

**Minutes
Congregational Council
St. John's Lutheran Church
November 18th, 2025**

Members: Pastor Pam Fickenscher, Pastor Jonathan Davis, President Michelle Kramer-Prevost, President Elect Paul Beck, Treasurer Judd Lohmann, Secretary Steve Reece; Council Members Cheryl Buck, Jill Enestvedt, Dan Hanson, Andrea Hoff, Susan Lohmann, and Maggie Odell.

Present: Pastor Pam Fickenscher, Pastor Jonathan Davis, President Michelle Kramer-Prevost, President Elect Paul Beck, Treasurer Judd Lohmann, Secretary Steve Reece; Council Members Cheryl Buck, Jill Enestvedt, Dan Hanson, Andrea Hoff, Susan Lohmann and Maggie Odell; Amy McBroom (representing the Youth Education & Ministry Board), Brenda Nelson (representing the Worship and Arts Board), and Mark Toov (representing the Children's Ministry and Education Board).

Absent:

President Michelle Kramer-Prevost called the meeting to order at 7:00 pm.

1. Devotions on Chapters 13-14 of Martin Luther King Jr's *Strength to Love*

Pastor Davis led a discussion, firstly, on King's thoughts about how to rid ourselves and the world of evil, and, secondly, on King's creative letter, in the voice of the apostle Paul, to the American people.

2. Approval of October Minutes

Cheryl Buck made a motion, seconded by Andrea Hoff, for approval of the October Council Minutes. Motion carried.

3. Financial Report

See addendum #1 (below) for Treasurer's Report.

4. Action Items

Council approved a Foundations Funds Request to support a new community choir called Lifting Voices Northfield (see addendum #3 below).

Council approved a Foundations Funds Request to support continuing education in CPR and first aid for staff, ushers, and interested members (see addendum #4 below).

Council approved a Worship and Arts Board request for disbursement of \$1851 of pre-approved Foundation grant funds for "Ferguson music": \$150 for new music notation software (Dorico); \$15 for course to learn how to use new music notation software; the remainder (\$1686) for the November and December music interns.

Jill Enestvedt made a motion, seconded by Judd Lohmann, to hold next year's Annual Congregational Meeting on January 25th and the annual Council Retreat on February 7th. Motion passed.

5. Discussion Items

Revisions to Article 6 of the bylaws were considered. See addendum #6 (below) for the proposed revisions, along with the current version of this section of the bylaws – for the sake of comparison. The Stewardship Board Chair proposed that Council revisit the discussion on term-lengths for Board members: should the current three-year non-renewable terms both for Board members and for chairs be changed to two-year renewable terms. Council decided to delay consideration of this until next year. The Evangelism and Communications Board Chair proposed that a line be added to Article 6.B regarding a Board Chair's responsibility to provide a written annual report of the Board's activities at the Annual Congregational Meeting. Council will vote at the December Council meeting to submit these revisions to the congregation at least thirty days before the Annual Congregational Meeting. Revisions to the Constitution mandated at the ELCA Synod Assembly will also need a vote at the December meeting.

The Evangelism and Communication Board Chair informed the Council that it intends to use up to \$3,000 from its designated funds for AV upgrades in the choir loft (see Board minutes for details). This led to a wide-ranging discussion about what to do with the vast array of paraphernalia in the choir loft. Council asked the Worship and Arts Board to bring this question up at the Annual Congregational Meeting.

Three St. John's congregants offered a very positive report of their experiences in the antiracism training group. A total of seven St. John's congregants participated over the course of eight months in this training.

7. Pastors' Report

See addendum #2 (below) for Pastors' Report.

a. Pastor Fickenschier

b. Pastor Davis

Pastor Davis shared with Council a letter from the Youth Visioning Task Force (see addendum #5 below) recommending a return to a full time Youth Minister position.

8. Old Business

9. New Business

10. Future Dates

Board Night: Tuesday, December 9th, 7 pm

Council Meeting: Tuesday, December 16th, 7 pm

Annual Meeting: January 25th

Council Retreat: February 7th, 2026

Please note that owing to the Christmas holiday there is only one week between the December Board meetings and the December Council meeting. The Executive committee will meet to set the agenda for the Council meeting only forty-two hours after the Board meetings. Consequently, you should attempt to submit the minutes of your Board meeting within twenty-four hours. Thanks!

President Michelle Kramer-Prevost adjourned the meeting at 8:55 pm.

Minutes submitted by Secretary Steve Reece

Addendum #1: St. John's Treasurer's Financial Report for October 2025:

Total Operating Income is right on budget for the month of October and (\$70k) below budget YTD.

- Offering:
 - o October offering was \$5k above budget.
 - o YTD offering is (\$40k) below budget.
 - o 2025 YTD offering actuals through October are about \$15k greater than 2024 offering through October.
- Other Income
 - o YTD combined "Other Income" and "Other Gifts" are \$20k higher than budget.
 - o YTD Released Designated and Foundation Funds are (\$50k) below budget.

