

**CONTINUING RESOLUTIONS OF THE
FIRST LUTHERAN CHURCH OF AITKIN
AITKIN, MINNESOTA**



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(Effective August 13, 2013 | Supersedes February 12, 2013)

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CR1 Terms/Definitions

Contribution Any giving and/or sharing of time, talents and/or treasures by an individual, to this Church, including but not limited to its committees and/or ministries.

Contribution of Record All contributions of time, talents or treasures as recorded by the Church Office.

Giving Unit An individual or family possessing an envelope number for the purpose of contributing financially to this Church.

Youth¹ A voting member of a congregation who has not reached the age of 18 at the time of election or appointment for service.

Young Adult² A voting member of a congregation between the ages of 18 and 30 at the time of election or appointment for service.

CR2 Congregation Council Officers (C11.01.a.)

The duties and responsibilities of the President, Vice-president, Secretary, Treasurer, Recording Secretary, and Chief Financial Officer shall include but not be limited to the following:

1. The President shall;

- a. Preside over all meetings of the Congregation Council, the Congregation and the Executive Committee;
- b. Enforce, to the best of his/her ability, the Constitution, Bylaws and Continuing Resolutions of the Congregation;
- c. Be welcomed at all committee/ministry meetings; and
- d. Endeavor to coordinate functions, plans, and activities of the Congregation in all its parts, for the furtherance of the work of Christ's Kingdom.

¹ This definition is for purposes of the constitution, bylaws, and continuing resolutions of this Church.

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2. The Vice-president shall;

- a. Act for and in the stead of the President in absence of the President;
- b. Attend meetings of the Executive Committee when they are called; and
- c. Be available for whatever duties and responsibilities the President shall assign.

3. The Secretary shall;

- a. In the absence of the Recording Secretary, record the minutes of regular and/or specially called meetings of the Congregation Council and submit them for Council approval;
- b. Attend meetings of the Executive Committee when they are called and record the minutes and submit them to the Council for approval;
- c. Perform duties normally pertaining to the office, including the obligation to see that all notices are duly given in accordance with the Constitution or required by law; and
- d. Be available for whatever other duties and responsibilities the President shall assign.

4. The Treasurer shall;

- a. Act as liaison to the Church Accountant;
- b. Act as liaison to the Finance Committee.
- c. Attend meetings of the Executive Committee; and
- d. Be available for whatever other duties or responsibilities the President shall assign.

5. The Recording Secretary shall;

- a. Attend all regular and specially called meetings of the Congregation Council, the Annual and/or Special Meetings of the Congregation and enter the minutes of these meetings in a permanent record book and attest to them with his/her signature; and
- b. Present the official minutes at the next regular meeting for consideration and approval.

6. The Church Accountant shall;

- a. Receive and keep record of all income from contributing members and other sources;
- b. Keep a week-to-week record of the offerings of contributing units of the congregation and, together with the other members of the Finance Committee, develop a schedule and system to accomplish this;
- c. Expedite the safe deposit and keeping of all funds;
- d. Maintain accurate records of disbursements and budgeted and actual expenditures according to proper accounting procedures and, as deemed advisable, suggest for Finance Committee consideration improved methods and systems of keeping financial records;
- e. Remit monthly/regular offerings for missions and church agencies and promptly pay salaries and bills authorized by this congregation or its representatives;
- f. Prepare and sign all checks for payment of all financial commitments for this congregation;
- g. Prepare monthly reports and/or exhibits that will be helpful to the Finance Committee, the Stewardship Committee and the Congregation Council in analyzing the giving performance of the membership;
- h. Make available to all committees/ministries a current record of their accrued disbursements and their budgeted allotment.
- i. Submit books and records for audit annually to the Auditing Committee as provided in C13.03 of the constitution.

