



**GOVERNANCE HANDBOOK
OF
MESSIAH LUTHERAN CHURCH
OF CAMROSE**

Approved by a duly called Congregational Meeting on June 7, 2009

Last reviewed by Church Council on May 14, 2009

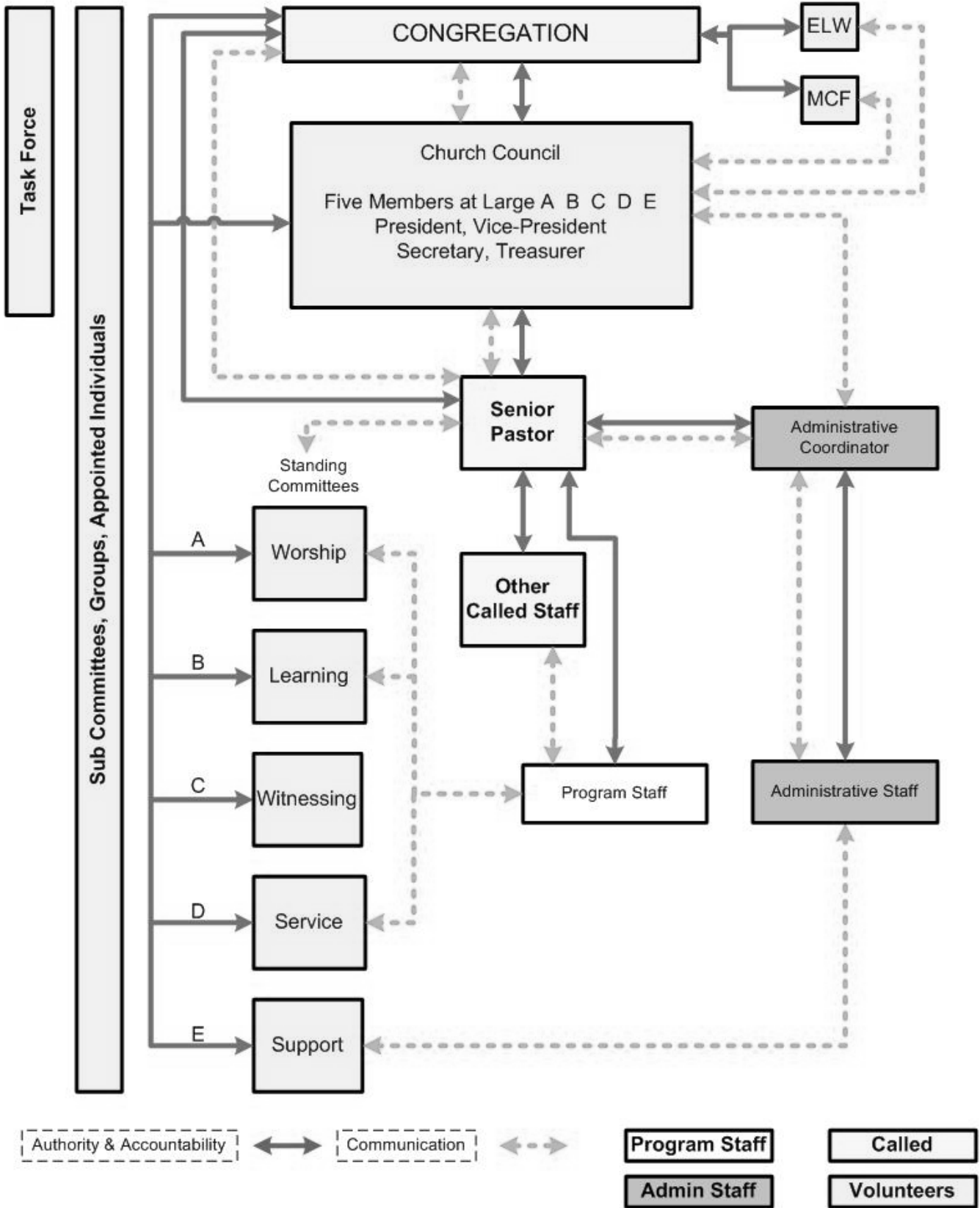
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Messiah's Governance Model

Mar. 4, 2009



MISSION AND CORE VALUES

- 1.1** Messiah Lutheran Church uses the mission statement “Sharing Jesus Christ with all people.” to express its confession of faith, nature and mission, and expectations of membership as defined in the Constitution (Article II – Confession of Faith; Article III – Nature and Mission; and Article IV, Membership, Section 2.). It reaffirmed this mission statement on May 31, 2006.
- 1.2** To fulfill its mission as stated in the Constitution and in its mission statement, the congregation is guided by core values which it adopted on May 31, 2006.
 - 1.2.A** God loves everyone.
 - 1.2.B** Jesus is Lord.
 - 1.2.C** We seek to be led by the Holy Spirit.
 - 1.2.D** We rely fully on the Word of God.
 - 1.2.E** God gives everyone gifts to share.