Total Operating Expense is \$9k above budget for the month of October and (\$59k) lower than budget YTD.

- Personnel is (\$7k) below budget YTD through October.
- All other Board expense categories are collectively about (\$51k) under budget YTD through October
 - o Property & Grounds are (\$17k) under budget YTD.
 - o Worship, Music & Arts are (\$7k) under budget YTD
 - o Youth Ministry & Education are (\$7k) under budget YTD.
 - o Other Expense (Released from Foundation) is (\$7k) under budget YTD.
- We are still waiting for the savings from the Solar Panels to show up on our utility bills.

Net Income/(loss)

- The Net Income YTD through October is (\$11K) below budget.

Addendum #2: November 2025 Pastors' Report:

Official Acts

Funeral for Kathy Vang, November 3

Funeral for Nola Moen (funeral home), November 7

Funeral for Michael Taggart (funeral home) November 8

Funeral for Patrice Nordstrand, November 11

Baptism of Cameron Arthur Berthelsen, November 16

Worship

Our second Wednesday vespers, focused on thanksgiving for the saints, was very well attended and received lots of positive response. We are discovering a need for more candles!

CYF

St. John's, Bethel, and St. Peter's gathered for their multi-church youth night at Bethel. Rolf Jacobsen and his band The Fleshpots of Egypt performed music and Rolf shared his story of being diagnosed with cancer – twice – in high school. He gave the youth and adults there some practical Christian guidance for how to care

for people when they are going through something difficult. This event also served as the launch for our Confirmation J-Term that we have offered collaboratively with Bethel and St. Peter's since 2020.

The Youth Visioning Taskforce has met for a second time. Their agenda was to discuss the full-time/part-time nature of this position (see below) and start brainstorming what kind of conversations they want to have with youth and families at St. John's, as well as with the whole congregation.

Along with Jeff McLaughlin and the Key, St. John's youth and families will help to promote the LOFTY (Lights Out for the Youth) Project. You'll be able to see them at a booth during this year's Winter Walk.

Sustaining Grace

The lighting project for St. John's Hall was completed on November 13. Many thanks to Dan Hanson for shepherding this through. The difference in brightness is immediately evident, even on a sunny day.

Advocacy

A Light in the Storm, a statewide convention of Isaiah is being held on Saturday December 13 to bring together Christians and Muslims around common concerns. St. John's has 45 people signed up so far, and there is still room for more.

Pam and Jon both took part in leading the prayer vigil at Bridge Square on November 16, gathering the community in the wake of the violent ICE arrest at Woodley and Washington on November 11.

Addendum #3: Foundation Request:

Contact Information

First Name

Susan

Last Name

Lohmann

Email

susanmlohmann@gmail.com

Other Information

Project Goal

Financial Support for Lifting Voices Northfield

Project Description

Lifting Voices Northfield is a new community effort to create a choir for people living with dementia and their care partners. Their model celebrates ability, promotes connection, and fosters joy, safety and a strong sense of belonging through music. The choir is currently taking registrations to begin rehearsals in January, 2026.

Rehearsal space is being made available at FiftyNorth, and the choir will be under the direction of Kristin Kivell.

Project Timeline (start and end dates)

1/1/26 - 12/31/26

Funding Timeline (start and end dates)

1/1/26 - 1/31/26

Dollar Amount

\$500 (to match the \$500 from the Faith & Health Board)

Primary Impact Area

Northfield Community

How will this drive member involvement and engagement?

Funds will be available to interested St. John's members to cover enrollment expenses (\$50/duo), which will pay for music, binders, and other supplies. Any remaining funds later in the year will be donated to Lifting Voices to cover miscellaneous expenses (e.g., supplies for post-rehearsal connection time). The Faith & Health Board will also promote multiple avenues for volunteer engagement with Lifting Voices Northfield.

Are there plans to acknowledge the support of the congregation and foundation?

Yes

Are internal staff resources required? If so, has a staff person offered support for this project?

No

If this project engages an outside organization, please provide its name and the name and email of your primary

contact person there.

Kristin Kivell and FiftyNorth

Addendum #4: Foundation Request:

Contact Information

First Name

Susan

Last Name

Lohmann

Email

susanmlohmann@gmail.com

Other Information

Project Goal

CPR/First Aid Training

Project Description

The Faith & Health Board would like to help support continuing education in CPR and first aid for staff, ushers, and interested members. This will help promote a safe environment and empower people to respond confidently in case of health emergencies at church, home, or community settings.

Project Timeline (start and end dates)

One-day training in 2026

Funding Timeline (start and end dates)

1/1/26 - 1/31/26

Dollar Amount

\$2,000

Primary Impact Area

Internal

How will this drive member involvement and engagement?

Help facilitate staff's and member's ability to care for one another in urgent or emergent situations.

Are there plans to acknowledge the support of the congregation and foundation?

Yes, internally.

Are internal staff resources required? If so, has a staff person offered support for this project?

Staff would be participants in the training.

