

LCMS

Job Descriptions

Congregation Officer



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Officers

Position: Church Council

Accountable to: (_____)

Note: Please check your congregation's constitution and bylaws.

Primary Duties and Responsibilities

1. The church council shall consist of the president, vice president, recording secretary, treasurer and chairmen of the Board of Elders, Stewardship, Trustees, Missions, Christian Education and School Board. The pastor and principal shall be advisory members of the church council. The president shall serve as chairman of the church council and the vice president as its vice chairman. The recording secretary shall serve as secretary of the church council.
2. The church council shall meet at least eight times per year. The president may call special meetings by notifying each member of the church council of the time and place of such meeting at least 24 hours in advance of the meeting. A majority of members of the church council shall constitute a quorum.
3. The church council shall serve as the board of directors of the corporation. Except to the extent powers and authorities are retained by the voters' assembly, all corporate powers shall be exercised by or under the authority of, and the business and legal affairs of the congregation shall be managed under the direction of, the church council.
4. Disputes concerning functions and authorities of officers, boards and committees shall be decided by the church council.

Church Council Delegations of Authority

1. Except to the extent powers and authorities are retained by the voters' assembly, all corporate powers shall be exercised by or under the authority of, and the business and legal affairs of the congregation shall be managed under the direction of, the church council. These delegations are intended to formalize the delegations of authority of the church council. These delegations shall be filed with the boards and committees as maintained by the recording secretary.
2. Each board is hereby authorized to approve expenses within its areas of responsibility (as maintained in the boards and committees), and the pastor is authorized to approve expenses for the church office within the following guidelines:
 - a. The expense must be within the annual budget. However, the church council retains the authority to suspend this delegation if actual revenues are significantly below the annual budget.
 - b. The expense must be incurred in the normal course of business; this includes, without limitation:
 1. Expense reports
 2. Normal operating supplies and expenses
 3. Pay increases (again within budget)
3. This delegation does not extend to capital purchases in excess of \$5,000.
4. Except for pay increases and capital purchases, the pastor may re-delegate his authority to approve expenses.
5. The day school for positions within its area of responsibility and the pastor for the church office shall

have authority with respect to hiring, terminating, disciplining and promoting non-called employees within the annual budget and in accordance with the Personnel Manual.

6. The Board of Christian Education shall have authority to establish curricula/lessons for Sunday school, vacation Bible school and other educational areas under their responsibility.
7. The Board of Elders shall have the authority to approve reception of new members, and issue peaceful release and transfer of members to sister congregations. The Board of Elders shall also have the authority to arrange for vacancy or temporary pastoral services within the annual budget limits.
8. The Board of Trustees, with the approval of the president, treasurer and pastor, may approve capital expenses within the annual budget in excess of \$5,000 but less than \$25,000. The Board of Trustees, with the approval of the president, treasurer and pastor, may also approve expenses outside of the annual budget in cases of emergency.

Position: President

Accountable to: (_____)

Purpose: To serve as the chief executive of the congregation and exercise general administrative responsibility for the entire organization of the congregation and be responsible for ensuring that all elected or appointed officers, boards and committees function and carry out their duties and responsibilities.

Primary Duties and Responsibilities

1. Preside at all meetings of the voters' assembly and the church council.
2. Be an advisory member of all boards and committees of the congregation.
3. Represent the congregation in matters of business and sign or countersign all legal documents.
4. Meet periodically with the pastor(s) and the vice president to review past progress and plan future efforts and priorities that are needed in the total program of the congregation.
5. Recommend to the voters' assembly, in coordination with the church council, qualified auditors to perform the annual audit of the financial records of the congregation.

Position: Vice-President

Accountable to: (_____)

Purpose: To serve as the second-level executive of the congregation and work with all elected and appointed officers, boards and committees to assist them in carrying out their assigned duties and responsibilities.

Primary Duties and Responsibilities

1. Preside at all meetings of the church council and the voters' assembly at the request of, or in the absence of, the president.
2. Meet periodically with the pastor(s) and president to review past progress and plan future efforts and priorities.
3. Coordinate calendar activities for the coming year.
4. Perform the duties of recording secretary in the individual's absence.
5. Be responsible for employee job descriptions and personnel records and review them annually.

