

Reviewed and Revised: 6/2017

COMMITTEE CHAIRPERSON JOB

DESCRIPTION RESPONSIBILITIES:

- The chairperson recruits committee members with the guidance and assistance of the congregation council president and the pastor.
- The chairperson calls meetings as needed in order to fulfill the functions of the committee.
- The chairperson contacts the members of his/her committee in order to schedule meetings and to remind the members of previously scheduled meetings.
- The chairperson contacts the office secretary to request him/her to announce a scheduled meeting in church bulletins and/or newsletter.
- The chairperson presents topics for discussion recommended by the congregation council president, pastor, members of the committee, and members of the congregation.
- The chairperson plans and coordinates the committee's actions in order to fulfill the long-range goals and ministry objectives of the congregation.
- The chairperson is the spokesperson for the committee, reporting to the congregation council president and to the congregation.
- The chairperson prepares a year-end report of the committee's activities for the annual report.
- The chairperson or designee provides a monthly written report for the congregation council and for written minutes of each committee meeting.
- The chairperson conducts the meetings by Roberts Rules of Order.

COMMITTEE JOB DESCRIPTION - GENERAL

RESPONSIBLE TO:

The congregation council. The chairperson reports to the council president.

COMMITTEE MEMBERS:

Members are recruited by the council and committee chairpersons and are supervised by the chairpersons. The pastor serves as ex-officio member of all committees and is to be notified of all committee meetings.

WORKS WITH:

Chairpersons of other standing committees, the congregation council, and the pastor.

RESPONSIBILITY:

- to plan, promote, and assist, within the scope of the committee's job description, the attainment of the overall goals of the congregation
- to control and coordinate the achievement of its area of responsibility, including the recruitment, training, and supervision of volunteers and the development, implementation, and evaluation of programs
- to submit written reports: monthly, to the congregation council; yearly, to the congregation through the congregation council
- to study the congregation's ministry, to recommend ministries and ministry objectives to the congregation council and to implement these recommendations as requested by the congregation council
- to develop program and budget recommendations based on goals established by the committee and approved by the congregation council
- to expend budget lines under the respective committee's control in support of its goals and responsibilities within the parameters set by the approved annual budget and any restrictions set by the congregation council

RESOURCES:

- the pastor and others assigned

WORSHIP AND MUSIC COMMITTEE

RESPONSIBILITIES:

- The committee oversees the worship and music program of the congregation, assuring that it is consistent with the doctrine of the Lutheran Church.
- It sees that services are provided regularly and that the worship needs of the congregation are met by incorporating new worship ideas while maintaining inspirational and uplifting worship experiences.
- It develops job descriptions for worship volunteers, recruits and supervises all volunteer individuals and groups related to worship and music including, but not limited to, choirs, altar guild, acolytes, crucifers, ushers, lectors, communion assistants, musicians, altar flowers and others.
- It develops and recommends to the congregation council policy and procedures related to music, worship, special services, weddings, funerals, etc.
- It assists the Personnel Committee to develop job descriptions for the Organist and Choir Director and provides assistance to the Personnel Committee in reviewing contracts and conducting performance appraisals.

RESOURCE COMMITMENT:

- The committee meets approximately once a month or as often as needed.
- A committee member could reasonably expect to spend an average of 3-5 hours per month fulfilling the functions of the committee.
- The duties of a committee member may include:
 - recruiting and training ushers
 - recruiting, training and supervising the Altar Guild
 - overseeing the acolyte and crucifer programs
 - arranging for guest speakers/preachers
 - arranging for guest musicians
 - selecting lectors, communion assistants, etc.
 - assisting with the planning of special worship services
 - producing/compiling resources for corporate and family worship
 - maintaining flower calendar

The ideal committee size is 6-8 members, plus the paid and volunteer worship staff.

STEWARDSHIP/CHARITABLE GIVING COMMITTEE

RESPONSIBILITIES:

- The committee encourages disciplined and intentional proportionate giving by the members of the congregation in support of the total budget of the congregation.
- The committee conducts year-round stewardship education programs encouraging members to wisely use the gifts God gives to them, particularly the gifts of money, time, and abilities.
- The committee assists members to discover their spiritual gifts and to employ these in the service of the congregation.
- The committee conducts a yearly stewardship campaign which educates the congregation about the congregation's ministry goals and solicits their financial support and personal involvement in order to fulfill these goals.
- The committee makes determinations on the use of Stewardship funds, to include ELCA and Delaware-Maryland Synod mission support programs, benevolence allocations to South County volunteer organizations, and individuals within the congregation and/or South County residents who are in need of financial assistance.
- The committee receives and considers applications for Stewardship funds.