If this project engages an outside organization, please provide its name and the name and email of your primary

contact person there.

Training by Sandra Litman of Lifesavers, Burnsville, MN

Addendum #5: Letter from the Youth Visioning Task Force:

Dear St. John's Church Council,

As part of the Youth Visioning Task Force preparing for Kristin Partlo's departure in late summer 2026, we would like to make the case for this position returning to full-time in fall 2026 at its current hourly rate. Except for times of transition, the *Director of Ministry with Youth and Families* position has been full time since 2012. The reason it was moved to 30 hours per week was to accommodate Kristin's seminary schedule.

The job description for this staff position articulates the key aim of building a ministry *with* youth and families that centers around belonging and integration. This is not simply ministry *to* youth and families, but *with them*. The word *with* is very intentional in this job title. Youth and their families are already part of the web of ministry that happens at St. John's and we want them to see St. John's as a community where they belong and are integrated into the life of this church. This vision is achieved primarily through relational ministry.

While Kristin Partlo has had a big impact on our youth and family ministry here, our hope is that an added 10 hours per week can increase the relational ministry and continue to foster that sense of belonging and integration. We especially feel a need for an intentional focus on ministry with parents and families. We spend a lot of time ensuring that youth have a sense of community and care at St. John's. Parents, though less likely to admit it, are also in need of community, connection, and care.

In addition, we feel that a full-time position will draw the highest quality of candidates, will increase the likelihood of a longer tenure in this position, and will show to the community the value we at St. John's place on the role of our youth and their families.

Thank you for considering,

Eden Kaiser

Peter Becker Nelson

Suzy Taggart

Alysa Toov

Addendum #6: Revision of Bylaws:

[[Revised Version of Article 6 of the Bylaws (re. Officers and Boards)]]

[[to be voted on at the 2026 annual meeting]]

[[November 13th update – Steve Reece, Secretary]]

Article 6. Officers and Boards (Cf. Constitution, Chapter 11)

A. The Officers

1. The president shall:

- a. Preside at all meetings of the congregation and the Congregation Council.
- b. Coordinate the work of the boards and be an ex officio member of each board without vote.
- c. Carry out the will of the congregation as ordered by the constitution, bylaws, and resolutions of the congregation.
- d. Write an annual report to the congregation.
- e. Coordinate the preparation and distribution of the annual report of the congregation.
- f. Be authorized to sign checks.

2. The president-elect shall:

- a. Perform the duties of the president in the president's absence, incapacity, or at the president's request.
- b. Chair the Budget Committee and be a member of the Personnel Committee.
- c. Be authorized to sign checks.

3. The secretary shall:

- a. Gather, organize, and archive the minutes of the monthly meetings of the boards.
- b. Determine what items from the board meetings should be included for discussion and action at the following meeting of the Congregation Council, and, along with the Executive Committee, prepare the agenda for that meeting.
- c. Record and archive the proceedings of the monthly meetings of the Congregation Council.
- d. Relay to the church office, and to the president and treasurer of the St. John's Foundation, any decisions the Congregation Council makes regarding Foundation grants.
- e. Along with the Congregation Council and the Executive Committee, prepare the agenda for the annual meeting of the congregation.
- f. Make a roster of voting members available at each congregational meeting.
- g. Prepare a directory of board and committee members.
- h. Record and archive the proceedings of the annual meeting of the congregation.
- i. In accordance with the constitution, submit to the bishop of the synod copies of resolutions and amendments that are made at special and regular meetings of the congregation.
- j. Retain and codify secretarial records to be filed permanently in the church office; keep a duplicate personal set of records which shall be turned over to the succeeding secretary.

4. The treasurer shall:

- a. Be chairperson of the Business Management Board.
- b. Supervise the financial procedures, records, and investments of the congregation.
- c. Render a monthly statement of income and expense compared to budget to the Congregation Council.
- d. Be authorized to sign checks.
- e. Deliver an annual financial report to the congregation.

- f. Be a member of the Budget Committee.
- g. Recommend written financial policies and procedures for cash management, e.g., annual budgeting, fund accounting, and annual audit to the Congregation Council.

B. The Chairpersons of the Boards

1. A chairperson for each of the boards shall be elected by the congregation at its annual meeting. A new chairperson may already be a member of a board or may be elected as a new board member. The term for a chairperson shall be three years; election as chairperson may extend membership on a board beyond the usual three years. When possible, one-third of the chairpersons shall be elected each year on a rotating basis.
2. Each chairperson may assign board members specific responsibilities and inform the Congregation Council of such assignments.
3. Each chairperson may appoint sub-committees to assist board members in meeting their responsibilities.
4. Each chairperson shall submit a monthly written report of the board's actions to the Congregation Council.
5. If a chairperson must resign, the vacancy shall be filled as specified in Article 8, B 6 g.

