



CHRIST LUTHERAN CHURCH, ELCA

7809 Woodman Road, Richmond, VA 23228

CONTINUING RESOLUTIONS

**As Approved by the Congregation
September 25, 2016**

CONTINUING RESOLUTIONS

September 25, 2016

Purpose:

The Continuing Resolutions are provided for in the Christ Lutheran Church constitution in order to allow the congregation and council the flexibility to adjust operating rules and guidelines as necessary to account for the changing needs of the church.

Background:

The previous version of the Continuing Resolutions were approved several years ago around the same time changes were being made to the church constitution. Since then, we have had several changes occur within our congregation, the most notable being the adoption of a Vision statement and the on-going efforts to implement programs and ideas consistent with that Vision.

As we worked on Vision initiatives it became apparent that our previous Continuing Resolutions did not adequately provide for an operating structure that reflects the current needs and missions of Christ Lutheran Church.

The attached Continuing Resolutions were recommended by Council and were unanimously approved by the Congregation at a Special Congregational Meeting on September 25, 2016. They become effective immediately and will continue in effect until amended or superseded by new resolutions.

VISION STATEMENT

**Christ Lutheran Church
Richmond, Virginia**

We Reveal God's Love

- Approved at the Congregational Meeting, February 28, 2016

MISSION STATEMENT

**Christ Lutheran Church
Richmond, Virginia**

Brothers and sisters

Graced with the Cross of Jesus Christ

Joyously drawn together by the Good News

Into a ministry of

Seeking, sharing, caring and serving.

- Approved at the Congregational Meeting, April 27, 1997

CONTINUING RESOLUTIONS

(Approved by the Congregation September 25, 2016)

Under the authority of the Constitution of Christ Lutheran Church §C4.04 and §C18.02, the Council hereby recommends replacing the Continuing Resolutions existing as of July 1, 2016 with the following Continuing Resolutions in order to implement the Vision Statement, "We Reveal God's Love" as adopted by the congregation on February 28, 2016:

CR 4: Organizational Structure

In accordance §C4.04 and §C13.07 of the Constitution, in addition to the Congregation Council, the business of the church is to be administered through the following operational ministries:

CR 4:01. Worship and Music, with the advice and consent of the pastor(s), music director and Congregation Council, is responsible for planning the liturgical and musical content of all services conducted at Christ Lutheran Church as well as all other aspects of the church's worship life, including establishing times for worship services.

CR 4:02. Evangelism serves to develop and implement, and helps other ministries to develop and implement, programs to expand Christ Lutheran's presence in the Richmond community and create a welcoming tone and atmosphere for visitors to our worship and other congregational activities. Its' mission is also to encourage and equip

the people of Christ Church to seek out all people to draw them into a relationship with Jesus Christ, as commanded by our Lord who said, “Go, therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit” (Matthew 28:19). Evangelism also cultivates new members and undertakes activities to ensure current members are actively engaged in the worship, faith and service experiences of the church.

CR 4:03. Outreach is responsible for undertaking, implementing and administering initiatives designed to implement our Vision Statement, “We Reveal God’s Love”, into tangible actions and justice ministries that engage, serve and teach our disciples, visitors, local community and the world.

CR 4:04. Stewardship is responsible for undertaking initiatives designed to implement programs that provide those disciples joined with us with year-round stewardship opportunities. In addition to preparing and implementing an annual fund-raising campaign, the team researches and implements other programs that encourage and allow all the opportunity to share their God-given time, talent and treasures for the benefit of the church and the world.

CR 4:05. Family Life is responsible for developing and implementing opportunities specifically for the youth and young families of the church to develop their faith through discipleship, fellowship and service.

