



## **CHRIST LUTHERAN CHURCH, ELCA**

7809 Woodman Road, Richmond, VA 23228

### **CONTINUING RESOLUTIONS**

**As Approved by the Congregation**

**September 25, 2016**

with changes

See Record of Changes

*Reformatted January 2018*

**This Page Intentionally Blank**

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

**Contents**

Contents.....	ii
Record of Changes .....	iii
Purpose: .....	1
Background: .....	1
Vision Statement.....	2
Mission Statement .....	2
CR 4: Organizational Structure.....	3
<i>CR 4:01. Worship and Music</i> .....	3
<i>CR 4:02. Evangelism</i> .....	3
<i>CR 4:03. Outreach</i> .....	3
<i>CR 4:04. Stewardship</i> .....	3
<i>CR 4:05. Family Life</i> .....	4
<i>CR 4:06. Finance</i> .....	4
<i>CR 4:07. Vision</i> .....	4
<i>CR4:07 (A) The Long-range Planning Committee (approved February 26, 2017)</i> .....	4
<i>CR 4:08. Property</i> .....	5
<i>CR 4:09. . Information Technology (IT) and Communications</i> .....	5
<i>CR 4:10. Faith Formation</i> .....	5
<i>CR 4:11. Collective</i> .....	5
<i>CR 4.12 Transition Team Ministry (approved December 11, 2017)</i> .....	6
<i>CR 4.13 Memorial Fund Committee (approved January 25, 2018)</i> .....	11
CR 11: Duties of Congregation Council Officers.....	12
<i>CR 11.01. President:</i> .....	12
<i>CR 11:02. Vice-President:</i> .....	12
<i>CR 11:03. Treasurer</i> .....	13
<i>CR 11:04. Financial Secretary</i> .....	13
<i>CR 11:05. Congregation Council Secretary</i> .....	14
CR 12.0 Objectives of Congregation Council .....	14

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

**Record of Changes**

Original issue	Approved by the Congregation on September 25, 2016
CR 4.07 (A)	Approved by the Congregation on February 26, 2017
CR 4:12	Approved by Council December 11, 2017
CR 4:13	Approved by Council January 25, 2018
Reformat	January 17, 2018 with TOC and Record of Changes

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

**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 became effective immediately and supersede any other Continuing Resolutions previously approved by the Congregation or the Congregation Council. These Resolutions will continue in effect until amended or superseded by new resolutions.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING 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

**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**

*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**

*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**

*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**

*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.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

**CR 4:05. Family Life**

*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**

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

developing an annual church budget that is consistent with supporting and developing the vision and faith opportunities for the disciples of Christ Lutheran Church;

- a. 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.
- b. 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.
- c. 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**

*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.

**CR4:07 (A) The Long-range Planning Committee (approved February 26, 2017)**

*The Long-range Planning Committee* is responsible for leading our strategic planning ministry. The responsibilities of this committee include, but are not limited to:

- a. Communicating with the Council, Vision team and the congregation the importance and value of long-range planning and continuously solicit congregation members to participate in the process.
- b. Performing the detailed work of planning under the guidance of Council

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

- c. Providing Council with a minimum of two planning updates during the year to include assessment of progress towards goals, objectives and priorities as well as an assessment of current challenges, threats and opportunities
- d. Providing an annual plan update to be included in the annual report to the congregation to include the elements stated in item (c).

***CR 4:08. Property***

*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***

*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***

*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***

*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.

**CONTINUING RESOLUTIONS**

**CR 4.12 Transition Team Ministry (approved December 11, 2017)**

**TRANSITION TEAM MINISTRY**

**PURPOSE OR MISSION STATEMENT**

The purpose of the Transition Team Ministry is to:

- 1) develop and establish a sense of identity and purpose for the congregation and
- 2) To establish a healthy relationship with the next pastoral leader who will guide the congregation towards ministries consistent with the renewed sense of purpose.
- 3) To prepare, complete, and present the Ministry Site Profile, as stipulated by the Virginia Synod of the ELCA, to Council not later than July 9, 2018.
- 4) Development of a Congregational Profile (Ministry Site Profile) typically includes the following elements:

Provide an opportunity for the congregation to assess its vision, its sense of mission, its goals, its current ministries, its current context for ministry, and its relationship to the whole Church.

Provide the congregational call committee members with basic information and a description of leadership needs which will guide their work.

The profile will assist the synodical bishop in recommending candidate(s) to be considered by the call committee.

Provide a picture of the congregation for the candidates as they consider serving the congregation.

Other responsibilities of the Transition Team include:

- To help congregational members grieve after the loss of their pastor and to gain perspective on the chapter of congregational life that has now ended.
- To gather the feelings and ideas of both members of the congregation and people living in the surrounding community about their church.
- To provide a forum for sharing and focusing hopes and aspirations for the future.
- To help the congregation move from a preoccupation with the past to a state of readiness for a new chapter in its life under the leadership of a new pastor.
- To involve the congregation in accomplishing the developmental tasks of the intentional interim period.

