

**CONTINUING RESOLUTIONS
OF THE
CONGREGATION
OF
ST. MARK LUTHERAN CHURCH
OF
YORKTOWN, VIRGINIA**

Section 1.

**INTRODUCTION
(*C18.01 & C18.02)**

CR01.01 **The purpose of these continuing resolutions is to provide a guide for the Congregation Council to assist them in every day operational management of St. Mark Lutheran Church. The continuing resolutions may expand upon, but shall in no way conflict with any provision of this congregation’s constitution or bylaws.**

Section 2.

**FINANCIAL POLICY STATEMENT AND PROCEDURE
(C12.05)**

CR02.01 **St. Mark Lutheran Church seeks to manage its finances in a fiscally prudent manner in order to carry out its mission and ministry. Control of the financial process and approval of disbursements rests with the Congregation Council.**

CR02.02 **Specific practices as outlined below will be administered by the Finance Committee as approved by the Congregation Council as a whole. The Congregation Council maintains oversight, responsibility and authority.**

CR02.03 **Disbursing Procedure**

a. Budget and Approval Authority

1) The Congregation Council annually establishes the Church Budget. Groups of individual budget items fall under the leadership of specific Council members and Church officers as shown on the attached Financial Organizational Chart. These “approvers” are responsible for their budgets, and may delegate their approval authority BUT NOT THEIR RESPONSIBILITY. Delegation of approval authority must be presented in writing to the Finance Committee Chairman.

- 2) **Expenditures over \$500 must additionally be approved by the Finance Committee Chairman. Unbudgeted expenditures over \$500, but less than \$5,000, must additionally be approved by the Council as a whole. Any unbudgeted expense over \$5,000 must be approved by the congregation as a whole.**
 - 3) **Emergency expenditures may be approved by a special direction of the Congregation President or First Vice President and any one (1) additional Congregation Council member or officer.**
- b. **Invoice Processing – Invoices received by parties other than the approver will be routed to the approver by the Parish Administrator for authorization. Authorization requires the approver’s signature and the specific budget line the item is to be charged against. If the invoice does not describe the expenditure clearly, it should be described by the approver. The authorized invoice should be placed in the Treasurer’s box for payment.**
 - c. **Petty Cash Processing – Petty cash is maintained by the Parish Administrator. This fund is intended primarily to support activities of the Church office. The Parish Administrator submits receipts and a summary sheet detailing all expenses, line items and reasons for expenditures to the Treasurer as necessary for reimbursement.**
 - d. **Cash Advance Processing – Cash advances may be requested from the Treasurer. A check request form should be completed by the approver and placed in the Treasurer’s box. It is important for tax and auditing purposes that receipts for the exact amount and purpose of the expenditure are provided to the Treasurer as soon as possible. Therefore, no advances will be issued for persons who have not returned receipts for previous advances.**
 - e. **Schedule – Items for payment normally are picked up on Sundays (11:00 service). Checks generally are prepared on Sunday or Wednesday. Mailed items are mailed directly; items for members of the Church are mailed or put in that person’s box in the work room.**

Section 3.

FINANCIAL SECRETARY

CR03.01 **The Financial Secretary is appointed by the Congregation Council.**

CR03.02 **The Financial Secretary shall:**

- a. maintain in a confidential manner the pledges, offerings, and any contributions of the members of this congregation,**
- b. be responsible for keeping the Congregation Council apprised of the overall financial position of this congregation through a written monthly report, and**
- c. report to all members on a quarterly basis the status of their tithes and offerings against their pledge.**

Section 4.

DUTIES OF COMMITTEES (C13.07)

CR04.01 **Each committee of this congregation shall formulate a description for its work to be reviewed annually. The Council has the flexibility to appoint any liaison to a committee they deem necessary, but they are not required to do so. Each committee shall submit a written report at the annual congregation meeting. The following represents the committees' duties:**

- a. An Audit Committee completely independent of the Finance Committee shall audit the church books at the end of the calendar year. If a new treasurer is appointed in mid-year, then an audit shall be performed prior to the new treasurer assuming the position.**
- b. The Christian Education Committee shall be responsible for building, fostering, and maintaining a firm faith for all ages in the congregation. Activities should include, but are not limited to, Sunday Church School for all ages, Vacation Church School, Retreats, Bible Studies, Confirmation, First Communion, Inquirers Class and Cradle Roll.**
- c. The Evangelism Committee shall stimulate and lead all members of the congregation in continuous, and from time to time concerted, endeavors to reawaken the spiritually indifferent and to reach others who have not yet heard the Gospel and attract them to join Christ's Church. In as much as possible, they shall carry on the outreach program**

developed by the ELCA. The Evangelism Committee in furthering these responsibilities shall develop and execute programs to respond systematically to guests and develop and provide information to promote the congregation ministry within the local community.