CR 4:06. Finance is charged with fulfilling the responsibilities as stated in §C12.05 of the Constitution. Responsibilities include:

- a) developing an annual church budget that is consistent with supporting and developing the vision and faith opportunities for the disciples of Christ Lutheran Church;
- b) working with the Treasurer and the Financial Secretary to ensure the financial well-being of the church by conducting on-going reviews of monthly revenue and expenses and making recommendations to Council for appropriate adjustments as necessary.
- c) reviewing the financial impact of projects and initiatives, especially those expected to require funding over \$10,000. Finance also reviews any ministry expenditures that will exceed the ministry’s budget by \$300 or 10% of their budget, whichever is greater, and makes recommendations to Council regarding these projects.
- d) forming a three-member Audit Committee to conduct an annual audit of the church’s financial books and records as stipulated in §C13.03 of the Constitution.

Audit committee members should have experience in the financial field such as accounting, taxes and financial reporting. Audit committee members typically serve a term of three years, or until a successor is elected.

CR 4:07. Vision's primary mission is to fulfill the responsibility of conducting long-range planning, setting church goals and priorities. Vision is also responsible for evaluating church activities and ministries, both current and proposed, to ensure they are consistent with our vision statement, "We reveal God's love" as well as mission and goals as stated in §C12.04(a) of the Constitution. Vision recommends to Council, for their endorsement and support, those ministries that meet these objectives.

CR 4:08. Property is responsible for maintaining, repairing and improving all aspects of the church facility. This ministry ensures the building is clean and all basic systems are operating properly and are in good repair. The ministry researches and prioritizes improvement projects, including cost estimates, and makes recommendations to the council as to which projects should be funded and scheduled.

CR 4:09. Information Technology (IT) and Communications oversees and addresses Christ Lutheran's computer and software needs as well as manage the church's website. The ministry also explores and recommends ways Christ Lutheran Church can utilize social media and other contemporary communication methods to expand the audience for our messages of seeking, sharing, caring and serving. The ministry is also responsible for providing support for our mission and goals as stated in §C12.04 (b)(c) of our Constitution.

CR 4:10. Faith Formation is responsible for providing to all the opportunity to develop and strengthen their faith, biblical knowledge and life experience through Christian education and Faith formation programs. These may include, but are not limited to, Sunday school, Vacation Bible School, Bible studies and other small group opportunities, adult and youth catechesis, First Communion classes, and synodical programs such as the ACTS curriculum and Power in the Spirit. This committee also assists in providing a comprehensive long-range approach to Christian education and faith formation for all ages and stages in life by acting as the overall coordinating and integrating body regarding all aspects of Christian education and faith formation in and through Christ Lutheran Church.

CR 4:11. Collective ministry administers all the smaller activities conducted at Christ Lutheran that are periodic or *ad hoc* in nature designed to serve a specific purpose or address a specific need. The Collective ministry is also responsible for ensuring non-CLC organizations such as the Apostolic Hispanic Church, YMCA After-School Program and Scout groups abide by established operating agreements.

CR 11: Duties of Congregation Council Officers

In accordance with §C11.01(a) of the Constitution, the duties of the Congregation Officers are established as follows:

CR 11.01. President:

The President serves as the Chief Administrative Officer of the Congregation and the Council. The President is an *ex-officio* member of all ministries, with the exception of the Nominating Committee.

The President is responsible for:

- a) Serving, along with the Pastor, as the primary public face of Christ Lutheran Church to its disciples and the community at large,
- b) Ensuring the business of the church is conducted in accordance with the Constitution of Christ Lutheran Church and the attendant Continuing Resolutions,
- c) Ensuring the church's paid staff positions, other than that of the pastor, are staffed with capable and qualified individuals,
- d) Planning, scheduling and chairing the monthly council meetings. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all council meetings;
- e) Providing guidance to and ensuring that the council liaisons and established church ministries develop plans and programs to successfully implement the church's immediate and long-term objectives,
- f) Serving, with the Senior Pastor and the Vice-President, on the Executive Committee,
- g) Preparing an annual report to the congregation at the end of each calendar year detailing the state of affairs of the church, as well as council activities and accomplishments over the past year,
- h) Performing other duties as directed or designated by the Senior Pastor, or as assigned or directed by the Council, Congregation or the Church Constitution.