Position: Treasurer

Accountable to: (_____)

Purpose: To oversee the financial affairs of the congregation.

Primary Duties and Responsibilities

1. Be the chief financial officer of the congregation and shall be responsible for the overall financial program of the congregation in accordance with policies approved by the church council and the voters' assembly.
2. Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation.
3. Be the disbursing agent of the congregation. All checks shall be issued under the authority and supervision of the treasurer, who shall be responsible for the establishment of appropriate fiscal controls over congregational funds.
4. Serve as the Controller of the congregation and be responsible for the financial accounting system, the preparation of financial statements and the periodic reporting of them to the congregation, and the establishment or review of all financial accounting procedures. All accounting procedures are subject to the approval of the church council.

Position: Recording Secretary

Accountable to: (_____)

Purpose: To keep accurate minutes of the congregation's meetings and voters' assemblies, or other meeting as needed.

Primary Duties and Responsibilities

1. Keep a permanent record of all minutes of the voters' assembly.
2. Conduct all official correspondence of the voters' assembly.
3. Be custodian of the official seal of the congregation.
4. Be responsible for notifying members of the voters' assembly of the date, time and place of regular and special meetings of the voters' assembly.
5. Maintain the roll of voting members.
6. Periodically report significant actions of the church council to the congregation.
7. Receive all other records, reports and minutes and properly store them in the church archives.

Boards

Position: Board of Elders

Accountable to: (_____)

Purpose: To oversee the spiritual life of the congregation and its individual members.

Primary Duties and Responsibilities

These guidelines are as intended by the congregation's constitution and the bylaws.

1. The Board of Elders shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately.
2. The chairman of the Board of Elders shall preside at all meetings of the Board of Elders.
 - a. The chairman shall appoint a secretary to record the minutes.
 - b. The chairman shall appoint one elder to serve as an advisor on at a minimum, each of the following committees: Worship, Board of Christian Education, Ushers, Social ministry, New Member Ministry, Youth and Health Ministry. Other committee assignments may be made to other ongoing and Ad Hoc committees in the congregation including, but not limited to, Assimilation, Public Relations and Sanctity of Life.
 - c. The chairman will report the recommendations of the Board of Elders to the church council and the voter's assembly.
 - d. The chairman may call special meetings of the Board of Elders.
3. The Board of Elders shall meet once a month, except up to twice per year they may be cancelled with consent of the pastor(s).
4. The Board of Elders shall consist of not less than eight nor more than twelve geographic elders, not including the chairman, such number to be established from time to time by the voter's assembly. While the entire Board of Elders is responsible for the spiritual welfare and activities of the congregation, both individually and corporately, as a matter of convenience each geographic elder is assigned members in a geographic zone and then becomes the elder for these parishioners. Such geographic boundaries may change from time to time but no congregational member will be without an elder assigned. The chairman may act as an elder to new members for a period of time (less than six months) until their assignment/transfer to a geographic elder.

Pending voters assembly approval, up to three "special needs" elders could be added to the Board of Elders by the Board itself. These "special needs" elders would not have geographic zones assigned them, but in every other respect would have full membership on the Board of Elders (one elder = one vote) and full responsibility.
5. The Board of Elders shall serve as special assistants to the pastor(s), supporting them with prayer, helping them with special problems in his ministry; and concerning itself with the spiritual, emotional and physical health and welfare of the pastor(s) and their families. It shall ensure that they are provided with adequate compensation, housing and assistance with their work to guarantee them sufficient free time for personal responsibilities, study and relaxation.
6. The Board of Elders shall help the pastor(s) cultivate a spirit of harmony among the congregation members.