The members of the Transition Team commit to the unique opportunity presented in the transition time. It is a time of high challenge for any congregation, a time for self-assessment, and a time for visioning and recommitment to mission and ministry. The overall goal is to bring the congregation into a state of readiness to move forward under the leadership of a new pastor.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

Finally, the purpose of the Transition Team is to develop the Christ Lutheran Church Ministry Site Profile for submission to and approval by the Congregation Council. The Transition Team shall use the all resources necessary to engage with the congregation membership in a process of prayerful discernment of

- Who we are,
- Our vision for mission, and
- Our leadership needs

Once approved by Council, the Ministry Site Profile will be submitted to the Virginia Synod of the ELCA.

**TYPE OF COMMITTEE / TEAM AND AREA OF THE PROGRAM**

Committees and their members represent people, groups, and interests outside of the group. They are committed to participating vs. promising a result. Teams and their members, on the other hand, are committed to the shared goal of the team, and promise to be accountable for the result being delivered and often implemented.

The Transition Team is in fact a special ministry that will serve to perform all actions required to fulfil its purposes listed above and to develop a Ministry Site Profile for Council approval.

Time is of the essence to complete the Ministry Site Profile document, and because of this, the Transition team should plan to meet as often as necessary to complete this responsibility. The team chair will ensure the church office is advised of meeting times and placed on the church calendar. Minutes of meetings will be kept and provided as part of the monthly status report to Council.

The nature of the work also requires that each team member be pro-active in fulfilling assignments and responsibilities to ensure team meetings are conducted efficiently and with constructive results.

The Transition Team, through its designated representative, shall provide a summary status reports to the Congregation Council at each Council meeting, second Monday of each month.

**MEMBERSHIP**

The Transition Team shall consist of 7 to 9 members inclusive of the interim transition Pastor (Pastor James Kniseley) and 6 to 8 lay members of the Congregation. Members of the Team must meet the Voting Member requirements contained in C8.02.c. of the CLC Constitution.

Lay members shall be chosen by Pastor Kniseley from a list of candidates approved by Congregation Council at the November 13, 2017 council meeting.

Transition Team members or Call Committee members may not be current Congregation Council members. A Transition Team member may subsequently serve on the Call Committee.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

All Transition Team members are entitled to voice and vote on matters coming before the team.

The term of Transition Team members shall be for the duration of the Team's ministry or as otherwise determined by Council.

**CHAIRPERSON**

Pastor James Kniseley shall serve as Transition Team Chairperson until Council has approved the Ministry Site Profile and council determines that all other Team duties and responsibilities have been satisfactorily completed.

The Chairperson shall ensure a schedule of actions and tasks is developed and maintained. He shall also ensure meeting minutes are taken at every Transition Team meeting.

The Chairperson may assign a Vice Chairperson as may be required; defining specific duties and responsibilities delegated to that position.

**ACTIVITIES, DUTIES, AND RESPONSIBILITIES**

The transition team will work with the congregation to focus on five central developmental tasks.

1. ***Coming to terms with history:*** The congregation should be encouraged to remember and share the stories that have been an integral part of the congregation's history. This is to help make sense of how God has been active in our history, through the difficulties of the past. An understanding and respect of the past, such as issues of unresolved conflicts, is an essential component of determining, establishing, and imagining a new future with a new pastor.
2. ***Discovering a new identity:*** The congregation should be asked a variety of questions, such as: Who and what are they becoming as a congregation, and how has our context changed over the years? What gifts (assets) define us; not simply our building or staff, but our changing participants and neighbors? To what extent does the congregation want to reconcile our Lutheran faith with the rapidly changing norms and expectations of contemporary society? We need to watch and listen, not only for what to conserve, but for what might be emerging amid this new identity.
3. ***Managing shifts in leadership:*** Congregations in an interim time often experience shifts in power of leadership depending on the relationships of individuals to the former pastor. This is also a time for considering whether patterns of involvement in the church are healthy or unhealthy, and whether such patterns are beneficial for most of the congregation. The task is to see that leadership develops in positive and creative ways for the good of the whole church.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

4. ***Strengthening our sense of being the church together:*** We are not only a local congregation, but part of a regional, national, and global church. The Team shall determine how closely do we identify with our Virginia Synod and the national church body of the Evangelical Lutheran Church in America? What has been our connection with our ecumenical brothers and sisters? What can we ask of them and offer to them?
5. ***Committing to our new future and a new leadership:*** As the work of the preceding four developmental tasks (coming to terms with our history, discovering a new identity, managing shifts in leadership, and strengthening our sense of being the church together) comes to maturity, the congregation becomes clear about their future, so they can invite an appropriate new pastoral leader to lead them into that new future.