2. DEFINITIONS

- 2.1 SCOPE OF AUTHORITY:** defines the source of permission and/or what actions are authorized and the boundaries of authority in accord with Article V, Section 2 of the Constitution
- 2.2 RESPONSIBILITIES:** defines the tasks, as well as the standards to which we aspire
- 2.3 FACILITATE / MAKE PROVISION:** indicates an area of responsibility which the governing body should consider delegating to a subcommittee, group, or an individual, unless the members of the governing body feel that they have the time, interest and ability to perform this task
- 2.4 STANDING COMMITTEE**
 - 2.4.A** The term “Committee” is used only for Standing Committees.
 - 2.4.B** A Standing Committee is created by the Congregation to assist the Congregation in realizing its nature and mission in one of the five areas defined in Article III of the Constitution (Worship, Learning, Witnessing, Service and Support).
 - 2.4.C** Each Standing Committee shall be responsible to develop, coordinate, supervise and evaluate the programs of the Congregation in its area of responsibility. It shall recommend to Church Council policies related to that area.
 - 2.4.D** It shall make provision for matters assigned to it in the Bylaws. Each of these matters may be undertaken directly by the Standing Committee or be delegated by the Committee.

2.5 SUBCOMMITTEE

2.5.A A Subcommittee may be developed by the Congregation, Church Council or a Standing Committee to consider a specific matter that requires attention but that the Congregation, Church Council or Standing Committee does not want to take time for the entire group to consider the matter in detail.

2.5.B The membership of the Subcommittee is composed exclusively of members of the body that organized it. It usually exists for a brief period of time. If the work involved is more extensive, the Congregation or Church Council may wish to consider creating a Group or Task Force or to appoint an Individual for this task; a Standing Committee may wish to consider creating a Group or to appoint an Individual for this task.

2.6 GROUP

2.6.A A general description is provided by Article IX, Section 6 of the Constitution: "Ministry groups of long standing or established from time to time, shall exist to minister to its members and to minister in specific areas of the congregation's mission of sharing Jesus Christ with all people."

2.6.B A Group may be developed around a task, ministry or interest by the Congregation, Church Council or a Standing Committee.

2.7 Task FORCE

2.7.A A Task Force may be created by the Congregation or Church Council for a specific assignment within a specific time frame and schedule such as investigating a particular course of action and providing analysis and/or recommendations.

2.7.B A Task Force may also be created to undertake a specific course of action within a specific timeframe that requires specialized knowledge and leadership.

2.8 APPOINTED INDIVIDUAL

2.8.A An Individual may be appointed by the Congregation, Church Council, a Standing Committee, Subcommittee, Group or Task Force for a specific task.

3. ANNUAL PLANNING MEETING

3.1 An Annual Planning Meeting shall be held within two weeks of the Annual Meeting on a date set by the retiring Church Council.

3.2 The purpose of the meeting shall be:

3.2.A to provide orientation to policies and procedures for Church Council and Standing Committees

3.2.A.1 to allow opportunity for each group to review those things in the bylaws which pertain to them and to carry out those things that the bylaws instruct them to do

3.2.A.2 to provide time for Church Council to decide which member at large shall act as liaison with which Standing Committee

3.2.A.3 to provide time for each Standing Committee to elect from its members a chairperson and a secretary, to review its responsibilities, and to develop or refine a strategic plan, taking care to set goals that are specific, measurable and attainable.

4. ADDITIONAL CHURCH COUNCIL RESPONSIBILITIES

- 4.1** Church Council shall make provision for a time for devotions and building community among the members of the council.
- 4.2** Members of Church Council shall represent accurately and support the official positions and decisions of the Council when interacting with members and the public.
- 4.3** Members of Church Council shall prepare for and attend every meeting of the Council or indicate to the President the reason for his/her inability to attend.
- 4.4** Members of Church Council shall participate actively in discussion and the decision making process.
- 4.5** Members of Church Council shall conduct themselves in a manner that is consistent with the values of the Congregation.
- 4.6** Church Council shall provide opportunity for an *in camera* meeting to receive information, discuss and decide issues of a confidential nature with the view to arbitrate and foster good will and mutual understanding.

