

Suggested Job Descriptions for
THE ADMINISTRATIVE OFFICERS, THE CHURCH COUNCIL
and the ADMINISTRATIVE BOARDS

Note: This document is a **GUIDE** of suggestions and ideas for the subject job descriptions and is **NOT A BINDING PART** of the Constitution and Bylaws

- I. THE ADMINISTRATIVE OFFICERS should follow the directives of Article VII of the Constitution and Article XIV of the Bylaws.

- II. THE CHURCH COUNCIL should follow the directives of Article VIII of the Constitution and Article II of the Bylaws, and:
 1. serve as the point of liaison between the pastor(s), the officers of the congregation, and the various administrative boards in planning the total work of the parish (coordination).
 2. settle jurisdictional disputes between the several administrative boards.
 3. fill unexpired terms or shortages of personnel by appointment.

The Church Council should normally meet monthly, hopefully eventually achieving the goal of meeting in August, October, January, April and July. Additional meetings may be called by the chairman of the congregation and/or the pastor(s) as required. Any meeting of the Voters' Assembly should be preceded by a called meeting of the Church Council.

- III. ADMINISTRATIVE BOARDS should follow the directives of Article III and Articles V through XIII of the Bylaws.

Organization and meetings of administrative boards:
MULTIPLICATION AND NOMINATIONS

If "Multiplication" is steadily involving more and more members of the congregation in ministry, nominating people for office or leadership in the Church raises the question of who we nominate, what their qualifications should be for office, and how the process of nominating is carried out.

Consider the following description of the selection and functions of a Nominating Committee taken from the Bylaws of an exemplary congregation's Constitution.

At the February meeting of the Voters' Assembly in an election year, the church council shall announce its selection of six (6) qualified voting members who, together with the Pastor, shall serve as the Nominating Committee. At this meeting the voters may submit to the committee the names of possible candidates for office.

The Nominating Committee, as soon after the February meeting as possible, shall prepare a list of candidates drawn from among communicant members of the congregation who are 18 years of age or over, either male or female. This list shall be made available to communicant members of the congregation at least three (3) weeks prior to the May meeting. Only male candidates shall be eligible for membership on the Board of Elders.

Following the publication of the Nominating Committee's list, any communicant member of the congregation may submit to the Nominating Committee additional names for inclusion on the list, and such names shall be placed in nomination by the committee along with the candidates already chosen, provided:

1. that such names shall be submitted at least ten (10) days prior to the date of the May Voters' Assembly, and
2. that the Nominating Committee, through consultation with the pastor(s) and the Board of Elders, shall have investigated the status of the proposed candidates and found them spiritually eligible for office and willing to serve.

The Nominating Committee, at least one week prior to the date of the May meeting, shall post conspicuously on the church bulletin board and in the Sunday bulletin, the slate of candidates for the following offices: Chairman, Vice-chairman(men), Treasurer, Chairmen of the various Administrative Boards, and Board members as necessary to complete the membership of each of the Administrative Boards.

Following is an analysis of nominating for church office, based on this section:

Step 1: SELECTING THE NOMINATING COMMITTEE:

A congregation will be no more effective in ministry than its leaders. **HOW THOSE LEADERS ARE CHOSEN IS THE FUNCTION OF THE NOMINATING COMMITTEE.** How the Committee is chosen and the people who make it up are crucial factors in the whole ministry of the congregation. It is often appalling to note how carelessly Nominating Committees are chosen. Little thought is given to the qualifications of those chosen to do the nominating. Congregations seem content to pick those "who have nothing else to do" for nominating committees. In effect, we pick the uninvolved to select those who are going to be involved.

You will note then, in the paragraph above that this congregation has delegated this selection of a Nominating Committee to the Church Council. The council is made up of the executive officers of the congregation, the board chairmen, and the pastor(s). The theory here is that those who are the top managers of the congregation know what leadership and its requirements are. As you will note in a later provision, check and balance has been built in so that the church council cannot "stack" the Nominating Committee with the "favorites," intending to rig the nominations. In practice, the council picks three (3) laymen from the existing leadership plus three (3) laymen from the congregation-at-large. These six (6) laymen and the pastor form the Nominating Committee. The three laymen from the existing leadership will understand the demands and functions of leadership as it is now going on; the three (3) laymen from the congregation-at-large may bring fresh perspective and new insights to the nominating task.