C. The Boards

1. Only voting members of this congregation shall be eligible for membership on the boards of the congregation.
2. The membership of each board shall be six members, including the chairperson, to be elected at the annual meeting for a three year term, with one-third of each board elected each year. Members of the board shall not succeed themselves in office.
3. If a vacancy occurs on a board, the Congregation Council shall fill the vacancy at its next meeting, upon recommendation of the board's chairperson and the senior pastor. A person who fills an unexpired term may then stand for election to a full term.
4. Each board shall:
 - a. Meet once a month at a regularly appointed time and hold additional meetings as needed.
 - b. Have a quorum of three board members.
 - c. Be empowered to administer appropriations designated for its work by budget approval, by the Congregation Council, or by special resolution of the congregation, in accordance with procedures and controls established by the Congregation Council.
 - d. Provide oversight for any ministry team, sub-committee, or auxiliary organization assigned by the Congregation Council.
 - e. Submit an annual budget request in the form and at the time requested by the Congregation Council.
 - f. Evaluate at least annually the methods and progress of the board's work.
 - g. Provide for a brief written record of board meetings, to be kept as an archive for the board.

5. Three unexcused absences in a twelve month period shall constitute forfeiture of the member's position on the board. The position shall be declared vacant and the person will be notified by the president of the congregation.

D. Areas of Responsibility of the Boards

1. **Faith and Health Board** is responsible for the congregation's ministry supporting the physical, mental, and spiritual health of the congregation and the community. By way of implementation, this board shall:

- a. Support the ministry of the congregation's Faith Community Nurse.
- b. Support the Stephen Ministry and Prayer Shawl programs of the congregation.
- c. Develop ways for members of the congregation to be involved in ministering to the bereaved, to those with health concerns and special needs, and to their caregivers.
- d. Promote awareness in the congregation of the spiritual aspect of physical and emotional healing, and provide opportunities for health-related education, participation, and growth.
- e. Promote and encourage the congregation's involvement in the health of the community.

2. **Adult Ministry and Education Board** is responsible for strengthening fellowship among congregation members, encouraging mutual cooperation, trust, and joy among the members of the congregation, directing the adult Christian education program of the congregation, and devising and promoting means of assisting members of the congregation in their growth in faith. By way of implementation, this board shall:

- a. Plan and administer the adult education program of the congregation, enlisting and training volunteer leaders, reviewing and recommending topics, curriculum, and materials. Collaborate with children's and youth boards on jointly sponsored programs and with other boards on topics of shared interest as appropriate.
- b. Plan, supervise, and implement social gatherings of the congregation such as fellowship nights, church picnics, intergenerational activities, and recreation, collaborating with other boards as appropriate.
- c. Support the library and archives of the congregation.
- d. Support individual and family devotions and personal and group Bible study by providing materials for personal use.

3. **Stewardship Board** is responsible for an ongoing stewardship emphasis in the congregation in regard to time, talent, and money. By way of implementation, this board shall:

- a. Create an annual campaign to encourage annual financial pledging including print messaging, direct mail and temple talks.
- b. Work with the budgeting committee to prepare the annual budget in relation to pledges received.
- c. Act as stewards of the pastors and staff through acts of appreciation throughout the year and by recognizing five-year work anniversaries with a reception and financial gift.
- d. Encourage members of the congregation to express their stewardship of time and talent in the work of the congregation.
- e. Support the Shared Ministry coordinator in their work with ministry volunteers.

4. **Benevolence and Social Concerns Board** is responsible for making recommendations regarding the congregation's response to the needs and injustices of society and for recommending distribution and

allocation of the congregation's resources into the life of our community and the world through church-related and community organizations. By way of implementation, this board shall:

- a. Assist the congregation in its biblical and constitutional mandate to advocate dignity and justice for all people, work for peace and reconciliation among the nations, and stand with the vulnerable by raising awareness of issues and, when appropriate, guiding the conversation of the congregation and suggesting ways in which the congregation and its members can respond to social injustice.
- b. Study benevolence requests and needs, local and non-local, and determine disbursements of the congregation's discretionary benevolence budget; subsequently communicate the board's disbursement decisions with the congregation.
- c. Review existing community social/non-profit organizations in order to determine their needs and how the congregation may be of service through them.
- d. Oversee the congregation's mission partnership work.
- e. Oversee the implementation of St. John's annual month-long commitment to Meals on Wheels delivery.

5. **Youth Ministry and Education Board** is responsible for involving the youth of the congregation from grades six to twelve and their families in the work of Christ, providing for the spiritual growth and nurture of the youth of the congregation and their families, promoting Christian fellowship for the youth of the congregation, and directing the youth Christian education program of the congregation. By way of implementation, this board shall:

- a. Encourage spiritual growth of the youth of the congregation through many channels and assist and encourage families to participate in these activities in church and at home.
- b. Promote attendance and involvement of the congregation's youth at youth activities.
- c. Provide opportunities to help youth relate the Christian faith to issues confronting them in everyday life.
- d. Develop a program for the social fellowship of youth of the congregation, including various recreational programs, both within and beyond St. John's (e.g. collaboration with other youth groups).
- e. Encourage youth in the congregation to explore their vocation and use of the gifts God gave them, including opportunities for full-time service in the church as pastors and lay leaders.
- f. Enlist, train, and evaluate volunteer leaders needed to direct the activities of confirmation and youth education, youth ministry, and related functions.
- g. Review and recommend curriculum and materials for the congregation's youth educational programs.
- h. Seek opportunities to coordinate and collaborate with the Adult Ministry and Education Board and the Children's Ministry and Education Board.