- d. **The purpose of the Endowment Fund is to enhance the mission outreach of the church. Its operation shall remain totally separate from the general operation of the congregation. No portion of income generated by the Endowment Fund shall be used for the annual operating budget of the congregation. Rules pertaining to investments within and distribution of endowment fund assets are specified in attachments to the Endowment and reviewed regularly by the Endowment Fund Committee whose members serve unspecified terms and are appointed by the Congregation Council. The committee shall report quarterly to the Congregation Council.**
- e. **The Executive Committee may be composed of the Congregation Council President, First Vice President, Second Vice President and the Pastor(s). This committee shall have general supervision of the affairs of the congregation between meetings of the Congregation Council. It may form opinions, thoughts and make decisions on items which are immediate but none of the decisions can be in conflict with the congregation, its Constitution or the ELCA.**
- f. **The Finance Committee is responsible for securing input from various groups within the church for the purpose of preparing the annual budget. It will review the treasurer's and financial secretary's reports and notify the Congregation Council about any concerns or recommendations regarding fiscal policy. The committee will arrange for the treasurer's and the financial secretary's records to be audited annually. The committee shall participate in any negotiations for the borrowing of money for the church and shall prepare loan applications and other documents necessary for obtaining loans. The committee shall make decisions where the money assets of the church will be invested or deposited and shall have supervision over the gifts to the Memorial Fund.**
- g. **The Stephen Ministry Committee provides caring ministry through prayer support, visitation as needed [at the discretion of the Pastor(s)], and assistance in meeting needs during a time of crisis or illness. The committee will also assess interest groups and provide various Christian fellowship opportunities.**

- h. The Mutual Ministry Committee shall provide support, guidance, and counsel to the pastor(s). Affirming and strengthening the mission of the congregation and the ministry of the pastor(s) is the primary purpose of the Mutual Ministry Committee. This is done through listening and clarifying, sharing and communicating, and reviewing and reflecting.**
- i. The Nominating Committee shall provide a slate of nominees for the Congregation Council positions to be elected at the annual meeting.**
- j. The Personnel Committee shall be responsible for seeing that the church is well served by its employees, and that this congregation supports those employees. This committee shall recommend to the Congregation Council the employment or termination of employees. This committee shall establish and maintain a written employment policy, oversee all matters concerning the recruitment, role clarification and nurturing of employment. It also shall recommend to the Congregation Council amendments to contracts and job descriptions for the church staff.**
- k. The Property Committee is responsible for the care, protection, repair, and maintenance of church owned/leased buildings and properties. This committee employs and supervises custodians, gardeners, contractors, and volunteers. It develops and updates job descriptions and job outlines related to church maintenance. It supervises the purchase and installation of new equipment to include church owned/leased vehicles. It maintains records of the appraised value and depreciation schedules of church property and equipment. It also maintains building and property contracts, leases, plans, specifications, insurance coverage, and equipment inventories and guarantees. It provides leadership for long range planning for property improvements and new building projects. It submits a monthly report to the Congregation Council identifying completed activities and future work requirements to include budgetary needs.**
- l. The Public Relations Committee acts as the promoter of St. Mark's mission by striving to make the community aware of events of the church. It is responsible for encouraging charitable giving and fund raising efforts. It maintains the Public Relations Bulletin Board highlighting accomplishments of the church and a New Member Bulletin Board with family photographs. It publishes and updates the St. Mark Information Brochure for new and prospective members.**

- m. The Community Outreach Board is responsible for extending Christian compassion and helpfulness to persons of all ages in need of aid. It shall strive to enlist in these efforts as many of the individual members and organizations of this congregation as possible to respond to those in need. This committee shall have the duty to study social conditions, primarily in the local community, but also nationally and internationally, and keep the congregation apprised of their findings.**
- n. The Stewardship of Life Committee is responsible for designing and implementing year-round joyful Christian stewardship. This committee conducts the annual pledge campaign, encourages the participation of all members through their time and talents, plans every-member visitation programs, establishes a culture of gratitude and thanksgiving, and responds to needs in the community, the Synod, the ELCA and worldwide missions.**
- o. The Worship and Music Committee shall work closely with the pastor(s) and church musicians in setting the worship and music programs of the congregation. Areas of concern include, but are not limited to, the following: exploring alternate worship schedules; studying new liturgies; advising and making recommendations to the Congregation Council when changes are necessary or indicated; supervising the care and maintenance of robes used by lay participants; assuring adequate hymnals and other devotional materials are provided and properly cared for; supervising the recruitment and training of acolytes, lectors, ushers and nursery attendants, and providing for the scheduling of participants in these areas; and arranging concerts. Sub-committees of the Worship and Music Committee include the Altar Guild which is responsible for providing those items necessary for a worship service; the Worship Arts Committee which is responsible for the banners, paraments and other adornments; the Children's Chat presenters; and the Communion Assistants.**
- p. The Youth Committee shall plan and direct the activities of the sixth through twelfth graders of the congregation. They shall be responsible for stimulating and retaining the interest in our youth in Christian development through a program of varied activities. The scope of the program shall encompass religious, educational, social and personal development.**

Section 4.

**USE OF FACILITIES
(C18.01 & C18.02)**

**CR04.01 Any service/ritual by an outside group/organization must be approved
in advance by the Congregation Council.**