CR3 Pastoral Leadership and Church Staff

1. The Pastor shall attend to the Word and Sacrament;
2. The Children, Youth, and Family Minister shall equip and support children, youth, and families in the midst of congregation as they grow in adoring and letting themselves be adored by God;

3. The Office Manager shall oversee and/or perform the functions of the Church office;
4. The Facility Coordinator shall oversee and/or perform the custodial duties of the Church;

CR4 Congregation Committees (C13.01-C13.07)

1. Audit Committee. The Audit Committee as determined by the procedure set forth in C13.03 of this constitution shall;
 - A. Audit all financial records of this congregation and its organizations annually;
 - B. Determine if procedures used are in accordance with good accounting practices and policies of this congregation; and
 - C. Report its findings to the Congregation Council to be included in the Annual Report for the Congregation and be available to address any questions or concerns that might arise at the Annual Meeting.
2. Call Committee. A Call Committee duly elected by the Congregation Council when a pastoral vacancy has occurred, in accordance with the procedure set forth in C13.05 of this constitution shall;
 - A. Diligently go about the task of seeking out and evaluating possible candidates for the vacancy, working with and through the synod;
 - B. Report regularly to the Congregation Council regarding the call process; and
 - C. Make a recommendation to the Congregation Council when it has determined the best candidate to fill the vacancy.
3. Executive Committee. The Executive Committee is commissioned by and responsible to the Congregation Council to function on behalf of the Congregation Council in matters of emergency and in interim periods between regularly scheduled Council meetings. The Executive Committee shall have and exercise the authority of the Congregation Council provided that such authority shall not operate to circumvent the responsibility and authority vested in the Congregation Council by the Constitution, Bylaws or Continuing Resolutions, and any action taken is to be ratified by the Congregation Council at its first subsequent meeting.
 - A. The Executive Committee shall be composed of the President, Vice-President, Secretary, and Treasurer of the Council and attended by the Pastor(s).

- B. The Chair of the Executive Committee shall be the President of the Congregation Council.
 - C. The President, Vice-President, Secretary and Treasurer shall be elected in accordance with procedures set forth in the By-laws of the organization.
 - D. The Executive Committee shall:
 - i. Meet to draw up an agenda for meetings of the full Congregation Council.
 - ii. Make decisions on behalf of the full council as needed which cannot wait for the full council or on matters delegated to the Executive Committee by the Congregation Council.
 - iii. Maintain effective communication with the committees of the organization.
 - iv. Assist the Financial Secretary and the Finance Committee with the annual planning and budget process of the organization.
 - v. Annually review the performance of the Pastor(s) according to the procedures outlined in §8.0 of the Personnel Policy of the organization. (The Pastor, along with the Executive Committee are responsible for the annual performance and compensation review of other staff.)
 - vi. Respond to the call of the Council President or Pastor(s) for emergency meetings to deal with special problems between regular Council meetings.
 - vii. Annually submit objectives as part of the planning and budgeting process.
 - viii. Annually evaluate its work as a committee and the objectives it has committed itself to and report on same to the Congregation Council.
 - ix. Report to the Congregation Council at regular meetings of the Council in a manner determined by the Council.
 - E. Each member shall become a recognized signatory on the organization's checking accounts and be available to co-sign checks as necessary.
4. Finance Committee. The Finance Committee, the Church Accountant, and any other voting members of the congregation desiring to serve on the committee, shall;
- A. Periodically, or at the request of the Congregation Council, meet to review the financial status of the congregation and review the monthly income and disbursements reports prepared by the Church Accountant and prepare a report to the Congregation Council;
 - B. Make recommendations to the Congregation Council regarding the financial status of the congregation;