Step 2: DEVELOPING A LIST OF CANDIDATES FOR OFFICE:

You will note that the Voters' Assembly is invited to suggest names for the Nominating Committee's consideration at the time the names for the committee are announced. The committee can then also choose anyone else from the congregation, male or female, 18 and over, for the list. Bear in mind that the committee knows exactly how many offices and board memberships must be filled and **THE COORDINATOR SYSTEM THEN IN EXISTENCE SERVES AS A "GUIDELINE" FOR THE KIND OF TALENT THAT WILL BE NEEDED. GOOD JOB DESCRIPTIONS FOR THE OFFICERS, BOARD CHAIRMEN AND BOARD MEMBERS ARE ESSENTIAL FOR GOOD NOMINATING AND WILL KEEP THE NOMINATING COMMITTEE "TASK-ORIENTED INSTEAD OF PERSON-ORIENTED"; THAT IS, THE COMMITTEE WILL BE THINKING ABOUT**

PERFORMING THE MINISTRY INSTEAD OF “FILLING THE JOB.” If the Nominating Committee works through the goals listed for each board, for example, certain people with those specific talents or interests may come to mind almost immediately.

One major problem has to be resolved, however. **NOMINATING COMMITTEES ARE ALMOST INEVITABLY ASKED TO SUPPLY TWO CANDIDATES FOR EVERY OFFICE AND BOARD IN THE CONGREGATION. THE COMMITTEE IS BEING ASKED TO DOUBLE STAFF THE ENTIRE LEADERSHIP OF THE PARISH!** Few congregations have that much leadership available! With the mandate to choose two qualified people for every job or position to be filled, “double nominations,” a major problem is that you lose half of your potential leaders.

That is why the congregation we are studying here asked its Nominating Committee to select one qualified candidate for each office or job to be filled and then mailed out their selections to the entire congregation with additional lines under each candidate’s name. Any member of the congregation may nominate additional people for any office or job. Democracy of choice is preserved for the congregation. **BUT THE CONGREGATION WILL NOT AUTOMATICALLY TRY TO NOMINATE TWO PEOPLE FOR EVERY OFFICE OR JOB.** Seeing the Nominating Committee’s choices, the members of the congregation will be reflecting on whether the one nominated can do the job or not. If they are convinced the nominee is not the best choice, they are free to nominate additional people by writing in the names. The only “controls” the Nominating Committee has of these “write-in” nominations by the congregation are the two mentioned: that the additional nominees’ names are in ten (10) days ahead of the elections, and that the pastor and the Board of Elders have found them “spiritually qualified” to serve. “**SPIRITUALLY QUALIFIED**” simply means that the person nominated for leadership is worshiping regularly, communing, of good reputation, etc. Any member may communicate with the Nominating Committee about questionable qualifications of any nominee.

Step 3: INFORMING THE CONGREGATION

As you have already seen, the Nominating Committee’s choices are publicized to the congregation. If other names are entered into nomination by members of the congregation, and those so nominated have been found spiritually eligible and willing to serve, **NOMINATIONS CLOSE ONE WEEK PRIOR TO THE ELECTION MEETING AND THOSE NOMINATED ARE POSTED CONSPICUOUSLY AND IN THE SUNDAY BULLETIN FOR THE CONGREGATION’S FURTHER CONSIDERATION.** There are no “new” nominations allowed on the floor of the election meeting; that is, no person can be nominated at the election meeting who was not previously on the nomination list. Allowing totally new names never before considered to be placed in nomination at an election meeting **DEFEATS THE PURPOSE OF NOMINATING AT ALL - CAREFUL CONSIDERATION OF THE CANDIDATES, THEIR QUALIFICATIONS, THE DEMANDS OF THE TASK, ETC.**

