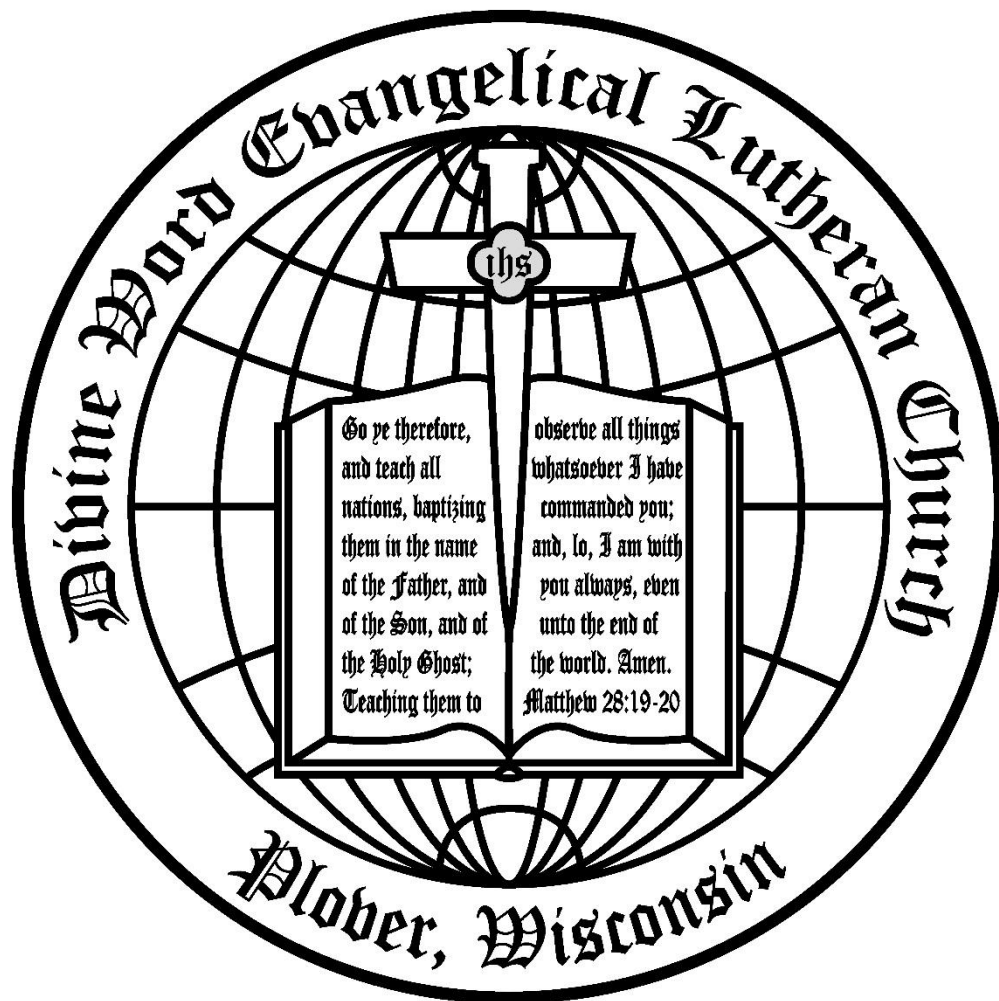


HANDBOOK

FOR

CHURCH OFFICERS, BOARDS, AND COMMITTEES



DIVINE WORD EVANGELICAL LUTHARAN CHURCH
PLOVER, WI

TABLE OF CONTENTS

MASTER ORGANIZATIONAL CHART	_____	3
-----------------------------	-------	---

CHURCH OFFICERS

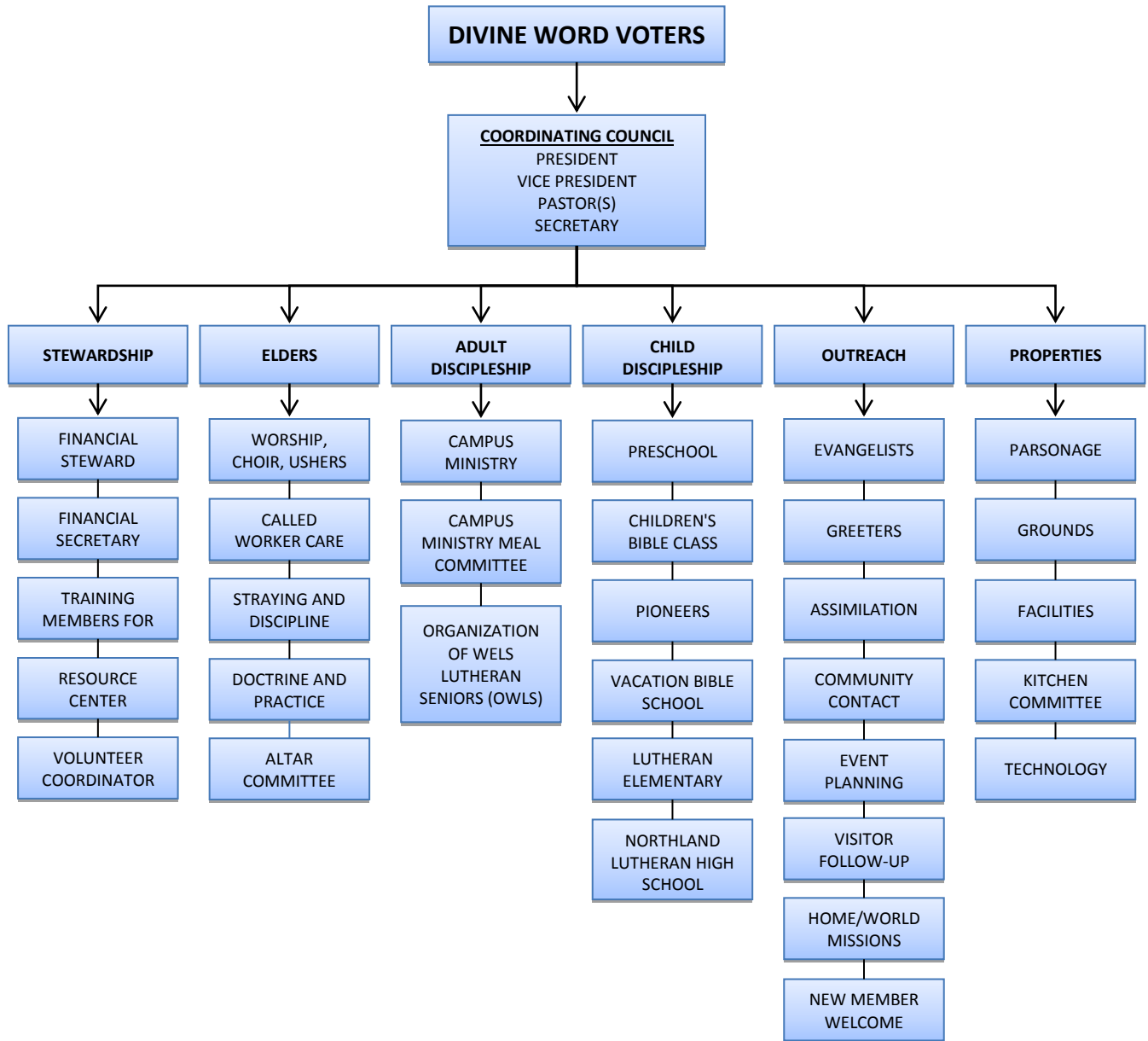
PRESIDENT	_____	4
PASTOR	_____	5
VICE PRESIDENT	_____	6
RECORDING SECRETARY	_____	6
TREASURER	_____	7
FINANCIAL SECRETARY	_____	8

