

HOUSE OF PRAYER  
EVANGELICAL LUTHERAN CHURCH  
CONTINUING RESOLUTIONS

9/18/18

*(Paragraph numbering example: CXX.XX.YZZ:  
CXX.XX=Constitution paragraph, .Y=CR sequence,  
ZZ= year adopted)*

C13.01.A13 Duties of the Executive Committee shall include:

- a. Hiring and termination of all paid staff, except for the Pastor(s).
- b. Work with the Mutual Ministry committee in the evaluation of all staff members, and as otherwise required to support their activities.
- c. Approval of all unresolved personnel issues to be brought before the congregation council;
- d. Develop annual salary recommendations of all staff;
- e. Continual review of the financial status of the congregation to anticipate problems and opportunities to be brought to the congregation council for action;
- f. Deal with any other issue affecting the well being of the congregation.
- g. In consultation with the mutual ministry committee, prepare draft job descriptions for all paid staff for congregation council approval.

C13.02.A13 Duties of the Nominating Committee shall include:

- a. Prepare a slate of nominees for officers, congregation council members and endowment committee members from a wide cross section of the congregation for election at the annual elections congregation meeting. This includes verifying their eligibility and willingness to serve. A preliminary slate of nominees shall be available for congregation council review at its September meeting.
- b. Maintain a continuous slate of nominees to fill any elected seats vacated during the time between regular elections.

C13.03.A16 Duties of the Audit Committee shall include:

- a. Conduct an annual audit of all congregation accounts and prepare a report for the annual business congregation meeting.
- b. Conduct any special audits during the year at the request of the congregation council.

C13.04.A18 A Human Resources (HR) committee shall usually have two members appointed jointly by the Pastor and the council president that ideally have HR/management experience. They shall:

- a. Work with Pastor and staff to set goals and evaluate how those goals have been accomplished or need to be revised including continuing education and Pastor sabbaticals.

- b. Work with Pastor and staff in refining job descriptions.
- c. Make recommendations to the Executive Committee regarding raises and the relaying on any concerns. Pacifica Synod Guidelines should be consulted. If salary levels fall below guidelines, then it becomes difficult for the congregation to afford similarly experienced Pastors or staff in the future.
- d. Use goal setting, evaluations, raises, and the continual revising of job descriptions and expectations to bring out the best in each staff member so that the collective gifts and potential of the whole staff are maximized.
- e. This is not a disciplining committee, nor one that arbitrates between conflicting staff members. A conflictive situation should be addressed by the Elders. If necessary, HH members may be consulted for their expertise.
- f. Maintain confidentiality.

C13.04.B18 A group of Elders shall usually be comprised of two to four members appointed jointly by the Pastor and the council President who are experienced, wise, have a strong faith, and are able to handle delicate situations – ideally unflappable and neutral. They shall:

- a. Serve as a consulting group that works with the Pastor to resolve issues within the congregation, mediate conflict, advise on necessary preventative relational maintenance, and assist in visioning.
- b. Monitor the ‘pulse’ of the congregation and be able to distinguish congregational-wide problems from personal conflicts between individuals.
- c. Restore relationships when concerns arise as a priority. When complaints are received from members, staff or the Pastor, direct communication is encouraged between parties. If this is not possible, the Elders may mediate conversation. They are to encourage open, honest, safe conversation -not triangulation.
  - a. No Pastor, staff member or member of the congregation may use the Elders to work against or unduly influence someone else. The Elders are to remain as neutral as possible and take the larger view that considers the well-being of the Church as a whole.
- d. Refrain from being a disciplining group. Assess a situation, seek the necessary outside expertise, bring people together to restore relationships if possible, help set boundaries when necessary, and make recommendations to the Executive Committee if further action is required.
  - a. Refer to “A Healthy and Biblical Approach to Conflict” from the South Dakota Synod resources on Mutual Ministry.
- e. Maintain confidentiality.

C13.04.C18 A Mutual Ministry shall usually be comprised of two to four people appointed jointly by the Pastor and the council President. They shall:

- a. Encourage all ministries - the ‘mutual’ work of God’s ministry through God’s people. It is not for dealing with complaints or for conflict resolution – that is for the Elders.
- b. Be the sounding board for the Pastor, staff and their families.

- c. Help new members assimilate into the congregation and encouraging their own ministries.
- d. Encouraging all members towards involvement in committees, council and the various ministries.
  - Would be a good consult for the nominating committee.
- e. Lift the good work of individuals and groups to the attention of the congregation.
- e. Maintain confidentiality.