Job Description
THE BOARD OF CHRISTIAN DAY SCHOOL

So that the objectives of this board (Ref. Bylaws Art. V) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Require of the principal a monthly report of activities, requisitions, and matters of policy for approval by the Board. (The principal should attend ex officio all meetings.)
3. Be acquainted with the objectives, policies, and supervise the total educational program of the school, along with the principal.
4. Actively engage in the Board's work and programs at all times.
5. Orient the new board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
6. Be present for periodic training as determined by the pastor(s) and this Board.
7. Engage at least once yearly in self-study of methods, progress, and the like of the Board's work.
8. Consistently interview members of the faculty, principal, and secretary, to establish directives for the future.
9. Annually review salaries of the school staff members, interview and keep in contact with all school staff members to review specific problems and general morale.
10. Annually review the work load of principal, faculty members and school secretary, making recommendations for the number of staff members to the congregation at a Voters' Assembly.
11. Be involved in and the final decision about hiring and dismissal of non-called or contracted employees of the school, in close coordination and communication with the Board of Stewardship, concerning budget items.
12. Exercise leadership in gathering lists of candidates for vacancies in the teaching staff and for properly calling or contracting professional teachers (create balance on the school staff).
13. Annually examine the educational facilities and equipment and make recommendations to the Board of Trustees as to the upkeep, repairs, and replacements needed, as well as new equipment needs (to be implemented by the principal).
14. Manage the maintenance and check safety of educational facilities - steps, handrails, lights, exits, housekeeping practices, fire drills, and the like, on a regular basis and make recommendations to the Board of Trustees (to be implemented by the principal).
15. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

16. Oversee and manage the fund raising program of the school as well as the stated purposes for which the funds are raised.
17. Work with the delinquent payment program of the school, meeting with parents as necessary.
18. Review the policy for supervising the conduct of professional teachers on the staff of the school implemented by the principal. (Never let staff people forget they set the example in zeal, dedication, and expertise.)
19. Encourage academic development by all members of the faculty, and approve convention, conference, and in-service necessary expenses of the faculty.
20. Be concerned about the spiritual, emotional, and physical health and welfare of the professional education staff and their families. (The professional people need someone to whom they can go to with their personal problems.)
21. Supervise involvement of the faculty members and principal in the over-all parish program both protecting the teacher from over-involvement as well as controlling under-involvement.
22. Attend classes held in the school on a per need basis in order to ascertain an objective viewpoint of the educational services of Mount Olive to the Christian welfare of the children.
23. Be responsible for the Christian nurture and on-going worship life of children and their families in the Christian Day School in close communication and coordination with the principal of the school, the pastor(s), the Board of Elders, and the Board of Parish Education.
24. Support the school administration in coordinating and providing communication with community resources which may aid in the development of a student's life.
25. Oversee all athletic activities in conjunction with the school athletic program.
26. Coordinate the activities and plans of the school PTL aimed at family with other family-oriented programs in the congregation.
27. Act as intercessor in all matters between faculty and parents that require attention after the following due process: the individual teacher/principal shall deal with the problem first; the principal shall be the second to deal with it; and in the event the matter is not resolved, the Board shall intercede, requesting the presence of the pastor(s) at such meetings.
28. Establish and maintain in conjunction with other boards a continuing program of recruitment of full time workers in the church at large, such as pastors, teachers, lay ministers, deaconesses, and the like (scholarship fund for church workers).
29. Provide liaison with the Lutheran High School Association, attending delegate meetings, reporting that to the Board and/or the congregation.