The transition team will also be responsible for the following initiatives:

- Recommend amendments and other updates the current congregational constitution
- Recommend to council actions the team believes to be appropriate or necessary to the successful completion of their charter and responsibilities
- Study the congregation and the surrounding community
- Establish and/or affirm core values
- Develop and/or affirm mission statement
- Affirm vision statement
- Review staffing needs and concerns and update job descriptions
- Review policies and procedures
- Assess the congregation's financial status
- Assess the congregation's stewardship of resources
- Assess the congregation's structural and property issues
- Helpful Documents for the Transition Team:
  - Review of the Congregation's History
  - Review of the Congregation Constitution, Continuing Resolutions, and Policies
  - Development/Review of Core Values, Mission Statement and Vision Statement
  - A Review of Staffing Needs and Resources
  - Intentional Stewardship

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

- Stewardship of Property Inventory
- Review the results of the Spring 2017 Congregation Survey
- Review community demographics data
- Review the Transition Plan and Strategic Plan working documentation

**Delegation of Authority**

The authority of the Transition Team Ministry is delegated by the Congregation Council. The Transition Team shall not delegate this authority outside of the Transition Team.

The Transition Team shall collaborate as necessary with other Christ Lutheran standing Ministry Committees to include but not be limited to Vision, Evangelism, Faith Formation, Stewardship, Finance and Property to execute the activities, duties and responsibilities outlined under this charter. Standing committees retain authority for decision under their charters.

The Transition Team has authority to make decisions and complete the activities, duties and responsibilities assigned herein and to use the standing committees to generate information, recommendations and or documentation under their scope. The Transition Team has authority to perform full and open dialog with the Congregation, the Virginia Synod of the ELCA and, any other resources necessary to enable them to successfully complete their responsibilities within the context of this charter.

A budget of \$1,000 has been established in the Congregation approved 2018 budget to perform their activities, duties and responsibilities. A summary of Transition Team expenditures to budget shall be provided to Council at each council meeting.

**Standard Committee Procedures**

The Transition Team will be formed from the candidate pool approved by the Council at the November 13, 2017 council meeting. The Transition Team Chairperson shall make specific invitations in December 2017 to recruit Team members in accordance with the membership requirements

The first meeting of the Transition Team Ministry shall be on or about January 4, 2018. It is recommended the Transition Team meet at least once every two weeks or more often as necessary, but such subsequent meetings will be scheduled at the discretion of the Transition Team and chairperson.

The Transition Team members should attend and participate in the Healthy Congregations workshop with the Congregation general membership and the Council. The first workshop is planned for on or about January 20, 2018; and other workshops will follow as directed by the Council.

The Transition Team Chairperson, or team designee, shall provide summary reports to the Congregation Council at the regularly scheduled monthly Council meeting. (Usually, the second Monday of the month). A team status update should also be prepared for each monthly newsletter to the Congregation.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

The Transition Team will complete all tasks and submit the completed Ministry Site Survey to Council **not later than July 9, 2018.**

***CR 4.13 Memorial Fund Committee (approved January 25, 2018)***

*Memorial Fund Committee* is charged with the oversight and administration of the Memorial Funds gifted to Christ Lutheran Church. Each member is to be recommended by Finance to council and appointed by a majority vote of Council. Committee members must be voting members of the congregation and may not simultaneously serve as a member of Council. Each member serves at the pleasure of the council.

Responsibilities include:

- a) Designating one committee member as the chair or Administrator of the fund.
- b) Designate one committee member as a representative to the Finance Ministry.
- c) Ensuring families of the deceased are advised in a timely and supportive manner of either general or specific opportunities to make contributions to the Memorial Fund. (Form)
- d) Ensuring memorial gifts are received and properly recorded in the Memorial Fund ledger, to include date of gift, contributor, amount and desired use of gift.
- e) Ensuring memorial gifts are acknowledged in writing within 30 days of receipt.
- f) Process and record requests for, and authorizations for use of, memorial funds when received from Council. (Form)
- g) Ensuring, at least quarterly, the details of the Memorial Fund ledger are in balance with the amount shown by the church treasurer on the Christ Lutheran Balance Sheet.
- h) Provide the Council with a detailed update of the fund status at least on a quarterly basis.
- i) Provide a recap of Memorial Fund activity to be included in the Annual Report of the Church.
- j) Provide Memorial Fund records for review upon request from Council, Finance ministry or church auditor.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

**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.

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

***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;

**CHRIST LUTHERAN CHURCH, ELCA**  
7809 Woodman Road, Richmond, VA 23228

**CONTINUING RESOLUTIONS**

- 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.