

SPR Congregation Council Members

Expectations and Responsibilities

Congregation Councilmembers are vital to the health and mission of Saint Paul-Reformation. In this role, you will have the opportunity to partner in the ministry of this parish, be good stewards of our church's time and talents, and cast the vision for our parish into the future.

The following is a synopsis of the requirements for Congregation Council Members:

1. Attend all monthly Congregation Council meetings to play an active role and to maintain necessary quorum;
2. Commit to serving a 2-year term;
3. Provide oversight of the Church's worship life, including the following: leading the congregation in its mission and long-range planning; involving all members of the congregation in the church community; exemplifying a life of ministry; fostering mutual understanding and resolving conflicts; emphasizing partnership with the synod and other congregations; and to encourage individuals to prepare for the ministry; and maintaining supportive relationships with the minister(s) and staff;
4. Oversee the financial and property matters of the congregation (such as contracting for maintenance, rentals, repairs, and capital campaigns);
5. Provide an annual review of the membership roster and carry out the provisions of the Church Constitution, Bylaws, and Resolutions;
6. Manage the employment and supervision of SPR staff by providing reviews of staff and assisting with personnel matters, wages, and benefits; and
7. Submit a comprehensive report to the congregation at the annual meeting.

In addition to these required duties, there are also expectations of Congregation Council members.

1. Come prepared to all meetings, having read all circulated materials and prepared any necessary motions. All materials should be received at least 24 hours in advance of the meeting to enable Councilmembers to adequately prepare. Please find samples of draft motions in the Addendum to this document.
2. Volunteer for necessary duties and tasks on a regular basis
3. Serve on at least one committee and update the council at Congregation Council meetings. The current committees are as follows:
 - a. Nominating Committee (6 members)
 - b. Audit Committee (3)
 - c. Mutual Ministry Committee (3)
 - d. Call Committee (6 if needed)
 - e. Building Committee
 - f. Stewardship Committee
 - g. Capital Campaign Committee
 - h. Sanctuary Congregation Committee
4. Pledge donations and increase donations on an annual basis

ADDENDUM

The following are some sample motions:

- ***Resolved: that the Parish adopt the ____ Budget as proposed by the Parish Council***
- ***Resolved: that the Parish elect the following persons to serve on Council:***

- ***Resolved: that the Parish Council authorize the Executive Committee to decide on an appropriate custodial services vendor and enter a contract with the same in an amount not to exceed \$5,000.***
- ***Resolved: that the Parish council authorize the Executive Committee to accomplish the following for an amount not to exceed \$3,500 by _____.***