7. The Board of Elders shall be responsible for providing the pastor(s) with adequate pulpit and altar assistance.
8. The Board of Elders shall arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling a pastor. No less than one elder shall be included on any call committee. The chairman can be assigned and count toward this minimum representation.
9. The Board of Elders shall be responsible for the proper conduct of public congregational worship services.
10. The Board of Elders shall make appropriate recommendations to the church council regarding the reception of new members, peaceful release and the transfer of members.
11. The Board of Elders shall on rare occasion need to become involved in the spiritual welfare and activities of the preschool and day school run by the congregation, particularly under such circumstances where a potential exists for the spiritual welfare of the congregation to be harmed in any way. The day school and preschool are considered to be part of the congregation.
12. The Board of Elders shall appoint a worship committee to consist of: a pastor, Minister of Music of the congregation, an elder and a minimum of three baptized members, one of whom shall be appointed as chairman, to make recommendations regarding the public worship services of the congregation. All segments of the congregation should be considered if and when recommended changes are contemplated.
13. The Board of Elders shall appoint a committee on ushering to consist of a head usher and two assistants, plus at least two advisors from past (experienced) serving ushers.
14. The Board of Elders shall appoint a social ministry committee to consist of a chairman and others as "helping hands" in Jesus name to extend to fellow souls in need.
15. The Board of Elders shall appoint a new members committee that shall consist of a chairman and others to assist in the assimilation of new members into the congregation.

Position: Board of Christian Education

Accountable to: (_____)

Purpose: To guide the congregation's ongoing religious education efforts for all members, child and adult, as well as for prospective members.

Primary Duties and Responsibilities

1. Have the authority and responsibility for the growth of the congregation's ongoing religious education activities and make recommendations for improvement.
2. Establish all policies, subject to review of the church council, for all non-day school board educational activities of the congregation.
3. Work with pastors and various committees, especially the new member committee, on assimilation.
4. Provide oversight for the following committees and their ministries:
 - Youth
 - Sunday school
 - Vacation Bible school
 - Adult education and Family ministry
 - Early Childhood ministry
 - Professional church worker recruitment
5. Make regular reports to the voters' assembly and church council with the status of on going programs and recommendations for improvement of the congregation's religious educational activities.
6. Meet at least eight times per year.

Position: Pastor—Board of Missions

Accountable to: (_____)

Purpose: To oversee and give direction to the congregation's evangelism and outreach activities.

Primary Duties and Responsibilities

The Board of Missions may appoint committees, task forces and individuals to plan and implement the various activities for evangelism, new-member assimilation, public relations, and mission projects and emphases.

A. The work of evangelism should include:

1. Strive to generate in the entire congregation a Christian concern regarding lost souls and the Christian's responsibility as a witness-bearer.
2. Encourage members of the congregation to witness to one another as well as to the unsaved.
3. Foster a climate of evangelism by cooperating with the pastor in arranging evangelism emphasis in worship services and special programs.
4. Be responsible for maintaining a well-ordered and up-to-date file of prospective church members.
5. Be responsible for enlisting and training lay visitors to make evangelism calls, and together with the pastor, arrange an ongoing visitation program as an integral part of the congregation's ministry.
6. Cooperate with the pastor in organizing periodic adult instruction classes and strive to provide a nucleus of congregational members to befriend membership prospects.
7. Ensure, in conjunction with the Board of Christian Education, that the Sunday school, vacation Bible school, Christian day school, and other agencies of the congregation are committed to mission outreach as well as to Christian nurture. Prepare a written outline of the outreach program and provide a copy to the recording secretary.
8. Cooperate with the Board of Elders in the reception, orientation and integration of new members.

B. The work of assimilating new members should include:

1. Have an orientation program for all new members.
2. Link a sponsor with all new members for one year.
3. Involve new members in small-group Bible Studies and fellowship groups.
4. Encourage new members in Christian service.

C. The work of Public Relations should include:

1. Be responsible for maximum possible use of the communication media to bring the Gospel of Jesus Christ to the community.
2. Suggest periodically and candidly, in conjunction with the Physical Properties Committee, improvements in the maintenance and appearance of church properties to reflect the congregation's love for the Gospel of Jesus Christ.

D. The work of mission projects, activities and emphasis should include:

1. Select mission projects to present to church council for approval.
2. Prepare publicity concerning projects for monthly newsletter, Sunday worship folder, etc., by deadline.
3. Prepare prayers and/or prayer suggestions for projects, by deadline.
4. Determine mission emphasis as Sundays, mission fairs, etc.
5. Be a catalyst to encourage volunteerism for missions.
6. Encourage mission Bible studies.

Position: Board of Stewardship

Accountable to: (_____)

Purpose: To provide oversight and direction for the congregation's stewardship life and to encourage all members to be fruitful stewards of the Lord's gifts.

Primary Duties and Responsibilities

The Board of Stewardship shall have authority and responsibility for the development of ongoing programs that enlist the time, talents and treasures of the members of the congregation. (Bylaws: Article VII, 9)

(Note: Please check your congregation's constitution and bylaws.)