RESOURCE COMMITMENT:

- The committee meets approximately once a month or as often as necessary.
- A committee member may expect to spend 1-3 hours per month fulfilling the responsibilities of the committee.
- The duties of a committee member shall include:
 - attending committee meetings
 - accepting responsibility for fulfilling tasks assigned to him/her

The ideal committee size is 5 members.

OUTREACH COMMITTEE

RESPONSIBILITIES:

- The committee challenges and shapes the congregation's attitudes regarding issues of justice, poverty, peace, hunger and other human needs, both local, national and international, by providing congregation members with information, in written and other than, in order to inform and sensitize the congregation to the scope of these issues. In doing so, the committee will emphasize the outreach ministries of the congregation, the Delaware-Maryland Synod, the Evangelical Lutheran Church in America, Lutheran World Relief and social service agencies and organizations closely affiliated with the ELCA and its outreach ministries.
- The committee provides opportunities for members of Trinity to participate in the alleviation of human need. The committee encourages the congregation's involvement financially, by soliciting contributions for world hunger, the local food bank, disaster relief, missionary support, etc. and their participation in hands-on experiences, such as personal involvement in soup kitchen programs, Habitat for Humanity, preparation of packages for distribution overseas, etc. The above list is not inclusive but only illustrative.
- The committee works to organize the congregation to provide assistance for members of Trinity and the local community for such needs as meals for the home-bound, for funerals, and for families with new babies, assistance for the elderly, etc.
- The committee assists members to discover their personal calling to meet human need in fulfillment of Jesus words to us in Matthew 25:31-46.
- The committee encourages recruitment and retention of members by encouraging opportunities for fellowship and creating meaningful connections between members.
- The committee helps Trinity make a good impression to visitors and potential visitors by ensuring up-to-date and attractive materials (brochures, visitor cards, website, signage, etc.) and a user-friendly service. Welcome bags are sent home with visitors.
- The committee recruits and trains members to call upon visitors to ease their introduction to Trinity by sharing information, making introductions and helping to create a connection between the visitor and the member/Trinity.
- The committee builds upon the above-mentioned "connection" by establishing a mechanism for pairing up prospective members with individuals or groups that will befriend them and assist their incorporation into the life of Trinity.
- The committee promotes the importance of evangelism to the congregation and educates them of members' responsibilities to help personally recruit and retain members. For example, inviting friends and neighbors to church and Trinity events and personally checking in on regular visitors or members following their extended absence.
- The committee strengthens the visibility of Trinity within the community, including at community events and other opportunities.

- The committee also has a team of members who go to various nursing facilities and private homes to visit our homebound. Not all are actual members of Trinity, but all need a kind, loving visit.
- The committee also organizes a Christmas Caroling group each December.

RESOURCE COMMITMENT:

- The committee meets approximately once a month or as often as necessary.
- A committee member may expect to spend 3-5 hours per month fulfilling the responsibilities of the committee.
- The duties of a committee member shall include:
 - attending committee meetings
 - accepting responsibility for fulfilling tasks assigned to him/her
 - developing ideas to meet the responsibilities and goals of the committee.

The committee size is 4-6 members.

PROPERTY COMMITTEE

RESPONSIBILITIES:

- The committee manages the property of the congregation so that it is properly maintained and protected.
- It annually reviews the insurance program, recommending changes in order to guarantee sufficient coverage for the property, personnel and church members.
- It provides for and projects preventive maintenance and capital expenditure needs, reporting the same to the council for action.
- It supervises the securing of bids and makes recommendations to the congregation council for appropriate action.
- It supervises all contracted and purchased services for the property, including but not limited to HVAC, etc.
- It coordinates volunteer efforts in order to maintain the properties.
- It assists the Personnel Committee to develop job descriptions for the Custodian and provides assistance to the Personnel Committee in reviewing the custodian's contract and conducting performance appraisals.

RESOURCE COMMITMENT:

- The committee meets during January and February to plan the year and then as often as needed.
- A committee member could reasonably expect to spend an average of 3-7 hours per month fulfilling the functions of the committee.
- The duties of a committee member may include:
 - attending committee meetings
 - assisting in projecting the long-range maintenance/capital improvement needs of the property
 - assisting with maintenance activities involving minor carpentry, electrical, plumbing, painting and cleaning work
 - assisting in obtaining bids for regular maintenance and capital improvements

The ideal committee size is 4-6 members.

CHRISTIAN EDUCATION COMMITTEE

RESPONSIBILITIES:

- The committee provides for and oversees the operation of the Sunday Church School, Vacation Church School, confirmation, first communion, youth ministry and adult education programs.
- It assists in the recruitment and training of teachers and leaders for the education programs of the church.
- It plans and coordinates special educational opportunities, such as workshops, Bible Fun, Children's Church, etc. for all age groups.
- It encourages the use of teaching and worship materials consistent with the doctrine of the Lutheran Church.