C13.05.A13 Duties of the Call Committee shall include:

- a. Determine, in cooperation with the congregation council, the desired criteria for the selection of a pastor to fill a pastoral vacancy.
- b. Work with synod (reference constitution C 6.03.c), or search for a candidate that will be approved by synod, to prepare a list of qualified candidates and interview the candidates to select a candidate for congregation council to interview.
- c. Work with the congregation council to select a final candidate for recommendation to the congregation.
- d. After the call is accepted, assist the new pastor and family to become settled in the community.

C13.07.A16 There shall be Lay and Social Ministry Committee. Duties of the committee shall include:

- a. Be responsible for the spiritual welfare and related service to the congregation members in accordance with C4.02.d and C\$.03.f of the constitution.
- b. Specific duties may also include but not limited to;
  - \* Sending birthday/anniversary cards to members
  - \* Delivering altar flowers after services to shuty-ins
  - \* Assist pastor in hospital and shut-in visitations
  - \* Provide meals for members temporarily in need
  - \* Provide local transportation for members in need
- \* Enable the congregation to fulfill the function of service as indicated in C4.02.d and C\$.03.f of the constitution

C13.07.B13 There shall be a Worship and Music committee. Duties of the committee shall include:

- a. Be responsible for enabling the congregation to fulfill the function of worship as indicated in C4.02.a and C4.03.a of the constitution.

C13.07.C13 There shall be a Christian Education Committee. Duties of the committee shall include:

- a. To enable the congregation to fulfill the function of learning as indicated in C4.02.b and C4.03.e of the constitution.
- b. The committee is encouraged to make use of the program resources produced or approved by the ELCA, and to seek to introduce the church's periodicals and literature into the homes of the congregation members.

C13.07.D16 There shall be an Evangelism and Parish Fellowship Committee. Duties of the committee shall include:

- a. Enable the congregation to fulfill the function of witness as indicated in C4.02.c and C4.03.e.
- b. Ensure that the Gospel message, HOP mission goals, and programs are Publicized in a consistent and fitting manner.
- c. On a continuing basis, additional duties may include but not be limited to
  - \* Invite friends, neighbors, new acquaintances, etc. to visit HOP.
  - \* Greeting and welcoming visitors at HOP
  - \* Visitor follow-up
  - \* Encouraging members to attend services regularly
- \* Foster social and interpersonal relationships among the membership of the congregation.

C13.07.E16 There shall be a Youth and Continuing Education Committee. Duties of the committee shall include:

- a. Involve HOP youth in the life of the congregation by promoting their participation in special and general programs of worship, learning, witness, service and fellowship.
- b. Develop a Youth Ministry Mission Statement to guide their activities.
- c. -----HOP YOUTH MISSION STATEMENT-----  
 “We gather together to learn about God and to help each other grow in our Christian journey. We are open and inviting to every one and strive to have fun at gathering.  
 We are committed to perform service to our community, to our church family, and to each other.  
 We will always act in a way that is courteous and kind. We will be respectful of all those around us in a way that reflects well on our church and our Christianity.  
 We strive to witness and spread the word of God by bringing our friends, and ensuring they know we are Christians. We witness to each other in discussion and support.  
 Our spirituality is important to us. We study the Bible together to learn. We discuss our faith together to grow. We ask questions so that we can move further along in our journey of faith.”
- d. To enable the congregation to fulfill the function of learning as indicated in C4.02.b and C4.03.e of the constitution .
- e. The committee is encouraged to make use of the program resources produced or approved by the ELCA, and to seek to introduce the church’s periodicals and literature into the homes of the congregation members.

C13.07.G13 There shall be a Stewardship Committee. Duties of the committee shall include:

- a. Initiate programs to develop responsible stewardship of time, talents and money for the support of the congregation and its mission.
- b. Prepare an annual congregation budget.

- c. Monitor progress against the budget throughout the year.
- d. Provide general oversight of the financial affairs of the congregation.

C13.07.H13 There shall be a Property Committee. Duties of the committee shall include:

- a. Provide maintenance and repair of the congregation property.
- b. Provide protection of the congregation property.
- c. Maintain an inventory of all real and personal congregation property.

C13.08.A18 Committees listed in C13.07.A16 through C13.07.H13 are not required to be represented by a chairperson on the council. There shall normally be two at large council members but there may be anywhere from zero to six. As such, a quorum for council meetings shall be a majority of the total number of executive committee members plus at-large members that are seated in office at the time of the meetings.