

United Lutheran Church of Proctor

Organizational Structure

Congregation Council

- Executive Committee
 - Staff Supervision
 - Membership Review
 - Nominating Committee
 - Mutual Ministry Committee
 - Call Committee (when necessary)
 - Supervise Organizations within the Congregation
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Worship and Music

- Worship scheduling, special services
- Hymn selection, services
- Worship leaders (Assisting Ministers, Lectors, Acolytes, Ushers, Greeters)
- Choir and musicians
- Altar Guild

Fellowship

- Coffee hour
- Special Meals (Chicken dinners, Spare Rib dinners, etc.)
- Annual picnic
- Funerals
- Homebound/Hospital Visits

Education

- Sunday School
- Confirmation
- Youth Group ☺
- Adult Bible Study
- Adult Sunday School and Educational options
- New Members/Lutheranism
- Stewardship (also works with Finance Committee)
- Voyageurs Lutheran Ministry

Evangelism and Service to Others

- International Outreach
- National Outreach
- Local Outreach
 - Lutheran Social Services
 - Renaissance House
 - Loaves and Fishes
- Food Shelf
- “God’s work. Our hands.” Sunday
- Social Media/Website/Newsletter/Ads
- Coffee Shop/Theology on Tap

Finances

- Treasurer
- Counters/Financial Secretary
- Accountant/bookkeeper
- Auditor
- Special Funds/Memorials
- Stewardship (also works with Education Committee)
- Fundraising and Campaigns

Property

- Building maintenance
- Grounds keeping
 - Lawn care
 - Snow removal
- Supervise Garden
- Technology and Equipment

United Lutheran Church of Proctor Bylaws and Continuing Resolutions

Duties of Officers and Elected Positions

President – The president shall be responsible for the administration of all the business affairs of the congregation.

1. The president shall preside at the annual meeting and all meetings of the congregation, the Congregation Council, and the Executive Committee.
2. The president shall be responsible for seeing that the Congregation Council does long range planning and for implementing goals.
3. The president shall assume the responsibility of the spiritual leadership of the congregation during the time of a pastoral vacancy.
4. The president shall provide an agenda for each monthly Congregation Council meeting.

Vice President

1. The vice president shall assume the duties of the president in the president's absence.
2. The vice president shall carry out such additional duties assigned by the president.

Secretary

1. The secretary shall keep record of all meetings of the congregation and the Congregation Council, and shall preserve its archives.
2. The secretary shall provide minutes prior to each month's Congregation Council meeting.
3. The secretary shall see that announcements are properly publicized as directed by the Congregation Council.
4. The secretary shall handle all Congregation Council correspondence.
5. The secretary shall take attendance at meetings.
6. The secretary shall arrange for a temporary secretary in case of absence.
7. Assist President on agenda items.

Treasurer

The treasurer, along with the bookkeeper, shall be responsible for the financial procedures, records, and accounts of the congregation and their disbursement.

1. The treasurer shall be authorized as a check signer.
2. The treasurer shall monthly project revenues and expenditures.
3. The treasurer shall be responsible for the financial report at the annual meeting.
4. The treasurer shall prepare all checks as directed by the Finance Committee.
5. The treasurer shall appoint a deputy treasurer, subject to council approval, to sign checks in the treasurer's absence.

Financial Secretaries – Three financial secretary positions are held for a period of three years with the option to renew for one term. The secretaries shall oversee the following duties:

1. receive all contributions, keep accurate records of individual contributions, and deposit all funds received
2. send out offering envelopes to all members
3. send annual statements of contributions made to all members
4. record and deposit money designated for memorials and endowments
5. perform other duties as assigned by the treasurer
6. report weekly to the treasurer of the congregation.

Congregational Meeting

The annual congregational meeting shall be held in January or February at a time and place selected by the Congregation Council.

A current roster of voting, confirmed, and baptized members shall be available to the congregation.

The annual congregational meeting shall include reports from all organizations of the congregation. Such reports, including financial statements, shall be submitted to the office secretary not less than 30 days before such meeting.

The agenda for the annual congregational meeting shall include:

1. Opening Devotions
2. Approval of Minutes of previous congregational meeting.
3. Reports
4. Elections
5. Unfinished Business
6. New Business
7. Presentation and Approval of the Annual Budget
8. Closing Prayer

Voting shall be by written ballot in the following cases:

1. To call a pastor or to request a pastor's resignation.
2. To remove a member from office in the congregation.
3. To sever membership in the ELCA.
4. When requested by 10 or more voting members.