6. **Property and Grounds Board** is responsible for the proper maintenance and repair of church property, making recommendations for additional facility needs, and providing for the general protection of the congregation against loss or damage of whatever nature. By way of implementation, this board shall:

- a. Make inspections at least annually of church properties and equipment and recommend repairs, improvements, or replacements, as appropriate.
- b. Meet periodically with custodian to discuss the care of the building, needs, and problems in custodial service.
- c. Enlist work crews for special repairs, improvements, cleaning, painting, decorating, landscaping and other projects.

- d. Relate to and support the work of ministry teams associated with the board and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
- e. Make recommendations to the Congregation Council on long-range plans of improvement to the total church plant.
- f. Submit to the Budget Committee a cost estimate pertaining to the repair and upkeep of the total church plant, especially as related to long-range plans, for consideration in preparation of the annual budget.
- g. Conduct fire safety inspections annually with or without the assistance of the local fire department.
- h. Inspect the premises regularly for the purpose of sound maintenance, safety, accessibility, insurance, and building code compliance.

7. **Worship and Arts Board** is responsible for working with the pastoral, worship, and arts staff to oversee and provide for the worship life of the congregation. By way of implementation, this board shall:

- a. Oversee and promote the role of worship and the arts in proclaiming Scripture and nurturing the congregation's spiritual life and growth.
- b. Make recommendations on matters related to worship in keeping with the Lutheran tradition and the broader worship heritage of the Christian church including, but not limited to, liturgy, administration of the sacraments, the schedule of worship services, and the use of the arts throughout the church.
- c. Provide guidance on the purchase, care, and maintenance of musical instruments and chancel furnishings.
- d. Support staff and ministry teams associated with its work in planning and implementing worship services, special events, and the congregation's music programs.
- e. Assist in the recruitment and coordination of volunteers for various worship-related responsibilities, which may include scheduling assisting ministers and ushers, designing bulletin covers, and caring for the chancel.
- f. In consultation with the Evangelism and Communications Board, oversee the congregation's worship broadcasts and related media.

8. **Children's Ministry and Education Board** is responsible for involving the children of the congregation from birth to grade five and their families in the work of Christ, providing for the spiritual growth and nurture of the children of the congregation and their families, promoting Christian fellowship for the children of the congregation, and overseeing the children's Christian education program. By way of implementation, this board shall:

- a. Oversee the development of age-appropriate educational programs and curricula for children and families.
- b. Collaborate with other church boards to integrate children's ministry into the broader church mission.
- c. Create ministry and fellowship opportunities for children and families.
- d. Create intergenerational opportunities with children and adults in the congregation.
- e. Provide care and support for children and families.
- f. Enlist volunteers to support the children's faith formation ministry.
- g. Maintain a safe and welcoming environment for children and families.
- h. Manage the budget and resources for children's ministry.
- i. Oversee the operation of the nursery.
- j. Communicate regularly with parents to keep them informed and involved in their children's spiritual education.

9. **Evangelism and Communications Board** is responsible for outreach and communication, sharing the Gospel with the wider community, informing members and the public about congregational programs and services, and communication technology. Responsibility also includes oversight and monitoring to ensure key

focus areas occur. The board encourages members to be actively engaged in evangelism, discipleship, and effective communicators of St. John's mission. By way of implementation, this board shall:

- a. Keep local and world mission partners at the center of the congregation's focus.
- b. Recruit volunteers in the ministry/outreach of the board.
- c. Advise other organizations of the congregation in their evangelism efforts.
- d. Present benevolence proposals for mission support to the Benevolence and Social Concerns Board.
- e. Publicize St. John's programs in the congregation and out to the wider community.
- f. Train people with design and communications skills to assist with communication needs.
- g. Be responsible for audio and visual infrastructure of the congregation.
- h. Support lay visitation efforts to active and inactive members.
- i. Coordinate reception and orientation of new members, integrating them into the life of the congregation.
- j. Ensure follow up with new members at six and twelve months following their reception.
- k. Ensure follow up with visitors and connect with prospective members.

10. **Business Management Board** is responsible for managing the financial affairs of the congregation and providing a record-keeping program for the congregation. By way of implementation, this board shall:

- a. Manage the financial affairs of the congregation, including the approved budget, the receipt and disbursement of money, and the procurement and payment of credit.
- b. Manage the procedures for purchasing, payroll, accounting, and record-keeping according to policies approved by the Congregation Council and in adherence to federal, state and local laws.
- c. Be responsible for securing insurance covering the property, programs and activities of the congregation.
- d. Be responsible for the legal affairs of the congregation according to the directives and policies of the Congregation Council.
- e. Provide financial reports to the congregation, Congregation Council and boards.
- f. Account for all offerings and collections.
- g. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
- h. Establish and publish, with the approval of the Congregation Council, policies governing the use of church property and equipment, including a schedule of rental fees.

