



ST. MICHAEL'S LUTHERAN CHURCH

Our mission is to celebrate and share God's love in Jesus Christ

2023
Opportunities for Ministry

Descriptions of
Committees and Task Groups



Evangelical Lutheran Church in America
God's work. Our hands.

This booklet contains the list of Committees and Task Forces and their descriptions. The Congregation Council invites St. Michael's members to review this booklet and identify areas of ministry to share gifts, bring leadership and serve together. Feel free to contact any of the chairpersons or council representatives for more information.

CONGREGATION COMMITTEES

The following Congregation Committees are established in St. Michael's Constitution C13:

- **EXECUTIVE COMMITTEE (C13.01)**

The Executive Committee consists of the president, vice-president (Pastor if not elected president), treasurer, and secretary. Two at-large members from the Congregation Council are also serving on the Executive Committee this year. The Executive Committee acts for the Congregation Council between regular Council meetings and helps form the agenda for regular Council meetings.

A list of current council and executive committee members can be found on our website at <https://www.stmichaelslutheranchurch.org/council-news> or in the narthex.

- **NOMINATING COMMITTEE**

The mission of the Nominating Committee is to seek out voting members of the congregation willing to support the mission of the Congregation through service as Congregation Council voting members, in accordance with chapter 12 of the St. Michael's Constitution.

The duties of the Nominating Committee shall be to seek out well-qualified candidates willing to serve on the Congregation Council and report their list of nominees to the President and Pastor, no later than the regularly scheduled Congregation Council meeting prior to the Annual Meeting.

This committee is formed from the outgoing members of the congregational council as defined by St. Michael's Constitution. For more information or to assist the committee with their work contact the current congregational council president.

- **AUDIT COMMITTEE (C13.02)**

The mission of the Audit Committee is to insure the accuracy and professional integrity of the financial accounts of St. Michael's Lutheran Church.

The Audit Committee shall perform a review of the financial accounts of the Church at the close of the fiscal year and report their findings at the annual

meeting. They shall also informally review the periodic financial reports so as to provide timely comment to the financial officers or to the Congregation Council.

The Council representative is John Winkelman and Terri Erikson serves as chairperson.

- **MUTUAL MINISTRY COMMITTEE (C13.04)**

This Committee serves to make space to support the pastor by providing a forum for candid dialogue fostering reflection on the challenges and joys of congregational ministry. For more information contact Pastor Chris.

The Council representative is Kay McConnell and _____ serves as chairperson.

- **CALL COMMITTEE (C13.05)**

The mission of the Call Committee is to identify an individual suitable to take on the roll of this congregation's Pastor.

The Committee shall be responsible for evaluating potential pastoral candidates and recommending a call to a pastor to serve this congregation, in consultation with the bishop and staff of the synod and in accordance with the provisions outlined in Chapter 9 of the Constitution. The Call Committee shall present the recommended candidate to the Congregation Council.

This Committee is in recess until a pastoral vacancy occurs. At that time a new committee will be appointed.

- **MEMORIAL FUND COMMITTEE (C13.06)**

The Memorial Fund Committee, consisting of 5 voting members of the congregation, shall be appointed by the Congregation Council. Terms of office shall be five years and the terms shall be staggered. At least one member shall be a member of the Congregation Council. Members shall be eligible for reappointment. The Memorial Fund appointees, while accountable to the Congregation Council, will provide for the management of investments held in The Memorial Fund.

The responsibilities of the Memorial Fund Committee are defined in a

Continuing Resolution of the Congregation adopted January 29, 2006.

The Council representative is Anne Cassidy and Geoffrey Castle serves as chairperson.

STANDING COMMITTEES

The following committees are established in St. Michael's Bylaws Article II, Section 3:

- **CHRISTIAN EDUCATION TEAM**

The mission of the Christian Education Team is to help facilitate discipleship by providing children, youth and adults with opportunities to learn and grow in the love of God made known in Jesus Christ.

The Christian Education Team is responsible for developing and maintaining programs that teach the Christian faith and life. Such programs include: Sunday Church School, Intergenerational Forums, Confirmation Ministry, First Communion Instruction, Adult Forum, Bible Study and other special activities (i.e., Good Friday Children's Activity).

Members of the Christian Education Team review and select curriculum, give oversight, plan and implement Christian Education activities.

The Christian Education Team will make sure all adults participating in leadership roles comply with St. Michael's SAFETY POLICY FOR CHILDREN & YOUTH MINISTRIES.

The Council representative is Vicki Clemson and Liz DeBacker serves as chairperson.

- **CHURCH PROPERTY COMMITTEE**

The mission of the Property Committee is to manage and maintain all physical assets of the congregation including the church facilities, the parsonage, the parish house and the rental properties, and to make recommendations to the Congregation Council and the Congregation on appropriate courses of action.

The Committee shall make arrangements for the cleaning, maintenance, and repairs to any of the church-owned facilities and shall make recommendations to the Congregation Council on necessary expenditures when prior authorization is necessary. The Committee shall make recommendations to

Council for budgets and long-term capital improvements. The Committee shall periodically report its work to the Congregation Council, and to the Congregation at its annual meeting.