BOARDS/COMMITTEES/CHAIRPERSONS

ELDERS	_____	9
COMMITTEE ON USHERING	_____	12
PROPERTIES	_____	13
STEWARDSHIP	_____	15
ADULT DISCIPLESHIP	_____	18
CHILD DISCIPLESHIP	_____	19
CHILDREN'S BIBLE CLASS SUPERINTENDENT	_____	22
TEEN GROUP YOUTH LEADERS	_____	23
STRONG ROOTS FOR TENDER SHOOTS COORD.	_____	23
LUTHERAN PIONEER LEADERS	_____	24
OUTREACH	_____	25
NEW MEMBER WELCOME COMMITTEE	_____	27
GREETERS COMMITTEE	_____	27

DIVINE WORD EVANGELICAL LUTHERAN CHURCH

MASTER ORGANIZATIONAL CHART



PRESIDENT

OBJECTIVES

The President of the congregation is the "executive director" of the programs of the congregation. As such, he is responsible that all elected or appointed officers, boards, or committees of the congregation are functioning and performing their individual responsibilities.

GOALS

- A. Meetings of the congregation, Church Council, Boards
 - 1) **Preside** - Preside at all meetings of the voters' assembly and of the Church Council.
 - 2) **Agendas** - Prepare an agenda for each Church Council meeting, and after consideration of items by the Church Council, prepare an agenda for each voters' meeting.
 - 3) **Ex-Officio Member** - Serve as ex officio member of all boards and attend personally or delegate or designate a member of the executive committee of the congregation to attend meetings of committees whenever necessary or advised.
- B. Encouragement and Direction
 - 1) **Written Reports** - Encourage officers and chairmen of the boards to make concise well-worded recommendations to the Church Council and concise written reports for inclusion in the annual report.
 - 2) **Appointments** - Recommend men for appointment to the Church Council or committees necessary to perform the congregation's work.
 - 3) **Vacancies** - Recommend men to fill Church Council vacancies subject to approval by the Church Council and ratification by the congregation.
 - 4) **Commendation** - Commend leadership shown and jobs well done by members of the Church Council and congregation.
 - 5) **Purpose of the Church** - Encourage leaders of organizations to maintain programs which are God-pleasing and consistent with the divine purpose of the congregation.
 - 6) **Coordination** - Coordinate the functions, plans, and activities of the congregation in all its parts for the furtherance of the work of Christ's Kingdom.
- C. Miscellaneous
 - 1) **Constitution** - Enforce, to the best of his abilities, the Constitution and by-laws of the Constitution and implement the wishes of the congregation as directed by the voters' assembly.
 - 2) **Sign** - Countersign all deeds, mortgages, notes, leases, and/or legal documents executed by the congregation.
 - 3) **Delegation** - Designate and delegate responsibilities to his assistant, the Vice President of the congregation.
 - 4) **Treasurer** - May perform the duties of the Treasurer should the treasurer be unable.
- D. Review

- 1) **Vision Statement** - Annually review the progress of the boards in achieving the ministry goals they set in relationship to the Church's Vision Statement.
- 2) **Mentoring** – Mentor (as needed) for the incoming President/Chairman during his first year in office.

PASTOR

OBJECTIVES

The pastoral office is the authority conferred upon pastors by God through a call of the congregation to exercise in public office the common rights of spiritual priesthood in behalf of all. The pastoral office is the primary office in the congregation from which all other offices of the congregation issue. However, the congregation may establish as many auxiliary offices as its needs require and determine what work is to be assigned to such offices.

GOALS

A. Servant and Steward of God

- 1) **Word** - Upon being installed, a Pastor is authorized and obligated to proclaim to the congregation, jointly and severally, the Word of God in its full truth and purity as contained in the canonical writings of the Old and New Testaments and as professed in the three Ecumenical Creeds and in the Book of Concord of the year 1580.
- 2) **Sacraments** - Administer the Sacraments in accordance with their divine institution.
- 3) **Minister** - Discharge toward all members of the congregation functions of a minister and care for their souls in an evangelical manner, in particular, to visit the sick and the dying, and admonish indifferent and erring members.
- 4) **Preparation for Holy Communion** - Spiritually guard the welfare of the younger members of the congregation and adults during their preparation for the reception of Holy Communion.
- 5) **Discipline** - Guide the congregation in applying the divinely ordained discipline of the Church.
- 6) **Example** - Serve as an example by Christian conduct and do all that is possible for the up building of the congregation and for the advancement of the Kingdom of Christ.

B. Servant and Steward of the Congregation

- 1) **Leadership and Oversight** - Provide spiritual leadership and oversight in the educational agencies and the various adult and youth organizations within the congregation.
- 2) **Worship** - Supervise the musical and liturgical portion of all worship services in conjunction with the Board of Elders so that it is at all times in harmony with the doctrine of God's Word.

VICE PRESIDENT

OBJECTIVES

The Vice President shall perform the duties of the President during the absence or inability of the latter to serve. He shall be available for whatever duties the President shall assign to him as his representative. He shall also be an active member of the Board of Adult Discipleship.

GOALS

A. Substitute

- 1) **Preside** - Preside at voters' meetings or Church Council meetings when the President is absent or when asked to do so by the President.
- 2) **Ex-Officio** - Represent the President as ex-officio member of a church board when the President is absent or when asked to do so by the President.
- 3) **Board of Adult Discipleship** - Serve as chairman of the Board of Adult Discipleship.
- 4) **Delegation** - Accept any Presidential responsibilities delegated by the President.

B. Review

- 1) **Presidential Duties** - Know the objective and goals of the President as specified in this handbook.
- 2) **The Church** - Annually review the purpose of the Church.
- 3) **These Goals** - Annually review these objectives and goals.