Job Description

THE BOARD OF PARISH EDUCATION

That the objectives of this board (Ref. Bylaws Art. VI) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Set an annual budget for purchase of Sunday School materials, payment for speakers, etc.
3. Orient new board members to the objectives of the Board, delegating responsibilities to individual members.
4. Maintain records, promote and administer Berner Professional Ministry Fund to support education of prospective professional church workers.
5. Conduct an annual Christian Education Day (currently Rally Day in the Fall); plan in conjunction with the pastor(s).
6. Review and make recommendations regarding curriculum used in Sunday Bible study and Sunday School.
7. Maintain and cultivate the use of the church library to promote members to do independent learning.
8. Provide for the professional growth of the lay educational staff to attend conferences, continuing education, etc, by providing funding as needed and recommended course work.
9. Consider provision of special educational opportunities for the mentally retarded, visually handicapped, deaf, etc. for their continued learning opportunities.
10. Consider and supervise special classes, courses, conferences, retreats etc., for special purposes and special groups, including newly elected leaders, worship and retreat leaders.
11. Encourage Christian educational programs in societies and congregation, such as LLL, supper clubs, service leagues, ladies' aid, senior center, etc.
12. Encourage Christian family life education programs above and beyond those already in existence (i.e., singles' Bible study, parent enrichments, couples).
13. Report regularly to the church council regarding the past thirty days and the future thirty days as well as program development.
14. Establish and implement a system of commendation for faithful service of all persons involved in the educational task of the congregation.
15. Encourage increasing participation of every congregation member in Bible studies, mid week classes, men's bible study.

16. Provide in conjunction with the Board of Evangelism, for the recruitment of pupils (uninvolved, and the children of recently confirmed adults) in the educational opportunities of the church.
17. Work with organizations and other boards and committees to coordinate educational activities within and outside the congregation.

THE BOARD OF ELDERS

That the objectives of this board (Ref. Bylaws Art. VII) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Pray for the pastor(s) and other spiritual leaders.
3. Encourage the pastor(s) in his (their) work by word and action.
4. Be concerned about the spiritual, emotional and physical health and welfare of the pastor(s) and family (adequate compensation, housing, free time, vacation, assistance in times of illness), and to that end specifically review these items once each year.
5. Assist the pastor(s) in counseling with difficult cases and finding peaceful and God-pleasing solutions to personal problems within the congregation.
6. Exercise leadership in gathering call list in calling a new pastor(s) when a vacancy occurs.
7. Maintain discipline within the congregation according to Scripture, the Lutheran Confessions, and the Constitution of this congregation and exercise discipline when required.
8. Take spiritual charge and oversee congregational members as assigned to them in liaison with the pastor(s) and other concerned boards of the congregation.
9. Insure that the congregation functions in accordance with the established Doctrine of the Church as listed in the Constitution.
10. See to the prompt transfer of all members who move away and the acceptance of new Lutherans and families moving into the community.
11. Assist the pastor(s) with Communion distribution, reading of Scriptures, preaching, etc., as required.
12. Approve and disapprove new forms of worship, liturgies, and hymns for use in public worship.
13. Determine eligibility of all individuals and families applying for membership in this congregation, according to the Constitution.
14. Be concerned about and supervise thorough instruction of youth and adults for confirmation and church membership, in accordance with the policies and aims of the Board of Christian

Education.

15. Engage in member conservation and discipleship training in conjunction with the Boards of Evangelism, Stewardship, and Parish Education.
16. Monitor and encourage spiritual programs in the societies of the congregation generally
17. Train and supervise a Visitation Committee which will continually visit all sick, hospitalized, aged, and shut-ins of the congregation.
18. Engage in continual review of Communion and church attendance of all members; make calls on delinquents; follow up on all new-born children in the congregation until they are baptized.
19. Investigate cases of severe financial need within the congregation and make specific recommendations to the pastor(s) and the Board of Stewardship.
20. For administrative purposes and program development, supervise the total work of the Ladies' Aid, the Service League, and Circles.
21. Be responsible for a friendly welcome of visitors at worship, for orientation and integration of new members in conjunction with the Board of Evangelism.
22. Plan and publicize the services for the year in conjunction with the Board of Communications.
23. Supervise the organist of the congregation.
24. Arrange and publicize special services as required in conjunction with Board of Communications.
25. Provide for vicars, assistants, substitute pastor(s), and guest speakers as needed.
26. Set the time, schedule and number of Communion services in conjunction with the pastor(s) and the voting membership.
27. Supervise the Altar Guild in the care, use, and maintenance of the sacred vessels, the altar, the altar furnishings and vestments.
28. Maintain an adequate supply of expendable items for worship, such as Communion cards, pencils, communion wine and wafers, baptismal napkins, candles, etc., in conjunction with the Altar Guild.
29. Coordinate with the Altar Guild all church and chancel decorations, and the distribution of altar flowers to the sick and shut-ins.
30. Supervise the budgeted allotment for the selection and procurement of appropriate music, supervision of choirs, and other related matters in conjunction with the director of music.
31. Recommend and annually review compensation and personnel of the music staff as required for public worship.