The Council representative is Ray Kratz and Larry Ferguson serves as the chairperson.

- **INVITATIONAL OUTREACH COMMITTEE**

The Invitational Outreach Committee develops resources and implements strategies to invite and welcome new people into the community of Christian faith and life at St. Michael's and to help those who are interested to explore congregational membership.

The Invitational Outreach Committee is responsible for creating invitational and informational materials, identifying, tracking and following-up with visitors and for researching and analyzing different methods of reaching out to the un-churched and inviting them into the ministries at St. Michael's.

The Council representative is Ray Kratz and _____ serves as the chairperson.

- **MEMBERSHIP SUPPORT COMMITTEE**

The mission of the Membership Committee is to keep an accurate accounting of the membership rolls of St. Michael's Lutheran Church.

The Membership Committee shall keep track of any changes to the membership roll of the church including new members, transfers, baptisms, confirmations, deaths, or address changes. They shall also keep contact with members who are away at college, and shall coordinate events that support and encourage new members of the congregation. The Membership Committee Chair shall be responsible for determining quorums at annual or special meetings of the Congregation. The Committee shall periodically report its work to the Congregation Council, and to the Congregation at its annual meeting.

The Council representative is Martha Burke and _____ serves as the chairperson.

- **FINANCE COMMITTEE**

The mission of the Finance Committee is to assist the Congregation Council and the Financial Officers of the Congregation in reviewing the Congregation's financial resources, policies and risk management programs and to make recommendations for appropriate actions.

The Committee shall be responsible for supporting the Financial Officers in pursuit of their duties helping to insure: prompt and regular payment of mission support and incurred obligations; appropriate maintenance of the Congregation's investments, general fund, rental property, and designated fund accounts; upkeep of the Congregation's insurance program and risk management strategies; and all other financial considerations except those relating to the Memorial Fund as described in St. Michael's Constitution chapter 13.06.

The Committee shall assist the Congregation Council in the preparation of a draft budget to be approved by the Congregation Council for recommendation to the Congregation at the Annual Meeting.

The Treasurer and the Financial Secretary are ex-officio members of the Finance Committee. The Council representative is Geof Castle and Anne Cassidy serves as chairperson.

- **SOCIAL OUTREACH COMMITTEE**

The mission of the Social Outreach Committee is to:

- assess and respond to the needs of the oppressed and marginalized communities in our local context and the world at large;
- raise social awareness through education, legislative advocacy, and reflection on the Gospel's social teaching;
- offer concrete examples of how to contribute toward eliminating human tragedies, such as abuse and hunger;
- enable the congregation to witness their convictions by participating in service activities.

The Social Outreach Committee seeks to discern, acknowledge and promote ways the congregation can follow Christ's call to reach out with open hands to all, and to provide opportunities for action. The Social Outreach Committee will help to evaluate and promote requests from outside agencies inviting the congregation's participation in activities consistent with the vision of Christian service and advocacy; research and promote ways that talents can be used to

serve particular projects; plan, coordinate, focus, logistically manage and maintain peace and justice initiatives in the life of the congregation; and advocate that, where possible, Social Outreach projects and programs provide or promote a nurturing environment and an inclusive, intergenerational community spirit.

The Council representative is Anne Cassidy and Ruth Morgenroth serves as the chairperson.

- **STEWARDSHIP COMMITTEE**

The mission of the Stewardship Committee is to evoke and promote the faithful expression of Christian generosity in our daily lives, through the sharing of financial resources, time and talent. The Committee shall help interpret the mission of the Congregation sustained by the sharing of these gifts.

The Committee shall educate the Congregation on its role in and partnerships with local, national and world-wide ministries and the importance of generously supporting those ministries. The Committee shall teach the Christian use of money. The Committee shall develop and implement annual giving programs to help lead the Congregation to higher levels of proportionate financial giving and encourage the sharing of the Congregation's time and talents in the support of the Lord's work.

The Committee shall periodically report its work to the Congregation Council, and to the Congregation at its annual meeting.

The Treasurer and the Financial Secretary are ex-officio members of the Stewardship Committee. The Council representative is John Winkelman and _____ serves as chairperson.

- **WORSHIP AND MUSIC COMMITTEE**

Whereas gathering around God's Word and the Sacraments is the central act of our life together in our Christian community, and that we are nourished in God's love as we offer our thanks and praise and are strengthened for our mission in the world when we gather in community, the mission of the Worship and Music committee is to assist the Congregation Council in seeing that the services of God's house are conducted regularly, competently, and in accordance with the accepted elements of rite in the Lutheran tradition.

The Committee shall work with the Pastor(s) to develop recommendations for the Congregation Council concerning types of services to be offered, service times and policies related to matters of worship.

The Committee shall oversee, train, and schedule worship assistants including ushers, acolytes, crucifers, torch bearers, lectors, communion assistants, and lay ministers. In consultation with the Pastor(s) and the Director of Music, the Committee shall be responsible for overseeing the care and maintenance of all materials used in the worship service including hymnals and devotional materials, paraments, vestments, musical instruments, music, candles, and communion materials. An Altar Guild may be used to assist with the functioning of this committee.

