising efforts, and
 - vi. Support special events of the preschool.
- 7. Noah's Ark Executive Committee consists of the officers, along with the Preschool Director. The Noah's Ark Executive Committee has the following responsibilities:
 - a. Recommend new Board members to the Congregation Council for approval.
 - b. Plan the agenda for each meeting of the Noah's Ark Board.
 - c. Act on behalf of the Noah's Ark board between meetings on issues that require immediate action.
- 8. The Director of Noah's Ark Preschool is selected by a search committee consisting of the Senior Pastor, or designee, a representative of the Congregation Council and one member each of the Noah's Ark Board, Noah's Ark Executive Committee and Noah's Ark staff with final approval by the Congregation Council. The Director receives supervision from the Senior Pastor, or designee. An annual evaluation is a collaborative process between the supervisor and Noah's Ark Board President. The Director's compensation is shared by St. John's operating budget and the Noah's Ark preschool budget. The duties of the Director are outlined in the Noah's Ark handbook.

Reviewed and Approved by Congregation Council – June 28, 2021