32. Maintain and supervise adequate nursery facilities and personnel.
33. Staff, train, and supervise the ushers.
34. Study and maintain a list of the available social agencies for help with alcoholics, drug problems, delinquents, mental retardation, emotionally disturbed individuals, unwed mothers, and the like, either of Lutheran, private or public nature.
35. In conjunction with the Board of Christian Day School, establish objectives, set policies, and supervise the total educational program for confirmation classes in the congregation, including the personnel.
36. Supervise choirs, concerts, Christmas programs and the like in the worship life of the parish.
37. Engage at least once yearly self-study of methods, progress, and the like of the Board's work.
38. Be present for periodic training as determined by the pastor(s) and this Board.
39. Orient the new Board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
40. Actively engage in the selection and training of leaders for the Board's work and programs at all times.
41. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

THE BOARD OF EVANGELISM

The objective of the Board of Evangelism is of a three-fold nature: 1) the bringing of the Gospel to the lost, un-churched and de-churched; 2) the enlistment of God's people in the work of spreading the Gospel; and 3) the deepening of the faith and activity of the members of this congregation in their personal relationship with Jesus Christ.

That the objectives of this board (Ref. Bylaws Art. VIII) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. In conjunction with all boards and committees, provide designated mission information to the congregation including opportunities supported by Lutheran World Relief.
3. Be aware of community needs in the offering of spiritual services and Christian caring.
4. Encourage prayer both inside and outside the church for those in need and for those who do not know Jesus Christ.

5. Teach the congregation members to share Christ with neighbors and to build one another up in the love of Christ Jesus.
6. Maintain an on-going visitation program that promotes a saving relationship with Christ and a family to belong to.
7. Direct a congregation-wide evangelism program that identifies the congregation with the Gospel of Christ.
8. Whenever possible utilize the programs offered by The Lutheran Hour and other Synodical programs.
9. Promote participation and outreach with the Board of Christian Education for youth and child.
10. Canvass the Mount Olive neighborhood congregation's area of responsibility to reach the lost and straying.
11. Maintain a prospect file. Seek out avenues to expand supply for evangelism use.
12. Plan new member orientation and reception.
13. Follow up with new members and help to integrate them into the total life of the church.
14. Work with the Board of Fellowship to sponsor dinners, fellowship nights and orientation programs.
15. Visit prospective members before orientation to encourage attendance.
16. Seek out those moving into the community. Use all reasonable means to maintain contacts.
17. Encourage an atmosphere of friendliness in the congregation towards members and visitors and suggest ways and means of improvement.
18. Oversee the work of the church's Lutheran Laymen's League and Lutheran Women's Missionary League.
19. Promote Mission Sundays in Spring and Fall.
20. Coordinate with the Board of Christian Day School their "mission" program.
21. Provide a program to welcome visitors attending our services.
22. Evaluate the work of the Board each year.
23. Orient new board members and delegate responsibilities to individual members.
24. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.

THE BOARD OF FELLOWSHIP

Note that it is understood that fellowship among Christians is both spiritual and social, the second as an outgrowth of the first.

The objectives for this program also forms a broad background by suggesting the integration of new members into the congregation and the general cultivation and cooperation, trust and enjoyment between the members, which could fit under the Board of Evangelism, the Board of Stewardship, or a separate board.