RECORDING SECRETARY

OBJECTIVES

The Recording Secretary shall record and maintain the permanent minutes of the congregation and the Church Council, conduct official correspondence of the congregation, and maintain such other files and records as directed by the Church Council or congregation.

GOALS

A. Minutes and Meetings

- 1) **Safekeeping** - Safely keep all permanent minutes, past and present, of the congregation and Church Council.
- 2) **Recording** - Faithfully recording in permanent records all minutes of the voters' assembly and of the Church Council.

B. Correspondence

- 1) **Official Correspondence** - Conduct all official correspondence of the voters' assembly and of the Church Council.
- 2) **Publication** - Supply digests of annual meetings for parish paper, church bulletins, local newspapers, etc., as requested.

- 3) **Notification** - Notify the members of the voters' assembly and Church Council of the date, time, and place of regular and special meetings.
 - 4) **Countersign** - Countersign all deeds, mortgages, notes, leases, and/or legal documents executed by the congregation.
- C. Files and Records
- 1) **Voting Members** - Maintain accurate lists of all eligible and declared voting members of the congregation.
 - 2) **Attendance** - Keep an accurate attendance record of members of the voters' assembly and also of the Church Council.
 - 3) **Standing Motions** - Maintain a systematic reference file of all standing motions passed by the voters' assembly and Church Council and be ready at all times to supply such information.
 - 4) **Document Inventory** - Conduct an annual inventory of all official documents of the congregation in safekeeping and enter a complete list in the minutes of the congregation.
 - 5) **Treasurer** - May perform the duties of the Treasurer should the Treasurer be unable.
- D. Review
- 1) **The Church** - Annually review the purpose of the Church.
 - 2) **These Goals** - Annually review these objectives and goals.

TREASURER

OBJECTIVES

The Treasurer shall be responsible for maintaining an accurate and up-to-date monetary accounting system for the congregation. In addition, he shall make all disbursements of the congregation, analyze the congregational accounting records, make periodic reports, and assist in the budget preparation.

GOALS

- A. Records
- 1) **Accounts** - Accurately record congregational receipts and disbursements according to standard accounting procedures.
 - 2) **Receipts** - Receive from the Financial Secretary notice of all Moneys received through worship services, special offerings, or any other source and duly record the same.
 - 3) **Special Accounts** - Keep separate records and accounts of all memorial and specially designated funds as directed by the Church Council.
 - 4) **Board Disbursements** - Maintain a current record of accrued disbursements and budget allotment for each church board.
 - 5) **Salary Breakdown** - Maintain a record of compensation for salaried workers of the congregation including a breakdown of total compensation into salary and fringe benefits.

B. Analysis and Reporting

- 1) **Periodic Reports** - Prepare and submit a written financial report to the Church Council each month and to the voters' assembly.
- 2) **Cash Flow** - Coordinate the flow of payments from the treasury in such a way that an adequate balance is retained for the payment of salaries and other regularly recurring expenses.
- 3) **Budget** - Assist in preparing the annual church budget.
- 4) **Statutory Reports** - Prepare and promptly file any required statutory financial reports.

C. Disbursements

- 1) **Periodic Payments** - Pay promptly salaries of church workers and bills authorized by the Church Council; remit Synod contributions and mortgage payments.
- 2) **Professional Expenses** - Reimburse professional workers of the congregation for expenses incurred while attending workshops, conferences, conventions, etc. as approved by the Church Council.

D. Miscellaneous

- 1) **Financial Record Review** - Submit annually his accounting records to the Board of Properties for audit or at any time the Church Council or congregation so directs.
- 2) **Train** - Provide all assistance and advise necessary to adequately train the succeeding Treasurer in the details and function of this office.
- 3) **Accounting System** - Strive to obtain current information on financial accounting systems and discuss methods to improve the financial accounting systems of the church with the Treasurer.

E. Review

- 1) **The Church** - Annually review the purpose of the Church.
- 2) **These Goals** - Annually review-these objectives and goals.

FINANCIAL SECRETARY

OBJECTIVES

The Financial Secretary shall be responsible for the accurate counting, recording, depositing, and reporting of all congregational receipts. In addition and with the assistance of the Divine Word secretary, he shall assist in envelope distribution and working with the Board of Stewardship, he shall also assist in the budgeting process.

GOALS

A. Collection of Offerings

- 1) **Counting** - Develop and maintain a procedure for counting all church contributions.
- 2) **Supervise** - Supervise those responsible for counting church offerings.
- 3) **Deposit** - Deposit all congregational receipts in a designated local financial institution and forward to the Treasurer a report of the accounts to be credited.

- 4) **Envelopes** - Working with the Divine Word secretary, purchase the envelopes to be used and distribute them to all communicant members.
 - 5) **Envelope Numbering** - Establish and maintain an envelope numbering system and list which shall be kept in strict confidence with the Pastor(s) and secretary.
- B. Analysis and Reporting
- 1) **Record and Report** - Record all contributions and make a monthly report to the Church Council and report to the regularly called voters' assembly.
 - 2) **Monthly Analysis** - Make a monthly review of congregational offerings with the Treasurer, compare them with the annual budget, and report the findings and any recommendations to the Board of Stewardship.
 - 3) **Statements** - Prepare and distribute statements to every communicant member within thirty days of the end of the fourth month.
 - 4) **Budget** - Assist in preparing the annual church budget.
- C. Miscellaneous
- 1) **Financial Record Review** - Submit annually his accounting records to the Board of Properties for Financial Record Review or at any time the Church Council or congregation so directs.
- D. Review
- 1) **The Church** - Annually review the purpose of the Church.
 - 2) **These Goals** - Annually review these objectives and goals.

BOARD OF ELDERS

MEMBERSHIP

The nature of the duties of this board requires that only men noted for their Christian knowledge, zeal, and experience in the spiritual work of the Kingdom of Christ shall be qualified for membership. The board shall consist of at least three (3) members including the elected chairman of the board, and as ex-officio member, the president, and the Pastor(s).

OBJECTIVES

The basic objective of this board is the spiritual welfare of the Pastor(s) and congregational members, individually and corporately, and the supervision of everything pertaining to congregational worship.

That the objectives of this board may be accomplished, the board, either corporately or through specifically designated individuals, shall serve as the Pastor's chief assistants and together with the Pastor(s) be accountable for each soul in the congregation. The board shall pursue the following goals.

GOALS

- A. The board of Elders and the Pastor(s)
 - 1) **Word, Sacraments, and Practices** - Ascertain that the Word of God is preached in truth and purity, the Holy Sacraments are administered in accordance with Christ's institution and Lutheran doctrine, and Lutheran practices are preserved in the congregation as stated in Article II of the Constitution.
 - 2) **Prayer** - Pray for the Pastor(s) and other spiritual leaders.
 - 3) **Encouragement** - Encourage the Pastor(s) in his work by word and action.
 - 4) **Called Worker Care Committee** - Monitor the spiritual, emotional, and physical health and welfare of the Pastor(s) and his family (adequate compensation, housing, free time, vacations, assistance in times of illness) and to that end specifically review these items annually.
- B. Members of the Congregation
 - 1) **Worship Attendance** - Establish a person-calling program for those congregational members who become lax and delinquent in their worship attendance.
 - 2) **Use of the Sacraments** - Demonstrate concern about the use of the Sacraments by members of the congregation by regularly reviewing the attendance at Holy Communion of each communicant member and establishing immediate contact (letter or personal call) with those who are neglecting or beginning to neglect participation in Holy Communion; persist to encourage the baptizing of newborn children in the congregation until they are baptized.
 - 3) **The Aged and Shut-ins** - Demonstrate personal concern for the aged and shut-in members of the congregation, establish a program of visitation by the Pastor(s) and congregational members, and provide (audio/video worship services or arrange transportation when necessary).
 - 4) **Commendation** - Commend and encourage, both individually and collectively, those members who have given evidence of Christian faithfulness, consecration, and growth.
 - 5) **Exercise of Fellowship** - Use special events and moments in the lives of members and Pastor(s) as opportunities to exercise individually and collectively, the fellowship of Christ's Church by speaking a word of Christian joy, hope, or comfort as we find it in God's Word and the Christian faith.

- 6) **Confirmation** - Ascertain, together with the Pastor(s), that there is adequate and thorough instruction of adults and youth for confirmation and church membership; acquaint themselves with the policies and goals recommended by the Board of Christian Education.
- C. Church Discipline
- 1) **Purpose** - Study and fully understand the purpose and importance of church discipline in the Christian congregation as found in Holy Scripture, the Lutheran Confessions, and as outlined in the Constitution and by-laws.
 - 2) **Complaints** - Consider complaints and grievances of congregational members only after Matthew 18:15-16 has been fully observed.
 - 3) **Exercise of Discipline** - Exercise church discipline diligently, carefully, and prayerfully in accordance with the Word of God.
- D. Worship Service
- 1) **Review** - Review annually under the Pastor's leadership the nature, purpose, and conduct of God-pleasing worship both corporate-public and personal-private.
 - 2) **Evaluation** - Analysis annually the regular and special worship services of the congregation: Are they in all their parts meaningful to the congregational members? Is the time for worship most conducive to good attendance? Is the number of services adequate?
 - 3) **Good Order** - Ascertain--along with all councilmen, board members, and ushers—that all forms of worship and all worship services are conducted decently and in order,
 - 4) **Assistance** - Assist the Pastor(s) in arranging for pulpit and Holy Communion assistance, special services, guest speakers, substitute Pastor(s), and Vicars. Annually review the honorarium for guest speakers.
 - 5) **Head Usher** - Appoint annually the head usher and assist him in supervising the ushering staff.
- E. Miscellaneous Responsibilities
- 1) **Pastoral Vacancy** - Provide leadership in securing a Pastor to fill a pastoral vacancy, in obtaining a list of candidates, and in observing God-pleasing protocol by the congregation when calling a Pastor.
 - 2) **Synod** - Maintain a proper congregational relationship with District and Synod; insure that the congregation adequately supports the work of District and Synod such as providing delegates to conferences and meetings, and providing adequate budgeted allowances for the expenses of delegates and Pastor(s).
 - 3) **Growth** - Review annually congregational growth and recommend pastoral assistance when needed.
 - 4) **Worship Personnel** - Secure, when directed by voters' assembly, an Assistant Pastor, Vicar, organist, or choir director and provide substitutes for the latter two when necessary.

F. Review

- 1) **The Church** - Annually review the purpose of the Church.
- 2) **These Goals** - Annually review these objectives and goals.
- 3) **Calendar** - Annually review Board's monthly calendar
- 4) **Growth** - Annually review ministry growth.

G. Duties of the Chairman of the Board of Elders

- 1) **Supervision** - Supervise the Board of Elders and supervise the total worship program of the congregation including all leaders in worship.
- 2) **Church Council** - Represent the Board of Elders at all Church Council meetings.
- 3) **Recommendations and Annual report** - Submit all recommendations of the Board of Elders to the Church Council and voters' meetings, prepare an annual report of all business of the board, and submit an annual budget request to the Board of Stewardship.
- 4) **Preside** - Conduct all board meetings in the following manner:
 - I. Open with prayer
 - II. Attendance
 - III. Minutes
 - IV. Committee Reports
 - V. Old Business
 - VI. New Business
 - VII. Adjourn with prayer
- 5) **Mentor** - After the Chairman term(s) is complete, help to mentor the new chairman facilitate an orderly transition.

COMMITTEE ON USHERING

MEMBERSHIP

The Committee on Ushering shall consist of the Head Usher and Team Captains.

OBJECTIVES

The basic objectives of this committee are to promote the reverent worship of God by preparing a setting appropriate for worship, by endeavoring to maintain decency and order for worship, by serving as hosts for God, by friendly Christian conduct with people as evangelists, and by practicing good public relations.

DUTIES

A. Ushering

- 1) **Staff** - Select and maintain a sufficiently trained staff including regulars and substitutes. At the beginning of a fiscal year, met with the chairman of the Board of Elder to review ushering and set up usher meetings.

- 2) **Absence** - Maintain a system for the timely reporting of absences to team captains and for securing substitutes.
 - 3) **Enlistment** - Develop and implement a system for enlisting new ushers with emphasis on youth and new congregational members.
 - 4) **Training** - Develop, implement, and update a training program for new and existing ushers.
 - 5) **Greeting** - Assure that ushers assist at worship services.
- B. Duties of the Head Usher
- 1) **Team Captains** - Select Team captains.
 - 2) **Set of Duties** - Prepare a set of duties for team captains and ushers, and supply each one with a copy.
 - 3) **Schedule** - Prepare an ushering schedule, supply a copy to each usher, and submit a copy for inclusion in the monthly calendar and weekly bulletin.
 - 4) **Meetings** - Arrange, in consultation with Board of Elders, meetings for all ushers at least twice a year.
- C. Review
- 1) **The Church** - Annually review the purpose of the Church.
 - 2) **These Goals** - Annually review these objectives and goals.

BOARD OF PROPERTIES

MEMBERSHIP

This board shall consist of at least three (3) members including the elected chairman of the board, and as ex-officio members, the President and Pastor(s).

OBJECTIVES

The basic objectives of the Board of Properties are the control of the corporate property of the congregation in accord with the laws of the State of Wisconsin, the proper maintenance and repair of church property, the representation of the congregation against loss or damage of any nature.

That the basic objectives of this board may be accomplished, the board, either corporately or through specifically designated individuals, shall pursue the following goals.

GOALS

- A. Custodial Work
- 1) **Custodians** - Determine and engage, with congregational approval, adequate custodial help; meet periodically with custodians to discuss the care of the buildings, needs and problems in custodial services, and the like.
 - 2) **Hiring of Janitors** - Hire janitor(s), if so directed by the voters' assembly, and supervise them.

- 3) **Maintenance List** - Prepare for the custodial helps a detailed list of the required daily and weekly, monthly or annual maintenance of the facilities and equipment of the congregation.
- B. Maintain
- 1) **Implement Resolutions** - Implement all resolutions of the voters' assembly on purchases, repairs, and replacement of church property and equipment.
 - 2) **Storage** - Supervise, control, and recommend adequate storage for all church property, equipment, and supplies, and the orderly maintenance of the same.
 - 3) **Work Crews** - Enlist work crews for special repair, improvement, cleaning, painting, decorating, landscaping, and other projects.
 - 4) **Periodic Service** - Provide for periodic service of the organ, of machines, furnaces, and the like.
 - 5) **Kitchen Committee** – Manage and organize the kitchen area, outside of the normal cleaning duties of the custodian(s).
 - 6) **Technology Committee** – Support and acquire needed technology for the church, as well as maintain church website.
- C. Inspection and Repair
- 1) **Inspection** - Make a semi-annual inspection (in spring and fall) of the church property and equipment and recommend to the voters' assembly needed repairs, improvements, or replacements.
 - 2) **Inventory** - Conduct an annual inventory of all church property, equipment, and supplies, including acquisition dates and approximate value of each item.
 - 3) **Fire Check** - Check all property continually for fire hazards and periodically inspect the fire extinguishers.
 - 4) **Repairs** - Arrange for immediate repairs of an urgent nature and all normal repairs and alterations for which budgetary funds have been allocated.
- D. Regulations
- 1) **Renting and Lending** - Determine and establish, with the approval of the voters' assembly, regulations governing the use of and fees for renting and lending church property and equipment.
 - 2) **Facility Use Schedule** - Coordinate the schedule of activities using the facilities of the facilities of the congregation in conjunction with the Board of Elders.
 - 3) **Keys** - Obtain and issue keys for church property, keep and review annually a list of the keys, and supervise the distribution of the keys.
- E. Legalities
- 1) **Insurance** - Check annually the adequacy of all types of insurance for the church property and equipment, and negotiate insurance contracts with the approval of the congregation.

- 2) **Legal Information** - Obtain legal information necessary for the wise consideration of contracts, deeds, and the like by the congregation, obtain legal information on the laws governing non-profit organizations.
 - 3) **Annual Audit** - Conduct annually an audit of the accounting records of the Treasurer and Financial Secretary.
- F. Expenditures
- 1) **Budget** - Submit an annual budget request to the Board of Stewardship in the form and at the time request by the board.
 - 2) **Capital Expenditures** - Plan and coordinate the purchase of any required additional property and equipment for church expansion.
- G. Review
- 1) **The Church** - Annually review the purpose of the Church.
 - 2) **These Goals** - Annually review these objectives and goals.
- H. Duties of the Chairman of the Board of Properties
- 1) **Supervision** - Supervise the Board of Properties and supervise the total program of controlling the corporate property and dealing with the legal matters of the congregation.
 - 2) **Church Council** - Represent the Board of Properties at all Church Council meetings.
 - 3) **Recommendations and Annual Report** - Submit all recommendations of the Board of Properties to the Church Council and voters' meetings, prepare an annual report of all business of the board, and submit an annual budget request to the Board of Stewardship
 - 4) **Preside** - Conduct all board meetings in the following manner:
 - I. Open with prayer
 - II. Attendance
 - III. Minutes
 - IV. Committee Reports
 - V. Old Business
 - VI. New Business
 - VII. Adjourn with prayer

BOARD OF STEWARDSHIP

MEMBERSHIP

This board shall consist of at least two (2) members including the elected chairman of the Board of Stewardship. The Treasurer, Financial Secretary, President and Pastor(s) are ex-officio members of this board.

OBJECTIVES

The Board of Stewardship shall be responsible for raising the Christian living and giving level of the entire membership of the congregation by providing equal opportunity for commitment through time, talent, and treasurers. So that these objectives may be accomplished, the board or committees shall pursue the following goals.

GOALS

A. Stewardship of Time and Talent

- 1) **Activate Talent** - Contact and encourage new members for service to the congregation and endeavor to activate the talents of the present members for use in Christ's work.
- 2) **Recruit Talent** - Maintain a program to discover and enlist for Kingdom service the talents God has given members, old and new, young people and adults, and new confirmands.
- 3) **Talent File** - Maintain a congregational talent file and provide for the immediate recording of the talents and abilities of incoming members.
- 4) **Talent Development** - Provide opportunities for the development of talents (training courses, workshops, and the like).
- 5) **Visitation** - Visit each newly accepted member of the congregation and each new confirmand within a month and explain the program and Kingdom opportunities of the congregation, giving opportunity to these new members and confirmands to make a definite commitment of time and talents to some specific part of the church's program.
- 6) **Recruit Church Workers** - Encourage and enlist young people of the congregation for full-time service in the Church as pastors, teachers, and the like. See recruitment handbook for ideas.
- 7) **Secretaries** - In addition to our church secretary, enlist, maintain, and supervise a secretarial pool of qualified persons, who will be available to boards and committees for special secretarial assignments.

B. Stewardship of Money

- 1) **Stewardship Materials** - Study all stewardship materials offered by the District and Synodical adult discipleship departments and adopt those which are appropriate for use in the stewardship program of the congregation.
- 2) **Encourage Giving** - Encourage the Gospel-motivated practice of joyous, wordful, liberal, proportionate, first fruits giving in response to received blessings and recognized needs.
- 3) **Missions** - Foster a spirit of missions through an ongoing program of missionary awareness (support LWMS, WELS Connection, video in print, and the like).
- 4) **Charity** - As we are able, offer assistance to those in need.
- 5) **Memorial Funds** - Encourage, through education, the membership of our congregation in the use and purpose of memorial funds.
- 6) **Work with Treasurer and Financial Secretary** - Cooperate with the Treasurer and Financial Secretary for the safe deposit and recording of all funds, monthly remissions of

offerings for missions and church agencies, and prompt payment of salaries and bills as authorized by the congregation and Church Council.

- 7) **Analysis of Offerings** - Analyze the offerings of the congregation regularly and share these analyses with the congregation.
 - 8) **Budget** - Prepare and present to the congregation an annual God-pleasing work program, determine anticipated receipts, and recommend a budget for adoption by the Church Council.
- C. Miscellaneous
- 1) **Church Organizations** - Encourage stewardship programs within congregational organizations.
- D. Review
- 1) **Stewardship Principles** - At least once a year, study the Scriptural principles regarding the total stewardship calling of the Christian as a member of His family, as a neighbor and citizen, and as a congregation member. Develop and implement a congregational stewardship program to encourage the proper use of God's gifts.
 - 2) **The Church** - Annually review the purpose of the Church.
 - 3) **These Goals** - Annually review these objectives and goals.
- E. Duties of the Chairman of the Board of Stewardship
- 1) **Supervise** - Supervise the Board of Stewardship and supervise the total stewardship program of the congregation.
 - 2) **Church Council** - Represent the Board of Stewardship at all Church Council meetings.
 - 3) **Recommendations and Annual Report** - Submit all recommendations of the Board of Stewardship to the Church Council and voters' meetings and prepare an annual report of all business of the board including the status of each organization served by the Board of Stewardship.
 - 4) **Preside** - Conduct all board meetings in the following manner:
 - I. Open with prayer
 - II. Attendance
 - III. Minutes
 - IV. Committee Reports
 - V. Old Business
 - VI. New Business
 - VII. Adjourn with prayer

BOARD OF ADULT DISCIPLESHIP

MEMBERSHIP

This board shall consist of at least two (2) members. The chairman will also serve as the Vice President of the Church Council. The President and Pastor(s) are ex officio members.

OBJECTIVES

The basic objectives of this board are:

- 1) Encourage the study of God's Word.
- 2) Encourage fellowship of Divine Word members.

GOALS

- A. Encourage the study of God's Word
 - 1) By incorporating Bible study into our organizational meetings.
 - 2) By setting up a periodically reviewed curriculum of Bible study which the pastor(s) and board have developed.
 - 3) By making use of the members as recruiters.
 - 4) By using church publications to promote upcoming Bible opportunities.
 - 5) By offering ways in which Bible study can be done on a personal basis.
- B. Encourage Christian fellowship among adult members
 - 1) By offering targeted groups which encourage fellowship among members.
 - 2) By offering opportunities to enjoy social fellowship.
- C. Support Divine Word's Campus Ministry Committee

Mission Statement:

TO KNOW JESUS CHRIST AND MAKE HIM KNOWN ON CAMPUS

In order to foster a WELS faith community that thrives at UWSP/MSTC:

The Campus Ministry Committee will serve to support the UWSP/MSTC WELS students in their faith and to reach out to non-WELS students.

It is recognized that the Pastor(s) of Divine Word are the spiritual leaders of Campus Ministry.

The WELS students on the UWSP/MSTC Campuses need to be connected to Christ and to each other and encouraged in their faith.

Divine Word members will play a substantial role working for the Campus Ministry. Those members need to be adequately prepared and trained to fulfill their role(s).

The Campus Ministry Committee will maintain and encourage communication between the Campus Ministry Committee and the WELS Collegian Leadership Team and students.

The Campus Ministry Committee along with the WELS Collegians will support the Divine Word Strategic Ministry Plan.

D. Review and Evaluate

- 1) **Goals and Objectives** – Review Board of Adult Discipleship spiritual growth goals and objectives with congregation’s mission and vision.
- 2) **Calendar** – Annually review Board’s monthly calendar.
- 3) **Growth** – Annually review Discipleship’s spiritual growth.

E. Duties of the Chairman of the Board of Adult Discipleship

- 1) **Supervision** – Supervise the Board of Adult Discipleship and supervise the total adult discipleship program of the congregation including all leaders of adult programs.
- 2) **Church Council** - Represent the Board of Adult Discipleship at all Church Council meetings.
- 3) **Recommendations and Annual report** - Submit all recommendations of the Board of Adult Discipleship to Church Council and Voters’ meetings, prepare an annual report of all business of the board, and submit an annual budget request to the Board of Stewardship.
- 4) **Preside** - Conduct all board meetings in the following manner
 - I. Open with prayer
 - II. Attendance
 - III. Minutes
 - IV. Committee Reports
 - V. Old Business
 - VI. New Business
 - VII. Adjourn with prayer
- 5) **Mentor** - After the Chairman term(s) is complete, help to mentor the new chairman facilitate an orderly transition.

BOARD OF CHILD DISCIPLESHIP

MEMBERSHIP

The Board of Child Discipleship shall consist of at least three (2) members including the elected chairman of the board, and as ex officio members, the President and the Pastor(s).

OBJECTIVES

The basic objectives of the Board of Child Discipleship are to promote teaching the way of salvation in Christ (2 Timothy 3:15; Matthew 28:19-20), to contribute toward growth and maturing in faith (1 Peter 2:2), and to train and equip believers as disciples, stewards, and witnesses for sharing the Gospel of Jesus Christ (Ephesians 4:12-13) by planning, directing, and supervising the children's educational program of the congregation.

That the objectives of this board may be accomplished, the board, either corporately or through specifically designed individuals, shall pursue the following goals.

GOALS

F. Conducting the Educational Program

- 1) **Objectives, Policies, and Supervision** - Establish objectives, set policies for, and supervise the total educational program for each educational agency in the congregation including Strong Roots for Tender Shoots (SRTS), Children's Bible Class (CBC), Vacation Bible School (VBS), Lutheran Boy and Girl Pioneers, Confirmation Classes, and the Teen L.I.F.E. Youth Group.
- 2) **Curriculum** - Approve curricula and analyze effectiveness of each educational agency, seeking constant improvement.
- 3) **Coordination** - Work with boards, committees, and organizations to coordinate educational activities within the congregation.
- 4) **Special Education** - Strive to provide special educational assistance for children with special needs in the congregation.
- 5) **Families** - Strengthen families as basic units of Christian education and closely coordinate the programs of the educational agencies of the congregation with the homes through programs and regular communication which support the spiritual growth of children from birth to age 18.
- 6) **Love** - Provide for active expression of Christian love and concern as an integral part of the total educational program.
- 7) **File of Children and Youth** - Establish and maintain a permanent, up-to-date file of all children and youth of the congregation including age, grade level, and other pertinent factors.
- 8) **Delegation** - Delegate administration of educational agencies in the congregation to qualified persons.

G. Evaluation of the Educational Program

- 1) **Level of Service** - Continually review existing committees in the congregation to determine whether all youth groups are being served and recommend revisions and additions as deemed necessary.
- 2) **Participation** - Annually analyze the degree of participation of all youth of the congregation in the total educational program; maintain a record of participation of congregational members in the educational program and encourage participation of the uninvolved.
- 3) **Review Facilities** - Annually examine the educational facilities and equipment, and make recommendations to the Board of Properties as to upkeep, repairs and replacement needed, as well as new equipment needed.

- 4) **Transportation** - Coordinated the transportation schedule to area Lutheran Elementary Schools and Northland Lutheran High School as needed.
- H. Encouragement and Promotion
- 1) **Promote Youth Activities** - Encourage confirmed teens to be active participants in the Teen L.I.F.E. Youth Group.
 - 2) **Recruitment** - Provide, in conjunction with the Board of Stewardship, for the recruitment of pupils for the educational agencies of the church.
 - 3) **Commendation** - Establish a system for recognizing and commending faithful service by all persons involved in the educational task of the church.
 - 4) **Special Activities** - Promote special classes, courses, conferences, retreats, and the like for special purposes and special groups.
 - 5) **Recruit Church Workers** - Encourage and enlist young people of the congregation for full-time service in the church as pastors, teachers, and the like. (See recruitment manual for assistance)
 - 6) **NLHSA** - Encourage support of Northland Lutheran High School Association.
- I. Review
- 1) **The Church** - Annually review the purpose and direction of the youth education for the congregation.
 - 2) **These Goals** - Annually review the goals in relationship to the congregation's vision statement.
- J. Duties of the Chairman of the Board of Child Discipleship
- 1) **Supervision** - Supervise the Board of Child Discipleship, the Children's Bible Class Superintendent, and the total youth educational program of the congregation.
 - 2) **Church Council** - Represent the Board of Child Discipleship at all Church Council meetings.
 - 3) **Recommendations and Annual report** - Submit all recommendations of the Board of Child Discipleship to the Church Council and voters' meetings, report the status of each youth education committee of the congregation annually (if not more frequently), prepare an annual report of all business of the board, and submit an annual budget request to the Board of Stewardship.
 - 4) **Preside** - Conduct all board meetings in the following manner
 - I. Open with prayer
 - II. Attendance
 - III. Minutes
 - IV. Committee Reports
 - V. Old Business
 - VI. New Business
 - VII. Adjourn with prayer
 - 5) **Mentor** - After the Chairman term(s) is complete, help to mentor the new chairman facilitate an orderly transition.

CHILDREN'S BIBLE CLASS SUPERINTENDENT

DUTIES

- A. Children's Bible Class Teachers
 - 1) **Teaching Staff** - Maintain, with the spiritual guidance of the Pastor(s), an adequate Children's Bible Class teaching and administrative staff.
 - 2) **Installation** - Provide for the observance of annual installation of Children's Bible Class teachers, class promotions, and recognition of special services rendered by individuals in the past.
 - 3) **Substitute Teachers** - Maintain a list of available substitute teachers.
 - 4) **Teacher Development** - Attends and encourage staff attendance of Children's Bible Class institutes, rallies, etc. at the Circuit, District, Synodical levels.
 - 5) **Teachers' Meetings** - Maintain a regular schedule of Children's Bible Class teachers' meetings and conduct them in conjunction with the Pastor(s).
- B. Conduct of Children's Bible Class
 - 1) **Supervise** - Supervise the Children's Bible Class, insuring that a proper atmosphere for learning is maintained at all times.
 - 2) **Devotion** – Coordinate the opening devotion or prayer each Sunday before Children's Bible Classes begin.
 - 3) **Special Activities** - Work with the Children's Bible Class staff and Pastor(s) in arranging special programs and worship services and ways in which the Children's Bible Class can participate in the special services. (e.g. Children's Bible Class Christmas Service, singing hymns in worship services)
 - 4) **Achievement Standards** - Work with the Children's Bible Class staff, Pastor(s), and Board of Child Discipleship in establishing standards of achievement for each department of the Children's Bible Class in the areas of lesson study, memory work, Bible reading, etc.
 - 5) **Recruitment** - Recruit, Enroll, and assign eligible students to Children's Bible Classes and monitor their performance.
 - 6) **Mission Statement** - Provide ways and improve the mission outreach of the Children's Bible Class.
- C. Records, Reports, and Materials
 - 1) **Record System** - Initiate and maintain a child-accounting report system including enrollment and attendance.
 - 2) **Offerings** - Initiate and maintain a method of recording all Children's Bible Class offerings, insuring that they are submitted after collection to the Financial Secretary or his representative.
 - 3) **Reports** - Provide regular and comprehensive reports on the functioning of the Children's Bible Class to the Board of Child Discipleship.
 - 4) **Budget** - Assist the Board of Child Discipleship in preparing the annual budget request for the Children's Bible Class.

- 5) **Instructional Materials** - Order all necessary instructional materials for the Children's Bible Class.
 - 6) **Equipment** - Catalog and periodically review the physical property of the Children's Bible Class, making recommendations to the Board of Child Discipleship for the purchase of required new and additional equipment.
- D. Review
- 1) **These Duties** - Annually review these duties.

TEEN GROUP YOUTH LEADERS

DUTIES

- A. Maintain, with the spiritual guidance of the Pastor(s), adequate and appropriate devotions for each meeting.
- B. Encourage teens to regularly attend church and Bible studies and assist teens in becoming active and involved members of the congregation.
- C. Foster an atmosphere where teens enjoy studying God's Word and sharing their trials with the leader and their peers.
- D. Offer opportunities for teens to serve and be mentors for the younger children of the congregation.
- E. Engage teens in fun fellowship opportunities with each other as well as with the congregation and community outreach.
- F. Communicate and work with the parents and the Board of Child Discipleship.
- G. Coordinate information sharing with the Board of Adult Discipleship to ensure that teens are supported and encouraged as they graduate from the Teen Youth Group.

STRONG ROOTS FOR TENDER SHOOTS COORDINATOR

DUTIES

A member of the congregation shall be charged with overseeing the SRTS program. In this role they will:

- A. Maintain, in coordination with the church secretary, an accurate record for all children pre-birth to age five.
- B. Distribute SRTS materials to parents for children pre-birth until the time that they are old enough to enroll in Children's Bible Class.
- C. Communicate and work with the Board of Child Discipleship.

LUTHERAN PIONEER LEADERS

MEMBERSHIP

One or more members of the congregation may apply for a position as Lutheran Pioneers Leader(s) through the Board of Child Discipleship, which fills such positions with the approval of the Pastor.

DUTIES

- A. **Meetings & Events** – Plan, organize and conduct Pioneers meetings and/or events to be held on a regular basis so as to maintain an activity and interest level for all children to actively participate in Pioneers. Strive to uphold and maintain Christian decency and order in all meetings, activities and events.
- B. **Ministry** – Present devotion at Pioneer Meetings & Events in the absence of the Pastor(s). Provide opportunities to serve our Lord by serving others in our family, neighborhood, church and community.
- C. **Pioneer Achievement Program (Boy Pioneers)** – Provide encouragement and guidance for Pioneers to complete both required and elective online lessons at LBP National website so as to progressively advance through the LBP Achievement Program. Oversee all LBP achievement testing, and present awards as Pioneers complete program levels.
- D. **Education and Development** – Attend local, district, and National Pioneer leadership meetings to continue to improve, grow and develop the Divine Word Lutheran Pioneers programs.
- E. **Communication** – Maintain channels of communication with other Boy & Girl Pioneers Leaders, parents, the Board of Child Discipleship and Pastor(s).
- F. **Reports** – Provide periodic reports to the Board of Child Discipleship about Pioneers programs.
- G. **Promotion and Recruitment** – Promote participation in local, district and National Pioneer meetings, activities and events. Actively recruit all eligible children to participate in the Pioneers program.
- H. **Information Management** – Preserve, maintain and update Pioneers records including, but not limited to:
 - 1) Medical and Emergency Contact Information for all active members
 - 2) Pioneer Achievement Program Records (Boy Pioneers)
 - 3) Financial Records (purchase receipts and other financial records)
- I. **Budget** – Assist Board of Child Discipleship in preparing the annual budget request for Pioneers

BOARD OF OUTREACH

MEMBERSHIP

The Board of Outreach shall consist of at least two (2) members including the elected chairman of the board, and as ex officio members, the President and the Pastor(s).

OBJECTIVES

The basic objectives of this board are:

- A. Assemble new members
- B. Enlist all of God's people in the work of spreading the Gospel.
- C. Welcome new members into the church.

That the objectives of this board may be accomplished, the board, either corporately or through specifically designated individuals, shall pursue the following goals.

GOALS

- A. Promotion of Outreach
 - 1) **Prayer** - Encourage prayer in church and homes for sincere evangelistic concern toward all people inside and outside the church.
 - 2) **Attitudes** - Foster a climate of evangelism that encourages congregational members informally and spontaneously to share Christ with one another, the backsliding, and the unsaved.
 - 3) **Friendliness** - Monitor the atmosphere of friendliness in the congregation.
 - 4) **Adults** - Promote and direct congregation-wide outreach and promote those of the Synod.
 - 5) **Children and Youth** - Emphasize, in conjunction with the Board of Child Discipleship, participation in outreach.
- B. Conducting outreach with new members
 - 1) **New Members** - Assist in the reception, orientation, and integration of new members into the congregation and review their progress after six to twelve months.
 - 2) **Event Planning** - Sponsor periodical dinners, fellowship nights, etc., Which will serve the cultivation, reception, orientation, and integration of new members into the congregation, and also serve as an opportunity for those outside the congregation to get to know more about Divine Word.
 - 3) **Greeters** - Maintain a greeters program.
- C. Conducting Evangelism Outside the Church
 - 1) **Visitation** - Maintain an ongoing visitation program offering people a saving relationship with Christ and not just membership in a church.

- 2) **Community Relations** - Use the Media Coordinator to conduct a program of community relations that identifies the congregation with the Gospel of Christ and the Word of God taught in its truth and purity.
- 3) **Canvass** - Canvass to vicinity served by the congregation and effectively record, study, and utilize the results of attempting to bring the Gospel of Christ to the lost and straying.
- 4) **Prospect File** - Maintain an up-to-date opportunity list.
- 5) **Prospect Calls** - Make and follow up prospect calls.
- 6) **Bible Information Class** - Conduct special visitations to witness for Christ and to invite prospective members to attend the Bible Information Class.
- 7) **Spiritual Welfare** - Provide information and assistance to those moving into the community (both members and prospects) for their spiritual welfare.

D. Review

- 1) **Self-Study** - Engage in a yearly self-study of outreach methods.
- 2) **The Church** - Annually review the purpose and direction of the outreach program of the church.
- 3) **These Goals** - Annually review the goals in relationship to the congregation's vision statement.

E. Duties of the Chairman of the Board of Outreach

- 1) **Supervise** - Supervise the Board of Outreach and the total evangelism program of the congregation.
- 2) **Church Council** - Represent the Board of Outreach at all Church Council meetings.
- 3) **Calendar** - Develop and maintain a calendar of duties and events.
- 4) **Recommendations and Annual report** - Submit all recommendations of the Board of Outreach to the Church Council and voters' meetings, prepare an annual report of all business of the board, and submit an annual budget request to the Board of Stewardship.
- 5) **Preside** - Conduct all board meetings in the following manner
 - I. Open with prayer
 - II. Attendance
 - III. Minutes
 - IV. Committee Reports
 - V. Old Business
 - VI. New Business
 - VII. Adjourn with prayer
- 6) **Mentor** - After the Chairman term(s) is complete, help to mentor the new chairman facilitate an orderly transition.

NEW MEMBER WELCOME COMMITTEE

MEMBERSHIP

The New Member Welcome Committee shall consist of the chairperson and two other members. The chairperson shall be recommended annually by the Chairman of the Board of Outreach to the Church Council for appointment.

OBJECTIVES

The basic objective of this committee is to oversee new members of the congregation, acclimate them to the Church and encourage their participation and spiritual development.

DUTIES

- A. **Maintain Contact List** – The chairperson and one other member of the committee will receive and archive a monthly list of all new members and their contact information.
- B. **Contact** – Establish and maintain contact with new members through preferred method of contact (e.g. phone, mail, email, etc.).
- C. **Meet** – Meet at least once in person with new members to provide information about the Church and its opportunities for spiritual growth and service as well as answer questions.
- D. **Gift** – Provide a suitable welcome gift to all new members.
- E. **Supervise** – Periodically contact new members through preferred method of contact with additional information over a period of six months.
- F. **Evaluate** – Review progress of new member after six months, if additional assistance/oversight is requested, extend process for another six months.
- G. **These Goals** - Annually review these objectives and goals.

GREETERS COMMITTEE

MEMBERSHIP

The Greeters Committee shall consist of the head greeter and greeters. The head greeter shall be recommended annually by the Chairman of the Board of Outreach to the Church Council for appointment. The head greeter, together with the Board of Outreach, shall procure volunteer greeters (preferably couples) for the Greeter Committee.

OBJECTIVES

The basic objective of this committee is to extend the hand of friendship to all worshipers, particularly the visitors.

DUTIES

- H. **Greet** - Greet all worshipers as they enter church in a spirit of Christian love and evangelic concern.
- I. **Guest Register** - Attempt to have all visitors sign the guest register and to introduce them to the Pastor(s).
- J. **Special Services** - Provide additional teams of greeters for special services such as Christmas, Easter, and Confirmation as deemed necessary by the head greeter.
- K. **The Church** - Annually review the purpose of the Church.
- L. **These Goals** - Annually review these objectives and goals.