For the sake of comparison, I have appended the **current version** of Article 6 of the bylaws:

Article 6. Officers and Boards (Cf. Constitution, Chapter 11)

A. The Officers

1. The president shall:
 - a. Preside at all meetings of the congregation and the Congregation Council.
 - b. Coordinate the work of the boards and be an ex officio member of each board without vote.
 - c. Carry out the will of the congregation as ordered by the constitution, bylaws, and resolutions of the congregation.
 - d. Write an annual report to the congregation.
 - e. Coordinate the preparation and distribution of the annual report of the congregation.

- f. Be authorized to sign checks.
- 2. The president-elect shall:
 - a. Perform the duties of the president in the president's absence, incapacity, or at the president's request.
 - b. Chair the Budget Committee, be a member of the Personnel Committee.
- 3. The secretary shall:
 - a. Record proceedings of the congregation and Congregation Council.
 - b. Retain and codify secretarial records to be filed permanently in the church office; keep duplicate personal set of records which shall be turned over to successor.
 - c. Keep attendance record of each council meeting; advise president of absentees and their reason for absence; notify members having two unexcused absences.
 - d. Select council member to lead devotions for each council meeting.
 - e. Announce all congregational and council meetings and arrange for meeting place.
 - f. Make roster of voting members available at each congregational meeting; prepare directory of board and committee members.
 - g. Assist president with agenda items, calling to attention matters deferred or referred to boards for further study and recommendations.
 - h. Notify the nominating committee of all offices to be filled 90 days prior to the annual meeting where elections are to take place.
 - i. Work with the archivist regarding the custody of the archives of the congregation.
- 4. The treasurer shall:
 - a. Be chairperson of the Business Management Board.
 - b. Supervise the financial procedures, records, and investments of the congregation.
 - c. Render a monthly statement of income and expense compared to budget to the Congregation Council.
 - d. Sign checks.
 - e. Deliver an annual financial report to the congregation.
 - f. Be a member of the Budget Committee.
 - g. Recommend written financial policies and procedures for cash management, e.g., annual budgeting, fund accounting, and annual audit to the Congregation Council.
- B. The Chairpersons of the Boards
 - 1. A chairperson for each of the boards shall be elected by the congregation at its annual meeting. A new chairperson may already be a member of a board or may be elected as a new board member. The term for a chairperson shall be three years; election as chairperson may extend membership on a board beyond the usual three years. When possible, one-third of the chairpersons shall be elected each year on a rotating basis.
 - 2. Each chairperson may assign board members specific responsibilities and inform the Congregation Council of such assignments.
 - 3. Each chairperson may appoint sub-committees to assist board members in meeting their responsibilities.
 - 4. Each chairperson shall submit a monthly written report of the board's actions to the Congregation Council.
 - 5. If a chairperson must resign, the vacancy shall be filled as specified in Article 8, B 6 f.
- C. The Boards
 - 1. Only voting members of this congregation shall be eligible for membership on the boards of the congregation.

2. The membership of each board shall be six members, including the chairperson, to be elected at the annual meeting for a three year term, with one-third of each board elected each year. Members of the board shall not succeed themselves in office.
3. If a vacancy occurs on a board, the Congregation Council shall fill the vacancy at its next meeting, upon recommendation of the board's chairperson and the senior pastor. A person who fills an unexpired term may then stand for election to a full term.
4. Each board shall:
 - a. Meet once a month at a regularly appointed time and hold additional meetings as needed.
 - b. Have a quorum of three board members.
 - c. Be empowered to administer appropriations designated for its work by budget approval, by the Congregation Council, or by special resolution of the congregation, in accordance with procedures and controls established by the Congregation Council.
 - d. Provide oversight for any ministry team, sub-committee, or auxiliary organization assigned by the Congregation Council.
 - e. Submit an annual budget request in the form and at the time requested by the Congregation Council.
 - f. Evaluate at least annually the methods and progress of the board's work.
 - g. Provide for a brief, written record of board meetings, to be kept as an archive for the board.
5. Three unexcused absences in a twelve month period shall constitute forfeiture of the member's position on the board. The position shall be declared vacant and the person will be notified by the president of the congregation.