The Committee shall periodically report its work to the Congregation Council, and to the Congregation at its annual meeting.

The Director of Music is an ex-officio member of this Committee. The Council representative is Karen Roorda and _____ serves as chairperson.

- **YOUTH AND FAMILY MINISTRY TEAM**

Youth Ministry is ministry by, with and for youth in the life of St. Michael's Lutheran Church. It has a goal of nurturing relationships, strengthening discipleship and cultivating service. The Youth Ministry Committee will provide guidance and oversight to this work and will provide a safe framework for young people to explore their faith, build community, share their gifts in the life of the congregation and serve others in meaningful ways.

The Youth Ministry Committee will identify responsible, caring adults to supervise youth activities. It will make sure all adults participating in leadership roles comply with St. Michael's SAFETY POLICY FOR CHILDREN & YOUTH MINISTRIES.

The Youth Ministry Committee will facilitate opportunities for St. Michael's youth to participate in Synod, Regional and Churchwide activities and events of Youth Ministry.

The Council representative is Ed Nace and Elizabeth Winkelman serves as

chairperson.

- **PARISH FELLOWSHIP COMMITTEE**

The mission of the Parish Fellowship Committee is to create opportunities outside of worship to maintain and strengthen fellowship among members of the Congregation and others looking to share in such activities.

The Committee shall be responsible for providing outlets for social time such as coffee hours, meals, events, and special receptions. The Committee shall also be responsible for stocking and maintaining the main kitchen and lounge kitchenette. The Committee shall periodically report its work to the Congregation Council, and to the Congregation at its annual meeting.

The Council representative is Vicki Clemson and _____ serves as chairperson.

Special Committees, Task Forces and Other Groups

St. Michael's Bylaws allow the Congregation Council to establish additional Standing Committees, Special Committees, Task Groups and Other Groups. The following are such entities:

- **ENVIRONMENTAL STEWARDSHIP COMMITTEE**

The Environmental Stewardship Committee will assist the congregation to be aware of its environmental stewardship responsibilities; to grow in appreciation of our environment and natural resources; and, armed with environmental knowledge and appreciation to work actively to prevent environmental degradation, improve our environment and encourage others, including federal, state and local governments and the public to conduct and support activities that promote the environment. To these ends the Environmental Stewardship committee will work to educate, equip and advocate.

The Environmental Stewardship Committee will organize, sponsor and coordinate programs and events to:

- Enhance the congregation's connection to nature.
- Increase congregation's contribution to conserving natural resources.
- Expand congregation's effectiveness in promoting environmental issues.

The Council representative is Ruth Morgenroth and Lew Gormen serves as

chairperson.

- **GARDEN COMMITTEE**

The Garden Committee will design, maintain and give oversight to the garden areas surrounding the Church facility. The gardens shall serve as an expression of thanksgiving to God for the gift of beauty revealed in plants of various kinds. Secondly, the gardens are intended to improve the Church facilities “curb appeal” fostering a welcoming environment to our members and visitors.

The Council representative is Ray Kratz and _____ serves as chairperson.

- **PERSONNEL COMMITTEE**

The Personnel Committee is responsible for assisting the Congregation Council in identifying suitable candidates for employment at St. Michael’s and providing a structured point of contact for St. Michael’s employees. The Personnel Committee shall serve as a resource for the Congregation Council in developing job descriptions, terms of employment, personnel policies and providing a review process for performance evaluation and professional development of employees. The Personnel Committee shall have at least one member of the Congregation Council in attendance at all of its meetings. Members of the Personnel Committee should have a background and work experience in supervising employees.

The Council representative is Anne Cassidy and Lisa Gess serves as chairperson.

- **COMMUNICATIONS TEAM**

The Communications Team supports the congregation by promoting news and events both inside and outside St. Michael’s. The Communications Team is responsible to create and maintain the Communications & Social Media Policy and related materials. The Communications Team oversees the creation and distribution of social media posts, written material, electronic newsletters, congregation wide emails and all signage. The team works to ensure consistent messaging across all teams and committees.

The Council representative is Karen Roorda and Liz DeBacker serves as chairperson.

**2023 CONGREGATION COUNCIL
AND COMMITTEE ASSIGNMENTS**

Council Member	Committee Assignment
Geoffrey Castle	*ex-officio member of all committees Memorial Fund
Rev. Christopher Bruesehoff	*ex-officio member of all committees
Treasurer Kim Billet	Youth and Family Ministry Team
Secretary Anne Cassidy	Social Outreach
Martha Burke	Membership Team
Ray Kratz	Invitational Outreach Team Property Committee
Vicki Clemson	Parish Fellowship Committee Christian Education Committee
Kay McConnell	Mutual Ministry Team
Ruth Morgenroth	Environmental Stewardship
Karen Roorda	Worship and Music Team
John Winkelman	Audit Committee Stewardship