CR 11:02. Vice-President:

The Vice-President is responsible for:

- a) Serving, with the Senior Pastor and the President, on the Executive Committee,
- b) Serving as the Chair of the Nominating Committee to recruit new council members,
- c) Facilitate council meetings in the absence of the President,
- d) Serving on the Vision Team and ensuring the continuing development of strategic plans for the church,
- e) Planning and conducting the annual council retreat,
- f) Providing support to the Council President and the pastor(s), and assuming other duties or responsibilities as assigned by them or council.

CR 11:03. Treasurer

The Treasurer is appointed by, and serves at the pleasure of, the council.

The responsibilities of the treasurer include but are not limited to the following:

- a) Serving as financial officer of the congregation
- b) Serves as a member of the finance ministry
- c) Being responsible for payment of all bills, invoices and charges
- d) Performing or overseeing all bookkeeping and financial reporting functions
- e) Preparing the monthly (or quarterly) financial reports for the congregation council
- f) Filing all of the required federal and state tax forms
- g) Monitoring the cash position of the congregation and investing available funds as directed by council
- h) Monitor and administer church insurance policies such as liability, property, health and pension. Advise council on necessary or recommended changes to policies and premiums.
- i) Borrowing funds as directed by the congregation council
- j) Providing the council with any requested financial information

- k) Providing an annual report to the congregation of church income and expenses and the church's cash balances at the close of the calendar year
- l) Assisting in the preparation of the annual budget for the congregation council

CR 11:04. Financial Secretary

The Financial Secretary is appointed by, and serves at the pleasure of, the council. The responsibilities of the Financial Secretary include, but are not limited to, the following:

- a) Record contributions received from Sunday services and accurately credit each member with their contribution;
- b) Record contributions or funds received from other services and accurately credit each donor;
- c) Provide, as required by IRS regulations, written verification to contributors for any single donation in excess of \$250;
- d) Provide weekly and monthly revenue reports to the Pastor, treasurer and council president;
- e) Provide quarterly contribution statements;
- f) Provide annual contribution statements no later than January 31 following the close of the previous calendar year;
- g) Receive and record commitment or pledge cards submitted by disciples;
- h) Provide generic pledge and contribution information (omitting specific names) to the chairs of the stewardship and finance ministries as well as the council president;
- i) Update and maintain the churches finance and contribution system to ensure its accuracy and security;
- j) Provide revenue and income information as necessary and requested for the development of the annual church budget;
- k) Provide an annual summary to the congregation of amounts and sources of contributions
- l) Serve as a member of the finance ministry.**

CR 11:05. Congregation Council Secretary

The Council Secretary is appointed by, and serves at the pleasure of, the council.

The Council Secretary is responsible for:

- a) Attending all council meetings, the annual council retreat and congregation meetings and recording and maintaining an accurate record of the proceedings of those meetings.
- b) Obtaining council approval of the meeting minutes and publishing the approved minutes on the church website within three weeks of each meeting.
- c) Other administrative functions as requested by the Senior Pastor, President or Vice-President.

CR 12.0 Objectives of Congregation Council

In addition to the responsibilities enumerated in Chapter 12 of the Constitution, the Council establishes for itself the following on-going responsibilities and objectives:

- A. Provide the congregation with purposeful, pro-active leadership and accountability;
- B. Provide, implement and support programs consistent with the Vision statement;
- C. Provide opportunities for the congregation to revitalize the Biblical meaning of Stewardship;
- D. Provide opportunities to expand and improve the quality of worship;
- E. Provide opportunities to all persons to enhance and strengthen their faith through a better understanding of the scriptures and Lutheran Confessions;
- F. Provide the congregation with mission and ministry driven budgeting.