- C. Review, and recommend to the council for approval, an annual budget for the organization in collaboration with the Executive Committee Director and the Church Accountant.
 - D. Arrange for an annual audit with submission of same to the Council.
 - E. Develop and implement means of recording and reporting on the financial matters of this congregation; and
 - F. Perform any other duties directed by the Congregation Council.
5. Mutual Ministry Committee. The Mutual Ministry Committee as determined by the procedure set forth in C13.04 of this constitution shall;
- A. Fulfill its primary purpose to strengthen the mission of this congregation and the ministry of the staff through listening and clarifying, sharing and communicating, and reviewing and reflecting;
 - B. Report regularly to the Congregation Council and other committees, offering recommendations about pastor(s) salaries, benefits, specific duties, or other matters of concern regarding the mission and ministry of this congregation; and
 - C. Prepare a report for the Annual Meeting regarding the work of the committee.
6. Nominating Committee. The Nominating Committee as determined by the procedure set forth in C13.02 of this constitution shall;
- A. Make an effort to prepare a ballot for the Annual Meeting with at least enough qualified candidates, i.e. voting members of this congregation who are not ineligible because of term restrictions stated in C12.02 of the constitution and who have expressed a willingness to serve if elected, to fill all vacancies on the Congregation Council and other committees or commissions requiring representatives to be elected at the Annual Meeting; and
 - B. Prepare a report of its work for the Annual Report.
7. Personnel Committee. The Personnel Committee, comprised of not more than nine (9) voting members of the congregation desiring to serve on the committee and chaired by one of its members duly elected by the members of the committee, shall;
- A. Develop and provide a job description for each salaried staff position in this church;

- B. Periodically conduct an interview with salaried employees and meet with the employee individually to gain feedback;
 - C. Develop, implement, and periodically review and update a Personnel Policy for this church, seeing to it that the provisions of this policy are adhered to by all concerned. Such policies shall be reviewed and adopted by the Congregation Council;
 - D. Research, negotiate and recommend to the Congregation Council salary/benefit packages for lay employees;
 - E. Be available to staff that are experiencing work or personal difficulties that could affect their work performance or employment. All staff members are welcome to request the assistance of the Personnel Committee for any problem that is work related or a problem left unattended that could become a workplace problem;
 - F. Perform any other duties directed by the Congregation Council.
8. Safety Committee. The Safety Committee, comprised on not more than nine (9) voting members of the congregation and one (1) Staff Member desiring to serve on the committee and chaired by one of its members duly elected by the members of the committee, is commissioned by and responsible to the Congregation Council to develop, implement and administer the Churchwide Workplace Safety Program as follows:
- A. All recommendations relative to the Workplace Safety Program will be submitted to the Congregation Council for approval and inclusion in the program;
 - B. Consult with the various committees/ministries as necessary to establish necessary components of the program;
 - C. Develop and maintain the overall program as necessary relative to regulations and recommendations;
 - D. Implement and administer the overall program, including:
 - i. Seek to educate the committees/ministries/staff regarding the program;
 - ii. Ensure compliance through visual observation and communication
 - iii. Report as necessary to the Council, regarding compliance issues and/or concerns;
 - E. Prepare a report of its work for the Annual Report;
 - F. Perform any other duties directed by the Congregation Council;

9. Strategic Planning Committee. The Strategic Planning Committee, comprised of not more than five (5) voting members of the congregation desiring to serve on the committee and chaired by one of its members duly elected by the members of the committee, is commissioned by and responsible to the Congregation Council to develop and recommend the overall strategic direction for the church, monitor progress, review results as a basis for setting new strategy, and recommend actions to the Executive Committee and, if necessary, to the Congregation Council, shall:
- A. Establish a limited number of church-wide strategic priorities that signal important targets or areas for the organization to focus on.
 - B. Set measurable goals for each priority in order to track progress and assess effectiveness of resource utilization.
 - C. Assist leadership in formulating, advancing and communicating a vision for the future of the Church.
 - D. Provide feedback and counsel to the congregation council and committees/ministries as necessary, with respect to those groups' priorities and goals being aligned with those of the Church.
 - E. Oversee and monitor implementation plans to assure that they are carried out (project management).
 - F. Report to the Congregation Council on recommendations about the plan as well as progress reaching the goals of the plan.
 - G. Work with the Executive and Finance Committees as needed to ensure a rational linkage between strategic priorities and financial planning and budgeting.
 - H. Periodically assess progress on goals and make adjustment as necessary given the circumstances.
 - I. Conduct an annual review of the strategic progress as a basis for setting new strategy.
 - J. In collaboration with the Executive Committee, review, and recommend to the Congregation Council for approval and annually revise, a three-year financial forecast and long-range financial plans based on the forecast.