That the objectives of this board (Ref. Bylaws Art. IX) may be carried out, the board either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Plan, supervise, and implement specific gatherings of the congregation from time to time through the year, including a picnic, which will further the goals of the congregation (emphasis: the whole congregation).
3. Maintain contact with other administrative boards and church and school staff, both suggesting ways to further fellowship, and drawing requests and suggestions for fellowship activities (emphasis: think about and listen).
4. Maintain an adequate group of willing workers who will help to plan, coordinate, and execute the work necessary to the successful accomplishment of fellowship goals.
5. Provide the general atmosphere of friendliness among members on a smaller scale by suggesting ways of bringing members into meaningful personal relationships (emphasis: be people-oriented).
6. Provide for the integration of new members and their families into the congregation through periodic fellowship events in conjunction with the Board of Evangelism.
7. Maintain and publish, via church office, a schedule of fellowship activities.
8. Be responsible for and supervise the use of all property and equipment used for the various fellowship activities sponsored by this Board.
9. Be present for periodic training as determined by the pastor(s) and this Board.
10. Orient the new board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
11. Actively engage in the selection and training of leaders for the Board's work.
12. Should submit an annual budget request in the form and at the time requested by the Board of Stewardship.

THE BOARD FOR COMMUNICATIONS

That the objectives of this board (Ref. Bylaws Art. X) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Represent the congregation in community activities as well as keeping the congregation informed of social, political, and economic developments within the community, affecting the congregation - through the bi-monthly publication of *The Mount Olive Lutheran*.
3. Be concerned, together with other appropriate boards, with the congregation's role in the community and develop useful means of becoming a better servant to the community.
4. Establish and maintain a continuing program of publicity for the congregation and its activities which will reflect favorably on the congregation and its commitment to the Gospel of Christ, with attention to guidelines as established in the branding guide.
5. In conjunction with the church office, maintain the Mount Olive Branding Guide to meet the communication needs of the congregation.
6. Manage the announcements for the radio service in such a way as to publicize worship services occurring within the church proper.
7. Work for the overall enhancement of the congregation's image in the various news media and publications in the community.
8. Operate as a communication conduit of information to and from the congregation.
9. Be aware of all programs of all other boards and coordinate communication of same to the congregation and community.
10. Work together with the Boards of Elders and Evangelism in making visitors feel welcome in our midst.
11. Manage *The Mount Olive Lutheran*.
12. Engage in annual review of methods, progress and goals of the Board's work.
13. Members will attend periodic training as determined by the pastor(s) and the Board.
14. Orient the new board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
15. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.
16. Actively engage in the selection and training of leaders for the Board's work and programs at all times.

THE BOARD OF STEWARDSHIP

That the objectives of this board (Ref. Bylaws Art. XI) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Encourage all members to serve their church through their God-given talents; maintain a current talent file, and be responsible for utilization of this talent bank by Boards and committees.
3. Provide opportunities for the development of leadership talents (training courses, workshops, and the like).
4. Plan and implement a yearly Loyalty Sunday for the congregation, giving every member an opportunity to make a commitment (worship response) of his treasure for kingdom work through the congregation.
5. Evaluate programs for endowments, remembrance of the congregation in wills, bequests, and the like. Initiate ways of implementation to the congregation as well as supplying workers for such programs.
6. Conduct an intensive program annually to confront every member personally with basic Biblical stewardship principles and practices.
7. Encourage the Gospel-motivated practice of joyous, worshipful, liberal, proportionate, first-fruits giving in response to received blessings and recognized needs.
8. Review, accept or decline all offers of non-monetary solicited gifts to the congregation.
9. Initiate an annual preparation and presentation to the congregation of a God-pleasing work program, determine anticipated receipts (and recommend a budget) for adoption by the Voters' Assembly.
10. Manage income and expenditures for missions and charities (see that receipts are used as intended).
11. Annually prepare and submit as part of the budget of this Board a selected list of charities (benevolences) for the congregation and suggest the source of revenue designated for that purpose.
12. Screen all outside appeals for funds and make the appropriate recommendations to the Voters' Assembly or initiate the necessary action appropriate to such an appeal.
13. Report the offerings of the congregation regularly.
14. Annually review the budgeting procedures of the congregation in conjunction with the Treasurer and financial secretary and recommend to the congregation any necessary improvements or revisions.