5. ADDITIONAL EXECUTIVE RESPONSIBILITIES

- 5.1** to arrange for pastoral service during the sickness or absence of the pastor(s).
- 5.2** to prepare a draft of the agenda for congregational meetings.
- 5.3** to make provision for devotions and building community among the officers

6. NOMINATING GROUP

- 6.1** The Nominating Group shall search for suitable candidates for all vacant positions on the Church Council and the Standing Committees.
- 6.2** Each potential nominee shall be provided with a detailed job description that includes eligibility for membership, duration of service, scope of authority, and responsibilities, based on information in the Constitution and the Bylaws.

7. ADMINISTRATIVE COORDINATOR

7.1 SCOPE OF AUTHORITY

- 7.1.A** The Administrative Coordinator acts within the authority given by the Congregation and as defined by the job description.
- 7.1.B** The Administrative Coordinator shall be advisor to Church Council, the Executive, and the Support Committee with voice, but no vote.
- 7.1.C** All administrative staff members shall be accountable, through the Administrative Coordinator, to the Senior Pastor.
- 7.1.D** The Administrative Coordinator shall be advisor to the Support Committee, as well as related subcommittees, groups, task forces and appointed individuals with voice but no vote. The Administrative Coordinator may delegate this authority to administrative staff members.
- 7.1.E** When a member of the Administrative Staff is to be hired, the Administrative Coordinator shall be part of the task force that is appointed to serve with the Senior Pastor in interviewing candidates for the position.

7.2 RESPONSIBILITIES

- 7.2.A** shall be detailed in the job description for this position.
- 7.2.B** to act according to the Constitution, Bylaws, policies, procedures and decisions of the Congregation.
- 7.2.C** to provide written reports of the activities of the Administrative Coordinator and members of administrative staff as part of the Senior Pastor's report to the Church Council
- 7.2.D** to provide a written report of the activities of the Administrative Coordinator and members of administrative staff as part of the Senior Pastor's report to the Annual Meeting

8. COMMITTEE MEMBER

8.1 SCOPE OF AUTHORITY

- 8.1.A** A Committee member receives his/her authority by the election of the Congregation
- 8.1.B** A Committee member shall act according to the Constitution, Bylaws, policies, procedures and decisions established by the Congregation.
- 8.1.C** A Committee member acts within the authority given to that person's Committee and as defined by the responsibilities given to that person for a specific task.

8.2 RESPONSIBILITIES

- 8.2.A** represents accurately and supports the official positions and decisions of that person's Committee when interacting with members and the public
- 8.2.B** participates in the Annual Planning Meeting
- 8.2.C** prepares for and attends every meeting of the Standing Committee, or indicates to the chairperson the reason for his/her inability to attend
- 8.2.D** participates actively in discussion and the decision making process
- 8.2.E** conducts himself/herself in a manner that is consistent with the values of the Congregation

8.3 COMMITTEE CHAIRPERSON

- 8.3.A** presides at meetings of the Committee
- 8.3.B** plans Committee meeting agendas
- 8.3.C** acts as the official spokesperson of the Committee
- 8.3.D** ensures that all decisions are documented accurately in minutes, policies and other documents

8.4 COMMITTEE SECRETARY

- 8.4.A** keeps the minutes of the Committee in a volume, provided by the Congregation, which shall be permanently preserved in the congregational archives
- 8.4.B** distributes minutes in a timely manner

9. PROVIDING A MANDATE

The following are provided for general guidance and are meant to be adapted for the specific situation:

9.1 ELIGIBILITY FOR MEMBERSHIP

9.1.A *(Check the bylaws before defining. In many cases the following wording may apply: Members or friends of Messiah who are actively involved in the life and mission of the Congregation are eligible to serve on the Group.)*

9.2 DURATION OF SERVICE

9.3 SCOPE OF AUTHORITY

9.3.A The (entity name) is authorized by the (name of governing body) to pursue (its specific task, ministry or interest).

9.3.B may authorize and take on expenses with approval by the (*name of governing body*)

9.3.C may take any action within its specifically mandated function

9.3.D shall act according to the Constitution, Bylaws and decisions of the Congregation, as well as the policies and procedures established by the Church Council and the Standing Committee

9.4 RESPONSIBILITIES

9.4.A *(The responsibilities of the entity will be defined by governing body in this section.)*

9.4.B (*entity name*) shall organize itself in whatever manner is deemed by it as the best way to fulfill its responsibilities. OR (*The governing body may define an organizational structure for the entity.*)

9.4.C to provide reports of its activities to the (*name of governing body*)