

Hope Lutheran Church Nanaimo Policies

Our Mission: To live Christ's teachings and share them with others,
to nurture and strengthen spiritual growth to embody Christ in the world.

B – 001 Responsibilities of Council

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1. INTRODUCTION

We get our direction from our church bylaws. **Bylaw 9.**

2. PRINCIPLES

The Congregational Council shall exercise such authority as is delegated to it by the constitution, the bylaws, and the resolutions of the congregation.

3. APPLICATIONS AND PRACTICES

3.1 Leadership responsibilities

Ensure that we stay true to our mission as a Lutheran congregation by:

- Providing vision and setting direction.
- Setting goals to be able to carry the vision forward.
- Ensuring action toward achieving those goals.
- Setting the tone to create a healthy climate.
- Being agents of harmony and unity within the congregation.
- Individual Councilors leading by example through behaviors, active participation in affairs of the congregation, regular attendance, generosity in stewardship [time, talents and treasures], being an ambassador for our congregation.
- Succession - solemn duty of Council to pass on to your successors a congregation that is intact and well positioned for the future.

3.2 Support responsibilities

Ensure that we provide support for Pastor, Staff, the Synod, and fellow council members, and:

- That we are a Source of inspiration and encouragement for all members.
- That we Recognize and Appreciate members of our congregation.
- That we ensure lots of communication in all directions.

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3.3 Management Responsibilities

- Governance of the congregation - serve as the congregation's "Board of Directors" - legal responsibilities under the Constitution and Bylaws and Societies Act, conducting AGM's and other congregational meetings where decisions need to be made, financial management, management of assets [property, equipment, etc.], pastoral calls, when necessary, etc.
- Wise stewardship of resources and money.
- Committee / portfolio structure of Council - to ensure all aspects of church operations are being looked after.
- Support staff - clarity of responsibilities.

3.4 Responsibility As Council Member

- You must make sure you meet the needs of the congregation. The council exists to serve the congregation and every decision you make should be "How will this decision help our congregation?"
- As council, you set policies and implement many of the goals we set. It's also important to understand that you do not act as individuals. We must as the council act as a team. Council members who take council actions without the approval of the full council seriously damage our organization.
- As Council we must ensure that the congregation has adequate finances and prepare an annual budget so that money can be responsibly spent. (The budget is approved at our Annual General Meeting in February of each year.) No council can set policy and make plans without assessing the need for financing. You may be called on to personally contribute your influence and resources to ensure that we have enough money to carry out our policy directives. As a "trustee" of your congregation's money, you are responsible for seeing that it's well spent. This, however, does not mean you must approve every expenditure, but it does mean that you know the money was spent effectively to deliver the kind of programs and services you have authorized. This can be done by financial and performance "audits"-not by personally examining how every penny was spent.
- You must play an active role in supporting your church and congregation. One of the primary responsibilities of council is to support our pastor, staff, and the various ministries but not to micromanage. Your role is to provide the direction in which you want our congregation to go, and you must also provide the necessary resources to get you there. Expect feedback on performance of the congregation and evaluate successes on this performance.
- As Council, you evaluate any hired staff, including pastor. Council must nurture their pastor and provide guidance to any hired staff. You will provide each member of staff with their own written job description and be explicit about what you expect. Let them know what you want and then stand back and let them do their job!

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- Council members should be prepared to support in areas with their consulting skills-when asked. Your personal skills are valuable to your congregation. For example, you may be a computer whiz and your congregation may desperately need a better computer. But remember when you volunteer for non-council work you do so as an individual not as a council member.
- As council, you should make a written plan that outlines the long-term future for the congregation (two to five years).
- Individual council members should attend council meetings and actively participate, including service on Ministries and as officers. How can your council conduct business when members don't show up for meetings? Why don't some council members contribute anything? When you volunteer to serve on council be active! If you can't, you might want to consider your council membership. If you truly want to help the congregation through council, you will know your proper role as a council member and be active in carrying out your responsibilities. (New council members will be apprised of these procedures/practices at their first Council meeting after election/appointment.)

4. REFERENCES