RESOURCE COMMITMENT:

- The committee meets quarterly or as often as needed.
- A committee member may reasonably expect to spend an average of 3-6 hours per month fulfilling the functions of the committee.
- The duties of a committee member may include:
 - attending committee meetings
 - developing program ideas
 - performing administrative functions to carry through the committee's goals (eg. make phone calls, produce publicity, etc.)

The ideal committee size consists of 4-8 committee members.

MUTUAL MINISTRY COMMITTEE

RESPONSIBILITIES:

- The committee serves as an open communication channel between the pastor, his/her family and the congregation in the areas of:
 - support of the pastor and pastor's family
 - communication and diagnosis of potential conflict
 - conflict resolution
 - ministry appraisal.
- The committee serves as a confidential sounding board for the pastor and the pastor's family, supporting the pastor's spiritual, emotional, intellectual, and professional growth and needs
- The committee confers with the pastor to make recommendations to the Finance Committee regarding the pastor's salary, housing and allowances.

RESOURCE COMMITMENT:

- The committee meets monthly or as often as needed.
- A committee member may reasonably expect to spend an average of 2-4 hours per month fulfilling the functions of the committee.
- The duties of a committee member may include:
 - attending all committee meetings
 - keeping attuned to the spiritual and the organizational health and vigor of the congregation
 - maintaining strict confidentiality about the business and discussions of the committee

The ideal size of the committee is 4-6 members.

FINANCE COMMITTEE

RESPONSIBILITIES:

- The committee oversees the congregation's finances, (ie. operating, benevolence, property budgets; memorial funds; investment portfolio; special appeals) and guarantees that the resources are used efficiently.
- It consults with and advises individual treasurers and committee chairpersons throughout the year regarding the expenditure of funds under their respective budget lines.
- It receives budget recommendations from standing committees and prepares the annual budget for local, synodical, and ELCA causes, presenting such to the council and congregation for action.
- It provides for annual audits for the accounts of all organizations and treasurers within the congregation.

RESOURCE COMMITMENT:

- The committee meets as often as needed. The committee must meet during budget preparation time (normally September through November) and to perform account audits in January.
- A committee member could reasonably expect to spend an average of 1-2 hours per month during non-budget cycle months and an average of 3-5 hours per month during budget cycle and audit months.
- The duties of a committee member may include:
 - attending committee meetings
 - participating in budget preparation and audit functions
 - becoming informed about the budgetary needs of the congregation and church-at-large

The ideal committee size is 6-8 members. In addition the Current, Benevolence, Property, Memorial and Gift Fund Treasurers and Financial Secretary(s) are members of this committee.

PERSONNEL COMMITTEE RESPONSIBILITIES:

- The committee recruits prospective employees for the positions of:
 - secretary
 - organist
 - choir director
 - custodian
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- The committee recommends to the congregation council the hiring and termination of the above employees. The committee **does not hire or terminate**, except in such cases as the committee has **prior approval from the congregation council** for such actions.
- The committee provides on-going supervision of the above employees. The committee conducts written performance appraisals annually in September and others if necessary.
- The committee designs performance appraisal instruments, to be approved by the congregation council.
- The committee creates, reviews and, as necessary, personnel policies and modifies
- the job descriptions of the above employees. The review and modification of a job description for a current employee is made with the employee's knowledge and participation in the review/modification process. Included in job descriptions are the following items:
 - the specific requirements of the job
 - the required number of weekly work hours
 - annual leave, sick leave, maternity leave
 - the defined per hour/yearly wage rate for the work
 - the separation procedure for both the employer and the employee
 - a schedule of approved fees, should fees for service apply
- The committee conducts area prevailing wage rate surveys to determine the appropriateness of the wage rate for the above employees. The committee makes wage/salary recommendations to the finance committee, during the yearly budget cycle, based on the following applicable criteria:
 - cost of living increases
 - merit increases
 - wage/salary adjustments to bring employees' wage/salary in line with the area prevailing wage rate

The committee solicits, as necessary, the comments and assistance of the standing committees and members of the congregation in order to perform its duties.

RESOURCE COMMITMENT

- The committee meets approximately four to six times per year or as often as needed.
- A committee member may reasonably expect to commit an average of 2-4 hours work/meeting time per meeting.
- The duties of a committee member may include:
 - attending committee meetings
 - researching personnel data from community resources
 - reviewing contracts/employment applications and resumes
 - meeting with employees to review performance
 - developing a working partnership between the congregation and the employees
 - soliciting information and assistance from other members of the congregation

The committee size is 3-5 members.