- K. Review grant proposals when required by funders, and when necessary, recommend action by the council.
- L. Perform any other duties directed by the Congregation Council.

CR5 Congregation Ministries

1. Building and Property Ministries

A. Church Use Ministry

MISSION: To ensure that our facilities are available as a Christian witness for use by appropriate non-profit community groups and organizations, while at the same time working to ensure that our facilities are well maintained and that scheduling conflicts are prevented.

B. Kitchen Use Ministry

MISSION: To provide leadership and direction in the food service needs of the congregation carried out with joy and thanksgiving for the God's gift of food that nourishes and sustains us.

i. A member also attends Community Meal Ministry meetings monthly.

ii. Keepers of the Vineyard

MISSION: All families of First Lutheran Church are assigned to one of twelve groups. Groups take their turn with Sunday morning coffee and providing sweets for funeral and other gatherings.

C. Maria Chapel Ministry

D. Property Ministry

MISSION: To work with the facility coordinator to provide for the care and maintenance of the church facility.

i. Carpentry;

ii. Church Cleaning;

iii. Custodian Coverage;

iv. Lawn Care;

v. Maintenance

vi. Moving;

vii. Painting;

viii. Property;

ix. Sanctuary Flowers;

x. Snow Removal;

- E. Technology Support Ministry
MISSION: To provide technical support to individuals/groups needing to use video projection equipment for their meetings.

- F. Transportation Ministry
Our mission will include transporting Confirmation students and adults to Brainerd Soup Kitchen, retreats, and other events. (The 2013 Van Ministry is working towards developing a transportation ministry with a mission statement, structure and volunteers.)

2. Christian Education Ministries

- A. CYF Ministry
MISSION: To connect all generations to Jesus Christ, and to one another, through faith experiences to grow in God's grace and love.
 - i. Sunday School Ministry
To teach the truths of God's Word so that children will grow in their faith in Christ Jesus; they will continue to grow in knowledge of Him leading them to develop a close love relationship with God which expresses itself through obedience to His commands.

 - ii. Milestone Ministry
MISSION: To connect all generations to Jesus Christ and to one another through faith experiences to grow in God's grace and love.

 - iii. 7th – 12th Grade Youth Ministry

 - iv. Confirmation Ministry
MISSION: To connect all generations to Jesus Christ, and to one another through faith experiences to grow in God grace and love.

 - v. Tiny Tots
MISSION: To share with your preschool age children, the wonderful love that God has revealed in Jesus Christ, to increase your preschooler's ability to work and play in relationships with other children, and to reinforce each child's positive self-image.

 - vi. Puppet Ministry
MISSION: To present puppet shows that teach Bible stories and biblical truths and expand on what the learners are hearing in Sunday School and Church.

 - vii. Camp Support-VLM and other camps

viii. Vacation Bible School

MISSION: To teach the Word of God so that children will come to know Jesus as their personal Savior. They shall grow in knowledge and understanding and adults will be encouraged in ministry and worship; all to the glory of God.