15. When expenditures for home purposes, exceeding the budget appropriations, are proposed, the Board of Stewardship should be requested to suggest ways and plans as to how such expenditures should be financed.
16. Review the Treasurer and financial secretary reports, for safe deposits and recording of all funds, monthly remittances of offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation.
17. Annually review the bookkeeping system of the congregation, making necessary recommendations for alterations to the Voters' Assembly.
18. The financial secretary is appointed by the Board of Stewardship. The financial secretary should be responsible for the accurate accounting, recording, and depositing of all receipts of the congregation in a local institution(s) and to that end should enlist a staff of recording secretaries (volunteer and salaried)/(clerical workers).
 - a. The financial secretary should record all contributions by members for whatever purpose and should notify the Board of Stewardship and the pastor(s) concerning contributions by non-members.
 - b. The financial secretary should be responsible for the prompt counting of Sunday and other receipts.
 - c. The financial secretary should be responsible for issuance of regular quarterly statements to members, showing their offerings to date.
 - d. The financial secretary should be responsible for the expediting the safe deposit and keeping of all funds.
 - e. The financial secretary should be responsible for requisitioning and distribution of offering envelopes.
19. Be present for periodic training as determined by the pastor(s) and the Board.
20. Orient the new board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
21. Actively engage in the selection and training of leaders for the Board's work and programs at all times.
22. Annually elect a vice-chairperson and secretary; the vice-chairperson should assist the chairperson, and chair the meetings in the absence of the chairperson
23. The chairperson should attend the Church Council regularly. It is important to provide a substitute to attend such meetings in the event that he/she will be absent
24. The chairperson should direct the distribution of the agenda and the minutes of the previous meeting to all board members prior to the scheduled meeting.
25. Meet whenever the pastor(s) or the chairperson calls a meeting. The pastor(s) should ex officio attend those meetings which require his/their presence.

26. Provide a form for annual budget requests to be provided to all boards to fill out and submit to the Board of Stewardship.

THE BOARD OF TRUSTEES

That the basic objectives of this board (Ref. Bylaws Art. XII) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Attend regularly scheduled and special Voters' Assemblies.
2. Make an annual inspection of congregational properties and equipment and recommend needed upkeep, maintenance, repair, improvements and replacement.
 - a. Submit an annual budget request in the form and at the time requested by the Board of Stewardship in preparation for the congregation's annual Voters' Assembly budget meeting.
 - i. All invoices attributable to Board expenses shall be reviewed and approved by the Board Chairman prior to payment.
 - ii. Monthly expense reports generated by the Treasurer shall be reviewed for accuracy and compliance with congregationally-approved budget.
 - b. Establish and maintain a long-term capital improvement budget with large-scale repairs, improvements and replacements.
3. Carry-out the resolutions of the Voters' Assembly on upkeep, maintenance, repairs or replacement of congregational property and equipment in conjunction with the approved budget.
4. Arrange for immediate repairs of an urgent nature, in consultation with the church council (due to non-budget expenses exceeding the \$5,000 cap established in the church's constitution).
5. Enlist and be responsible for supervision of janitorial help for cleaning of the facility, either by contracted services or coordination of volunteer labor. This shall include:
 - a. Designation of which specific areas of the facility shall be the responsibility of whom.
 - b. Prepare a list of the required daily, weekly, monthly and annual tasks for said persons.
 - c. Annually review performance of any hired contractor, including evaluation of cost (in keeping with item #14 below).
6. Establish adequate custodial help. This shall include:
 - a. The Board should meet with such person(s) to discuss the care of the building and problems which need immediate or long-term attention.
 - b. Prepare for the custodial help a list of the required daily, weekly, monthly and annual maintenance tasks for facilities and equipment in the facility.
 - c. Annually review and recommend salaries for all custodial help and to that end recommend policies regarding fair employment practices for the congregation as an employer.
7. Enlist and be responsible for supervision of snow removal and ice control services at the facility, either by contracted services or coordination of volunteer labor. This shall include:
 - a. Designation of which specific areas of the facility shall be the responsibility of whom.
 - b. Conditions on which services shall be performed.