D. Areas of Responsibility of the Boards.

1. The **Adult Ministry and Education Board** shall seek to strengthen fellowship among congregation members, encourage mutual cooperation, trust, and joy among the members of the congregation, be responsible for the adult Christian education program of the congregation, and devise and promote means of assisting members of the congregation in their growth in faith. By way of implementation, the board shall:
 - a. Plan, supervise, and implement gatherings of the congregation such as retreats, fellowship nights, church picnics, intergenerational activities, and recreation.
 - b. Oversee and promote the hospitality ministry of the congregation, including Sunday morning coffee and coordination of kitchen maintenance and volunteers.
 - c. Oversee the ChristCare small group ministry program of the congregation and promote its growth and development.
 - d. Work with the Children's Ministry and Education Board to offer adult classes in Christian parenting, faith in the family, and other similar issues.
 - e. Plan and administer the adult educational program of the congregation.
 - f. Enlist, train and evaluate volunteer leaders needed to support the adult education and ministry programs.
 - g. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
 - h. Review and recommend curriculum and materials for the adult educational programs of the congregation.
 - i. Review, approve and coordinate adult education topics, consulting with other boards as appropriate.
 - j. Promote individual and family devotions and personal and group Bible study through the use of materials and programs available through the congregation.

- k. Work with the Children's Ministry and Education Board and the Youth Ministry and Education Board to promote the availability and use of education resources and audio-visual equipment, and provide for their maintenance.
 - l. Support the library of the congregation.
 - m. Meet several times a year with the Children's Ministry and Education Board and Youth Ministry and Education Boards to coordinate activities.
2. The **Benevolence and Social Concerns Board** shall be responsible for making recommendations regarding the congregation's response to the needs and injustices of society, and for recommending distribution and allocation of the congregation's resources into the life of the community and world through church-related and community organizations. By way of implementation the board shall:
- a. Assist the congregation in its biblical and constitutional mandate to advocate dignity and justice for all people, work for peace and reconciliation among the nations, and stand with the poor and powerless (C4.02.d) by raising issues and guiding the conversation of the congregation, and suggesting ways in which the congregation and its members can respond.
 - b. Work with the Adult Ministry and Education Board to develop educational programs for members of the congregation to help them better understand important issues facing people in the Northfield community and the world.
 - c. Study benevolence requests and needs and recommend disbursements of the congregation's benevolence money.
 - d. Review existing community social agencies in order to determine their needs and how the congregation may be of service through them.
 - e. Oversee the congregation's mission partnership work.
 - f. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
 - g. Advise the other boards of appropriate ways in which members of the congregation can become involved in Christian service within and outside the congregation.
3. The **Business Management Board** shall manage the financial affairs of the congregation and provide a record-keeping program for the congregation. By way of implementation the board shall:
- a. Manage the financial affairs of the congregation, including the approved budget, the receipt and disbursement of money, and the procurement and payment of credit.
 - b. Manage the procedures for purchasing, payroll, accounting, and record-keeping according to policies approved by the Congregation Council and in adherence to federal, state and local laws.
 - c. Be responsible for securing insurance covering the property, programs and activities of the congregation.
 - d. Be responsible for the legal affairs of the congregation according to the directives and policies of the Congregation Council.
 - e. Provide financial reports to the congregation, Congregation Council and boards.
 - f. Account for all offerings and collections.
 - g. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
4. The **Children's Ministry and Education Board** shall promote and provide for the spiritual growth and nurture of children from birth to grade five and their families, and be responsible for the children's Christian education program of the congregation. By way of implementation the board shall:

- a. Support, assist, and encourage families of the congregation in carrying out their role of teaching the faith to their children.
 - b. Work with the Adult Ministry and Education Board and the Youth Ministry and Education Board to offer classes in Christian parenting, faith in the family, and other issues.
 - c. Develop ministry and fellowship opportunities for children and families in the congregation.
 - d. Plan and administer the children's educational program of the congregation, including Sunday School.
 - e. Enlist, train and evaluate volunteer leaders needed to support children's education and ministry programs.
 - f. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
 - g. Review and recommend curriculum and materials for the children's educational programs.
 - h. Provide staffing for and oversee the operation of the nursery during worship services and other appropriate activities.
 - i. Meet several times a year with the Adult Ministry and Education Board and the Youth Ministry and Education Boards to coordinate activities.
5. The **Evangelism and Communications Board** shall be responsible for congregational efforts to reach out with the Gospel to the wider community, and to communicate to members and the wider community the programs and services of the congregation. By way of implementation the board shall:
- a. Direct the congregation's work as it seeks to help members in their efforts to heed Jesus' call to share the Gospel.
 - b. Devise and direct lay visitation of active and inactive members.
 - c. In conjunction with staff, help coordinate the reception and orientation of new members, and their integration into the life of the congregation. Follow up on the integration of new members at six and twelve months following their reception.
 - d. Work with staff in maintaining a prospective member file.
 - e. Direct lay contact with visitors and prospective members.
 - f. Enlist and train members of the congregation to serve as visitors of prospective members.
 - g. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
 - h. Encourage and provide assistance for evangelism in and through all organizations of the congregation.
 - i. Propose and develop the congregation's direct and indirect involvement in and support for world missions. Present benevolence proposals for mission support to the Benevolence and Social Concerns Board.
 - j. Direct the public communication program of the congregation. Develop and maintain a list of people with design and communications skills to help plan and implement communications needs both within the congregation and in the community.
 - k. Develop and maintain a program of publicity that informs the community of congregational activities, interprets these activities to the community, and declares the congregation's commitment to the Gospel of Christ.
6. The **Faith and Health Board** shall be responsible for the congregation's ministry supporting the physical, mental, and spiritual health of the congregation and the community. By way of implementation, this board shall:
- a. Support, assist, and encourage the congregation's Parish Nurses.
 - b. Support, assist, and encourage the Stephen Ministry program of the congregation.