1. Work with the pastor(s) to develop and implement the necessary programs recommended and approved by the church council and voters as it relates to the time, talents and treasures of all members of the congregation.
2. Initiate and conduct programs of education and training of church members in the Scriptural principles and practices for sharing of time, talents and treasures.
3. Analyze quarterly Christian giving in order to determine trends and assure that adequate monitoring and tracking of contributions is reported and available for all members.
4. Prepare and initiate an annual program to obtain steward commitments from every member of the congregation.

Position: Board of Trustees

Accountable to: (_____)

Purpose: To be responsible for all real and personal property of the congregation.

Primary Duties and Responsibilities

The Board of Trustees has authority and responsibility for all personal and real property of the congregation.

A. Church Property and Equipment

1. Carry out resolutions as instructed by the voters assembly and church council regarding purchases, repairs, replacements or modification of church property and equipment.
2. Keep and review a list of keys issued for access to all church facilities and provide for the issuing of such keys.
3. Provide guidance to the business manager concerning individuals who are authorized to hold keys.
4. Help the business manager retrieve keys from individuals who are no longer authorized to hold them.
5. Maintain a list of "opportunities" to itemize needed repairs and improvements.
6. Advise the Board of Trustees when technical assistance, parts, supplies and employees need maintenance material.
7. Establish priorities for work to be accomplished.
8. Secure needed material and technical skills to help employees.
9. Maintain a computer file of all real and personal property to include the replacement cost, serial numbers, model, and style and type numbers as appropriate.

B. Maintenance and Custodial Personnel

1. Approve the hiring of employees to perform daily custodial services and maintenance and upkeep of congregation real and personal property and equipment.
2. Project budgeted funds for adequate staffing.

C. Service Contracts

1. Negotiate service contracts provided for in the budget or approved by the voters' assembly or church council.
2. Review annually the adequacy and terms of all insurance policies of the congregation and make appropriate purchase recommendations to the church council.

D. Purchasing

1. Control purchasing made by staff members and the business manager.
2. Appoint purchasing agents who are authorized to make purchases within budget or designated fund limitations.
3. Review expenditures with the Business Manager and receive recommendations for future purchases.
4. Negotiate and recommend for approval by the church council or the voters' assembly, all official documents and contracts relative to the properties of the congregation.

E. Miscellaneous

1. Provide for the care and safekeeping of all official documents of the congregation, particularly the Articles of Incorporation, the constitution and bylaws, all insurance policies, all deeds and titles, all legal opinions and legal correspondence, all contracts and all blueprints.
2. Provide a secure, dry storage area for retention of permanent congregation records, financial records

and reports, meeting minutes and similar documents of historical and legal value eligible for archiving.

3. Appoint a Physical Properties Team of persons having needed skills to assist in the maintenance and care of congregation properties. The team chief shall be a member of the Board of Trustees.
4. Appoint a House Rules Task Group to include the pastor and school principal or assistant as advisory members.

F. Physical Properties Team

1. The Physical Properties Team shall make a semi-annual physical inspection of all church properties and recommend to the Board of Trustees needed repairs and improvements.
2. The Physical Properties Team shall insure that on-the-spot repairs are made for safety or preventive maintenance and shall provide for the removal of potential hazards. Provide reports of such activity to the Board of Trustees. Where an emergency exists or a delay could endanger life or health or cause still greater damage, incur such expense as is necessary to render the congregation's premises safe and also to protect congregation property from casualty, liability, theft or undue exposure to the elements.
3. The Physical Properties Team shall enlist work crews and carry out projects approved by the Board of Trustees.

G. The House Rules Task Group

1. The House Rules Task Group shall:
 - a. Provide and maintain, with approval of the Board of Trustees and church council, a set of regulations governing the use of church properties, facilities and equipment.
 - b. Develop a set of priorities, with approval of the Board of Trustees and church council, in granting use of church property, facilities and equipment to various groups and individuals.
 - c. Serve to regulate and coordinate the use of property, facilities and equipment.
2. The decisions of the House Rules Task Group shall be final when clearly governed by approved regulations. In requests of a borderline nature, the House Rules Task Group may ask the Board of Trustees to render a decision.