- c. Annually review performance of any hired contractor, including evaluation of cost (in keeping with item #14 below).
8. Determine and establish, with the approval of the Voters' Assembly, regulations governing the use of congregational properties and equipment.
9. Set and renew annually all policies and fees for rental, use and lending of congregation properties.
10. Coordinate the schedule of activities within the facilities in conjunction with the church office administrator.
11. Make and issue keys to congregational properties, and keep and review annually a list of the keys issued.
12. Establish and maintain a yearly security patrol schedule and coordinate volunteers to perform such work for the church's property. Regularly review the security situation of Mount Olive with all keyholders and recommend to voters appropriate alterations and changes.
13. Designate, supervise and control use of all space within the facility, particularly storage space. Work with appropriate individuals/groups to ensure the proper care and use of said areas, including built-in, fixed equipment.
14. Evaluate the existing facility twice per year for fire hazards, in conjunction with the Board of Christian Day School.
15. Coordinate internal and external signage and postings as required with faculty, boards, office administrator, etc., including the main lit pedestal sign on Washington Boulevard, which is allowed only by a 10-year renewable Board of Zoning appeals from the City of Milwaukee (initial approval granted in 1998).
16. Annually check the adequacy of all types of insurance for church properties and equipment and negotiate insurance contracts.
17. Coordinate efforts of the House Committee and the Board for maintenance, repair, improvement, cleaning, landscaping and other projects; assist in procuring necessary materials for same, as required.
18. Obtain legal advice as necessary in the consideration of contracts, deeds, etc., by the congregation. At least three bids should be obtained for each major contract.
19. Negotiate service contracts for the organ, elevator, fire extinguishers, kitchen stove exhaust hood, fire alarm, heating and air conditioning systems and other equipment as needed.
20. Manage any known existing environmental hazards within the facility per proper municipal, state or federal ordinance, law or guideline.
21. Make an annual inventory of official documents in safekeeping, and enter its completion in the official minutes of the congregation (for storage records).

22. Sign official documents and contracts that have been negotiated and approved by the congregation.
23. Obtain legal advice on the laws governing non-profit organizations.
24. Engage at least once yearly self-study of methods, progress, and the like of the Board's work.
25. Be present for periodic training as determined by the pastor(s) and the Board.
26. Orient the new board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
27. Actively engage in the selection and training of leaders for the Board's work and programs at all times.
28. The lay minister should ex officio attend those meetings which require his presence.

THE BOARD OF YOUTH MINISTRY

That the basic objectives of this board (Ref. Bylaws Art. XIII) may be carried out, the board, either corporately or through specifically designated individuals, should:

1. Supervise the work of the 7th-12th grade youth in the congregation.
2. Serve as a liaison between the congregation and these youth if accountability, coordination, control, etc. should be required.
3. Develop a year-round program for these youth which includes fellowship, service projects and activities with groups outside the congregation and coordinate with other boards if necessary.
4. Actively engage in the direction of ministry programs.
5. Provide counseling for the spiritual, moral, social and vocational development of these youth.
6. Provide for opportunities for the spiritual enrichment for these youth within the congregation and the prospective members.
7. In conjunction with the appropriate boards, train and involve these youth of the congregation in bringing others to faith in Christ.
8. Be responsible for the accumulation of youth ministry publications and make these available to those concerned.
9. Provide opportunities for involvement as servants or participants in the life of the community, the Circuit, the District and/or the Synod.

10. Welcome and encourage these youth of the congregation to participate in various youth group activities.
11. Establish means for informing members of the congregation of regular and special youth activities.
12. Periodically engage in the self-study or methods, progress and the like of the Board's work.
13. Be present for periodic training as determined by the pastor(s) and this Board.
14. Orient the new board members to the objectives of the Board, delegating the responsibilities of the Board to individual members.
15. Submit an annual budget request in the form and at the time requested by the Board of Stewardship.
16. Attend regularly scheduled and special Voters' Assemblies.