B. Adult Ministries

MISSION: To share a friendship with each other and a desire to seek a deeper understanding of the Bible in order to enrich our faith.

i. Library Ministry

Mission: To provide educational and inspirational material for all ages so that users may learn more about their Christian faith and how other people practice their faith.

ii. Small Group Bible Studies

C. Stewardship Ministry

MISSION: To educate the congregation that stewardship is how we take care of ourselves, family, friends, faith, finances, church and our world.

i. Periodic stewardship talks educating on the importance of giving of time, talents and treasures.

ii. Year-round program with fall faith commitment campaign

3. Outreach & Evangelism Ministries

A. Global Missions & World Hunger Ministry

MISSION: Seek to educate ourselves, the congregation and others about missions and mission opportunities regarding world, national and local hunger awareness, attend to local food shelf needs and food commodity distribution, prepare and serve the weekly community meal and to serve God as we share the love of Jesus with our global neighbors.

i. Community Meal Ministry

B. Graceful Dining Ministry

C. Health Ministry Team

MISSION: To oversee the healing ministries by promoting the well-being of the whole person--body, mind and spirit.

- i. Befrienders Ministry
MISSION: An organized, lay care-giving ministry program of a friend to come alongside through the difficult changes and struggles that almost everyone faces eventually.
 - ii. Dinner at Your Door Ministry
MISSION: Arrange meals for a short time when someone comes home from the hospital, after the birth of a baby, is bedridden, or after a funeral.
 - iii. Note Writing Ministry
MISSION: Notes of greeting to youth at church camp and college students, encouragement to those in special situations, and birthday cards for over 90 year-olds.
 - iv. Parish Nurses
MISSION: Parish nurses take blood pressure, visit people in the hospital and in their homes, focus on prevention work, talk about health situations and provide educational information with a Christian perspective.
 - v. Visit the Ill/Homebound;
- D. Good Grief Co-Ed Support Group
MISSION: A fellowship of Christians providing support for one another during or after the death of a loved one. All who seek fellowship or support are invited to come. You need not commit to any time frame. We have many who come and go as they feel necessary. We are sensitive to the needs of others and our own needs. What is shared within this group stays here.
- E. Home Communion Servers
MISSION: To bring communion to homebound.
- F. Mission Endowment Ministry
MISSION: To communicate with all members regarding end of life planning, whether dealing with health and wellness issues, last rites, separation from life support or financial planning.
- G. Prayer Chains

H. Prayer Shawl Ministry

MISSION: To knit, crochet shawls and lap covers, plus make fleece blankets.

I. Publicity Ministry

MISSION: To promote First Lutheran Church of Aitkin in the congregation and community by the use of advertising and publicity.

J. Radio Ministry

MISSION: To coordinate the sponsorship and radio broadcasts of Sunday services on KKIN Radio.

K. Sign Language Interpreter Ministry

L. WELCA

i. Circles

M. Quilters Ministry

N. Webmasters Ministry

O. Crash Baskets

MISSION: To provide college and technical college students with a box of treats and supplies in their final week of college during final exam week to help them through this difficult time.

4. Worship and Music Ministries

MISSION: To plan worship services for all regular and special days of the church year, including Lenten and Advent services.

A. Altar Guild Ministry

MISSION: To prepare the worship space with the furnishings, appointments, vessels, elements, linens, and paraments used in the liturgy.

B. Decorating Ministry

MISSION: To decorate church for Christmas/holidays.

C. King's Men Ministry

D. Music Ministry

- i. Children/Youth Music
 - ii. Choir
 - iii. Contemporary Musicians
 - iv. Music Instruments
 - v. Pastor Bob's Big Time Band
 - vi. Soloists
 - vii. Song Leader
 - viii. Special Music
- E. Worship Ministry
- MISSION: To plan and offer enriching worship experiences that welcome all, share the good news of God's abundant love and life-giving Word, and provide opportunities for spiritual growth
- i. Children's Sermon
 - ii. Communion Assistant
 - iii. Drama
 - iv. Lector
 - v. Liturgist
 - vi. Technology
 - vii. Usher
 - viii. Worship Assistants
 - a. Adult;
 - b. Youth;
 - ix. Worship Planning Team

- x. Worship Technology
 - a. Computer/Power Point
 - b. Sound Board
 - c. Video Production

F. Nursery Ministry

MISSION: