

OUR SAVIOR'S EVANGELICAL LUTHERAN CHURCH CONTINUING RESOLUTIONS
(Hereafter referred to as our Savior's Lutheran Church or OSLC)

Roy, Utah Updated April 21, 2022

CHAPTER 1 - MINISTRIES

CR1.01 Ministries are the foundation of the Church; and are the means through which the congregation exercises its Lutheran faith. They are responsible, through active engagement of congregational members, to implement the Church's Mission Statement and to execute the policy directives provided by the Congregational Council and the Pastor.

CR1.02 The Ministries have been organized around five areas of ministry which comprise the primary functions of the church: Worship, Education/Learning, Witness, Service, and Christian Support. Each Ministry shall be directly related to one or more of these primary functions. The Ministries shall be identified as: Worship and Music, Grow, Connect, and Service & Outreach. While each Ministry has specific responsibilities, the different Ministries should and are expected to interact with and support the other Ministries to best serve the members of this congregation and to serve God's Church as a whole.

- a. **Worship and Music Ministry** shall plan for the corporate worship life of the congregation; and ensure that the services of worship are regularly held; and that all services, including special services, are effectively administered. This Ministry will also seek out and support opportunities to use music to enhance the spiritual life of this congregation. The Worship & Music Ministry should include, but not necessarily be limited, to the following:
 - Wedding Coordinator
 - Funeral Coordinator
 - Musicians
 - Altar Guild
 - Pulpit Supply
 - Audio Visual
 - Acolytes
 - Communion Assistants & Lectors
 - Ushers & Greeters

- b. **Grow Ministry** shall plan for and/or coordinate the growth in understanding and knowledge of members of this congregation to become better followers of the Lutheran faith. This shall include not only Christian Education, but also Christian based studies, discussions, and activities where ideas and experiences are shared and understanding enhanced. The functions of this Ministry should include, but not necessarily be limited, to the following:
 - Children's Education
 - Teen Education
 - Adult Education
 - Bible Study Groups
 - Vacation Bible School

- c. **Connect Ministry** shall be responsible for developing and sustaining opportunities for fellowship both within our congregation and with our Church partners in the local community. It shall emphasize ways for our church members and others to make connections and engage with one another, both Christians and non-Christians alike, for fellowship, networking, and sharing in a meaningful and God centered way. The Connect Ministry should include, but not necessarily be limited, to the following:
- Fellowship
 - Men's Activities
 - Women's Activities
 - Hospitality Team
 - Home Visits
 - Visitor Bags
- d. **Service & Outreach Ministry** shall develop ways for congregational engagement within and outside our own congregation, prioritizing resources to effectively serve our membership, the public (Christian and non-Christian), potential new members, shut-ins, and inactive members. This Ministry shall coordinate outreach into the local community to attract new members and to partner with local organizations to serve the community and support worthy missions; and shall develop means for members of this congregation to live generously by developing a supportive Christian outreach program that contributes to or otherwise aids local, national, and international charitable institutions. As part of their responsibility, this Ministry will identify and recommend organizations to be supported by this congregation and designated for 2nd Sunday offering collections. Functions for the Service & Outreach Ministry should include, but not necessarily be limited, to the following:
- Communion Teams
 - Card Ministries
 - Angel Team
 - Prayer Warriors

CR1.03 Ministries are the life blood of the Church, and the health of the Church is a direct reflection of the activities of the Ministries and their engagement of and with the members of the congregation. It is through the Ministries that the congregation is equipped to serve our God and each other, and to execute the Mission Statement of this Church. Ministries shall administer their functions under the guidance and direction of the Pastor and the Congregational Council.

- a. The basic responsibilities and functions of each Ministry are defined in CR1.02.
- b. Ministries may consist of individual members and/or small Teams. Ministries shall keep a roster of their active members; and may be supported in their activities by others who are not designated as members of their Ministry.
- c. Each Ministry may form Teams as it determines to be appropriate to best fulfill its responsibilities and functions as stated in CR1.02. It is understood that the Ministries must remain fluid and able to adjust to changing circumstances and to the ever-evolving church environment.
- d. Each Ministry shall have its own Leader. Ministries may choose to also have a Co-Leader. Ministry Leaders/Co-Leaders shall have oversight of their Ministry's activities and Teams.
- e. Each Ministry Team shall have at minimum a Team Leader. Teams may choose to also have a Co-Leader, and additional members may be designated to a Ministry Team as needed.

- f. Each Ministry will select its own Ministry Leader and Team Leaders. To build strength within the Ministry, prevent stagnation, and to encourage growth; leadership should rotate on a regular basis between existing and new members of the Ministry. The Ministry Leader and Team Leaders should normally serve for no more than two consecutive years in these positions, except when a request is made to and approved by the Congregational Council to serve for an additional year.
- g. Persons who are not members of Our Savior's Lutheran Church, but who participate in its life and mission, may serve on Ministries under the same terms and conditions that members of the congregation serve. However, the majority of any one Ministry's membership shall be members of Our Savior's Lutheran Church. The Ministry Leader shall be a member of Our Savior's Lutheran Church.
- h. Vacancies within Ministries may be filled by volunteers or by acceptance of an invitation from the Ministry. When feasible, a Time, Talent, & Interest survey may be used to help identify candidates with a spiritual gift to serve in a particular ministry. Those identified as being best suited for a particular ministry should be reached out to and considered for any open positions on that Ministry.
- i. Ministries/Teams should meet regularly, whenever is convenient and as often as needed. The Congregational Council Representative for the Ministry should be notified of all meetings; and afforded the opportunity to attend any meetings.
- j. Each Ministry/Team is expected to develop written guidelines, goals, etc., for their own Ministry/Team. This information is to be maintained in a Ministry binder. Maintaining this binder will ensure continuity within the Ministry and is essential to facilitate any change in leadership of the Ministry. The Ministry shall ensure that an updated copy of this binder is kept in the Church office.
- k. A Ministry Report shall be submitted to the Congregational Council Liaison prior to each monthly Council Meeting.
- l. The Ministry's Report for the Annual Congregational Meeting, and submissions for the Monthly Newsletter, shall be submitted via the Congregational Council Liaison for review prior to the date required for submittal.
- m. Ministry correspondence may be subject to review by the Pastor, Congregational Council Executive Committee President or Vice-President, or the Congregational Council to ensure alignment with Church policy and current directives.
- n. The Congregational Council Liaison for a particular Ministry will normally communicate any directives or additional agenda items to the Ministry Leader. This direction in some cases may come directly from the Pastor or other member of the Executive Committee.
- o. All uses of Church Property or Buildings for Ministry activities will be coordinated with the Church Secretary. Submitting an event scheduling form prior to needing Church facilities may be required to prevent conflicting meetings and uses of the facilities.
- p. The Congregational Council shall affirm Ministry Leaders and Co-Leaders at the soonest Congregational Council Meeting after a Leader/Co-Leader is selected; and shall also have the authority to remove a Leader/Co-Leader from their position should they fail to comply with this Continuing Resolution.
- q. Each Ministry Leader/Co-Leader will be provided a copy of this CR1.03; and shall sign a statement acknowledging that they understand and will comply with the provisions of this Continuing Resolution.

CHAPTER 2 - COMMITTEES

CR2 .01 COMMITTEES are responsible for the smooth and efficient operation of the Church and have been organized to support the Church in its administrative and management functions. While committees may not necessarily directly support the Church's Mission Statement, the purpose of the committees, in addition to the execution of the day-to-day operations of this church, is to ensure that the Ministries and members of this church have the means and support necessary to implement the Mission Statement as defined in the Constitutional Bylaws. Each Committee can consist of members and non-members; but shall be chaired by a member of the Congregation. All actions that require money must be approved by the Church Council; and should be reported to the Congregational Executive Committee prior to the next Council meeting following their meeting. Teams will function at the direction of and report to the Congregational Council. The Committees are as follows:

a. Enhancement Committee

The Enhancement Team shall meet annually for the purpose of planning dates for the year's fundraising activities. Each event leader will schedule additional meetings to plan for and orchestrate planned events. The funds raised by these activities shall be placed into the Enhancement Fund; or designated for other needs as directed by the Congregational Council.

b. Building and Grounds Committee

The Building and Grounds Committee shall meet as needed for the purpose of planning and organizing events to maintain the grounds and facilities of the church.

The Committee will focus on maintaining the Church buildings and grounds for the continued use of all facilities, as well as looking at projects that strategically plan for future needs of the congregation as directed by and approved by the Congregational Council. Projects, maintenance, and upgrades that exceed the approval authority of the Congregational Council shall approved by the congregation.

c. Security Committee

The Security Committee shall be responsible for evaluating security needs and making recommendations to the Congregational Council regarding security of the Church's facilities, grounds, and activities.

This Committee shall be responsible to form and manage a security task force for the purpose of implementing approved security measures.

This Committee will report directly to the Congregational Council Executive Committee and ultimately to the Congregational Council.

d. Constitution Review Committee

The Congregational Council shall appoint a team of members to review the current Constitution, Bylaws, and Continuing Resolutions of Our Savior's Lutheran Church on an annual basis. This committee shall be selected not later than September 1st of each year, and the review shall be completed and submitted to the Congregational Council not later than October 31st.

This Committee team will be responsible for reviewing the current documents, which include the Constitution, Bylaws, and Continuing Resolutions, checking for such things as continuity and correct spelling and grammar.

This Committee will meet periodically to review the governing documents of this church and will report to the Congregational Council Executive Committee any recommendations to keep the documents current with any changes within Our Saviors Lutheran Church.

This Committee, when requested by the Congregational Council, will review any proposed amendments or changes to the Constitution, Bylaws, or Continuing Resolutions.

This committee will report any findings to the Congregational Council Executive Committee for consideration and may be called on to report such findings to the congregation at a duly called meeting.

e. Finance Committee

The Finance Committee will be formed when needed as determined by the Congregational Council

Objective: Provide advice and recommendations to the Congregation al Council on financial matters involving capital and operating expenditures.

Membership: Four members who are in good standing in the congregation and who are knowledgeable in and have experience in funding capital projects and operating budgets.

Chairman: Elected from within the Committee Membership.

Ad Hoc Members: Executive Committee, Financial Secretary, and Treasurer should be invited to meetings, but their attendance is not required.

Appointment: By the Congregational Council from the list of nominees submitted by the Executive Committee.

FINANCE COMMITTEE OBJECTIVES:

1. To develop by October a working budget for the next fiscal year working from projected incomes and expenditures.

2. To oversee and expedite the implementation of Capital Campaigns for projects that the Congregation deems necessary.

3. To assist the Congregational Council in developing a strategy for budget management for the next five years. This strategy will be adjusted annually.

Meetings: This Committee will meet irregularly during the year as needed or as called by the Chairman or either of the Ad Hoc members.

CHAPTER 3 – PASTOR EVALUATION

CR3 .01 In accordance with Section C11.06d of the Constitution, it is the responsibility of the Congregational Council to provide the Pastor an annual evaluation to guide and assist the Pastor in his/her duties. This annual evaluation shall be conducted by following the below guidelines.

- a. The annual evaluation of the Pastor shall be completed and reviewed with the Pastor prior to the last scheduled Congregational Council meeting of the year, which is the last scheduled Congregational Council meeting for those Council members whose terms are expiring.
- b. To maintain the confidentiality of this evaluation, the Congregational Council President and Vice President shall conduct this evaluation.
- c. Any member of the Congregational Council may provide input for the Pastor Evaluation to the Congregational Council President and Vice President, which shall be considered when completing the evaluation. Input for the Pastor Evaluation should be submitted not later than the November Congregational Council Meeting.
- d. In conjunction with the Annual Pastor Evaluation, and to assist the Congregational Council President and Vice President in their evaluation; the incoming President shall work with the Pastor to complete a Goals/Progression Plan for the upcoming year.
 - A minimum of two specific objectives that the Pastor hopes to accomplish or progress on each quarter shall be listed, measured, reviewed, and updated quarterly.
 - Objectives may be related to personal growth/improvement or growth/improvement for the Church.
 - The Pastor Goals/Progression Plan is CR3.01 Addendum B of this Continuing Resolution.
- e. The Annual Pastor Evaluation form, CR3.01 Addendum A of this Continuing Resolution; shall be used to conduct the Pastor's Annual Evaluation.
- f. If the Pastor disagrees with the ratings on his evaluation, he/she may appeal the evaluation to the Congregational Council. When the Pastor appeals to the Congregational Council, the rating for each category shall then be determined by a majority vote of the Council on a category-by-category basis. These ratings shall be the final ratings for the Annual Evaluation.

CONTINUING RESOLUTIONS
CR3.01
Addendum A

OSLC Annual Pastor Evaluation

Pastor's Name: _____ Date: _____

Congregation President: _____

Congregational Vice President: _____

The Pastor shall be rated in each of the below categories by both the Congregational Council President and the Congregational Council Vice President. Where there is disagreement on what the rating should be, the average points of the two ratings shall be the points awarded for that category. Please note that a "Meets Expectations" rating indicates that the Pastor is fulfilling the responsibilities for that category and performing as called to do. Ratings and points shall be determined as follows:

- Exceeds expectations* - 6
- Meets Expectations* - 4
- Needs Improvement* - 2
- Unsatisfactory* - 0

A point total of 28 or higher is acceptable and requires no action.

A point total of 20 -28 requires a Performance Improvement Plan (PIP).

A point total below 20 will be taken to the full Congregational Council to determine further action.

An "Unsatisfactory" will require a PIP; multiple "Unsatisfactories" will be taken to the Congregational Council to determine further action.

	Points
1 Preach and teach the Word of God as revealed in the Old and New Testaments	_____
2 Be the leader of Word & Sacrament for this Church. Conduct the regular worship services, weddings, funerals, and any other services as specified and in accordance with the confessions of this Congregation. Administer the Sacraments (i.e. Holy Baptism and The Lord's Supper)	_____
3 Lead, assist, and/or support in the teaching ministry of this Congregation so that together all may be strengthened in the faith and love for Jesus Christ. This includes new member training/orientation, confirmation classes, 1st Communion classes, etc.	_____
4 Minister to all the members of this Congregation according to their needs and visit the members as a service of pastoral care	_____
5 Be the Spiritual Leader for the congregation; strive in word and deed to be a faithful example in Christian living, avoiding conduct which might endanger the faith of others. Create a welcoming environment for those who attend worship services and participate in congregational activities.	_____
6 Serve on the Congregational Council Executive Committee. Work closely as a team with the Council President and Vice President to provide leadership and support for the Congregational Council, Ministries, and members of the congregation.	_____
7 Record promptly and properly all pastoral acts in accordance with the traditions of this Congregation, i.e. baptisms, confirmations, marriages, funerals, communion, and membership for the purpose of historical statistical records	_____
8 Exercise and administer consistent leadership and support of all those in positons of this Church, paid and volunteer (i.e. Church Secretary, Custodian, Organist)	_____

Additional Comments: _____ Total Points: _____

(Pastor Signature)

(Congregational Council President Signature)

(Congregational Council Vice President Signature)

CONTINUING RESOLUTIONS
CR3.01
Addendum B

Pastor Goals/Progression Plan

Name:

Year:

Congregational Council President:

Professional/Personal Development Goal:

Career Planning Goal:

Objective	Action (measurable)	Due Date	Notes/Indicators of Success

NOTE: Pastor should have a minimum of two active objectives per quarterly review period

Date	Progression Plan Quarterly/Semi-Annual Updates	Initials

CHAPTER 4 – Organizational Structure

CR4 .01 In accordance with Section C8.02 of the Constitution, the called Pastor of this congregation is assigned certain specific responsibilities.

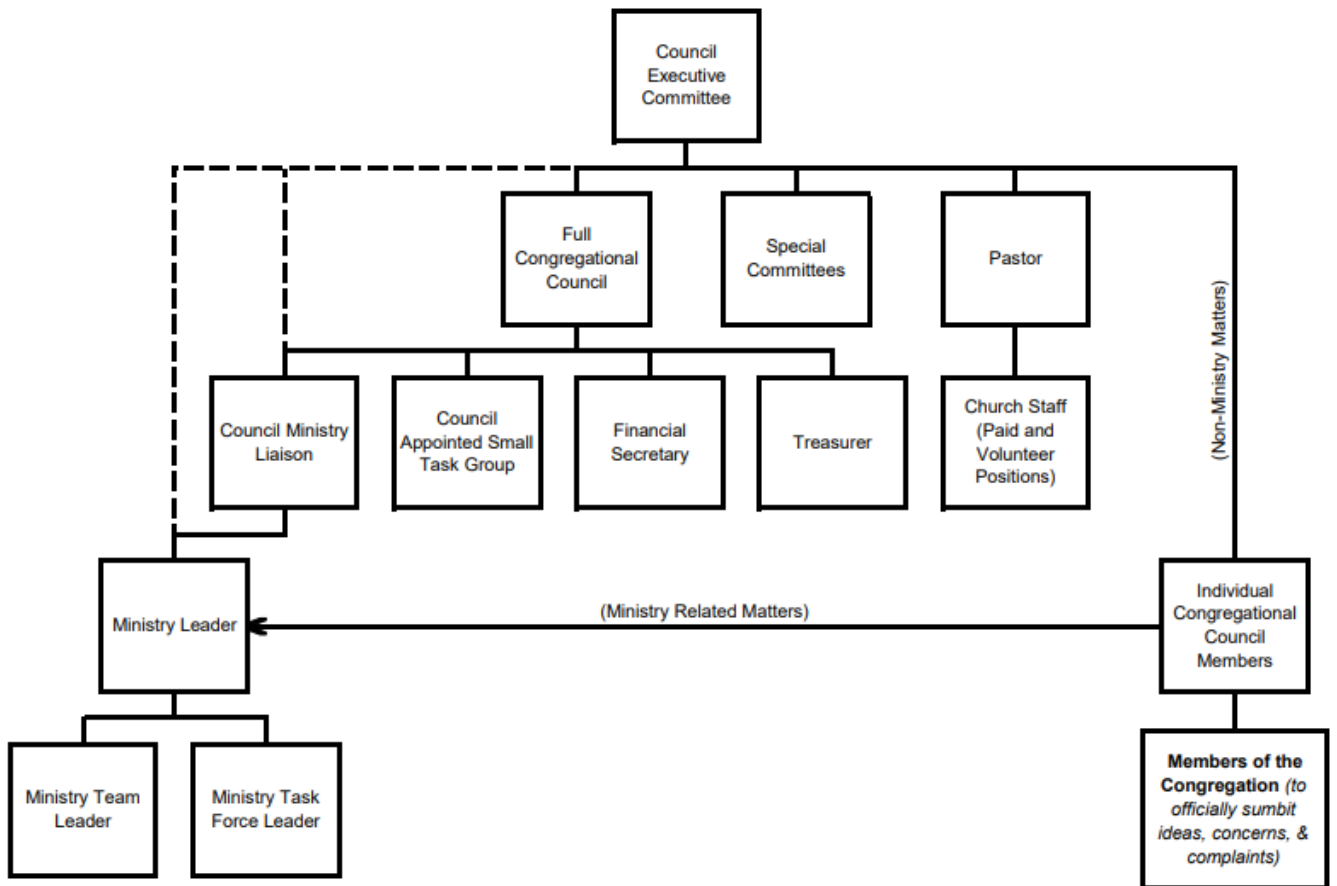
- a. The Constitution recognizes the Pastor of this congregation as the spiritual leader of this church. Members, Ministries, Committees, or Teams seeking guidance related to church doctrine, Sacrament, or spiritual health shall be referred directly to the Pastor.
- b. The Constitution makes the Pastor responsible to preach and teach the Word of God as revealed in the Old and New Testaments, and to conduct Worship Services in accordance with the confessions of this congregation. Members, Ministries, Committees, or Teams seeking guidance involving the interpretation of Holy Scripture, or matters concerning the appropriateness of a part of a Worship Service, shall be referred directly to the Pastor.
- c. Because the Pastor shall report ultimately to the Congregational Council, he shall be accountable to the Congregational Council in the administration of CR4.01a and CR4.01b.

CR4 .02 The duties of the Congregational Council stated in Section C11.06 include providing general oversight of the activities of this congregation that promotes faithfulness in the long-range goals and priorities of the congregation; as well as overseeing and enabling the functions of this church. To fulfill these duties, the Congregational Council has established Ministries, Teams, and Committees which fall under the directive of the Congregational Council and Pastor.

- a. To define the proper line of report to and from these Ministries, Teams, and Committees, as well as for Our Savior's Lutheran Church Staff, an OSLC Organizational Chart, CR4.02 Addendum A of this Continuing Resolution, has been established.
- b. Members of the congregation desiring to submit ideas, concerns, or complaints should present them to a member of the Congregational Council.
 - If the idea, concern, or complaint is unable to be properly addressed by the member of the Congregational Council, it will be directed to either the correct Ministry Leader or to the Executive Committee for further consideration.
 - The Ministry Leader or Executive Committee shall either address the matter or forward it on for further consideration by following the line of report in the OSLC Organizational Chart. This process shall be followed until the matter is properly addressed.
 - Once properly addressed, the originator of the idea, concern, or complaint should be provided feedback on how the matter was addressed.
- c. Church Staff, both paid and volunteer, shall report directly to the Pastor for day-to-day directions and guidance. Matters may be escalated if needed to the Congregational Council Executive Committee.

CONTINUING RESOLUTIONS
CR4.02
Addendum A

OSLC Organizational Chart



----- Dashed line indicates chain of command (line of report) for unique and/or time critical circumstances

April 21, 2022