- c. Support the pastoral visitation of the ill and homebound, and oversee the program of lay visitation to those members.
 - d. Work with staff to encourage the congregation's ministry to the chronically ill and to the bereaved. Develop ways for members of the congregation to be involved in this ministry.
 - e. Support, assist, and encourage the congregation's families with members who have special needs.
 - f. Promote awareness in the congregation of the spiritual aspect of physical and emotional healing, and work to reclaim the Church's early role in continuing Jesus' healing ministry.
 - g. Work with staff, Parish Nurses, and Stephen Ministers to guide the congregation's role in assisting members with health concerns and issues.
 - h. Promote and encourage the congregation's involvement in the health of the community.
 - i. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
7. The **Property and Grounds Board** shall assure proper maintenance and repair of church property, make recommendations for additional facilities needs, and provide for the general protection of the congregation against loss or damage of whatever nature. By way of implementation the board shall:
- a. Make inspections at least annually of church properties and equipment and recommend repairs, improvements, or replacements, as appropriate.
 - b. Keep an inventory of physical assets, maintenance, and estimated replacement dates.
 - c. Meet periodically with custodian to discuss the care of the buildings, and needs and problems in custodial service.
 - d. Enlist work crews for special repairs, improvements, cleaning, painting, decorating, landscaping and other projects.
 - e. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
 - f. Make recommendations to the Congregation Council on long-range plans of improvement to the total church plant.
 - g. Submit to the Budget Committee a cost estimate pertaining to the repair and upkeep of the total church plant, especially as related to long-range plans, for consideration in preparation of the annual budget.
 - h. Conduct fire safety inspections annually with or without the assistance of the local fire department.
 - i. Establish a policy, with the approval of the Congregation Council, for security of building and premises, including fire extinguishers, burglar alarms, smoke and heat detectors, and the distribution of keys, and responsibility for locking the buildings following various events, especially for evenings and weekends.
 - j. Inspect the premises regularly for the purpose of sound maintenance, safety, accessibility, insurance, and building code compliance.
 - k. Work with the Business Management Board to establish and publish, with the approval of the Congregation Council, policies governing the use of church property and equipment, including a schedule of rental fees.
8. The **Stewardship Board** shall initiate programs for the development of good stewardship among the members of the congregation in regard to time, talent, and money. By way of implementation the board shall:
- a. Be responsible for an ongoing stewardship emphasis in the congregation.
 - b. Organize and supervise efforts to encourage congregational members to practice a Christian stewardship of money.

- c. Approve and coordinate fundraising efforts proposed by groups within and beyond the congregation.
 - d. Encourage members of the congregation to express their stewardship of time and talents in the work of the congregation.
 - e. Develop and maintain an ongoing pledge system.
 - f. Advise the Budget Committee concerning realistic goals in establishing budgets and anticipating income.
 - g. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
9. The **Worship and Arts Board** shall work with the pastoral staff to oversee and provide for the worship life of the congregation and areas related to music and the other arts. By way of implementation the board shall:
- a. Promote the role of worship and the arts in sharing the Gospel and enriching spiritual life and growth.
 - b. Discuss and make recommendations regarding the liturgy and other matters relating to worship consistent with the Lutheran tradition and reflective of the worship heritage of the Christian church.
 - c. Discuss and make recommendations regarding the administration of the sacraments.
 - d. Discuss and make recommendations regarding the schedule of worship services.
 - e. Assist as requested by staff in the planning and implementation of worship services or special worship or special arts events.
 - f. Discuss and make recommendations regarding aesthetic qualities, especially pertaining to the use of the arts in the environment for worship and throughout the building.
 - g. Enlist volunteers to coordinate such tasks as scheduling assisting ministers, designing bulletin covers, caring for the chancel, coordinating summer music and Sunday morning concerts, and scheduling ushers.
 - h. Relate to and support the music programs of the congregation.
 - i. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
 - j. Make recommendations regarding purchase and use of musical instruments and chancel furnishings and provide for their care and maintenance.
 - k. Provide oversight and offer recommendations for radio and television broadcasts of worship services and for matters relating to the sound system in the worship space.
10. The **Youth Ministry and Education Board** shall involve the youth of the congregation from grades six to twelve in the work of Christ, provide for the spiritual growth and nurture of the youth of the congregation and their families, promote Christian fellowship for the youth of the congregation, and be responsible for the youth Christian education program of the congregation. By way of implementation the board shall:
- a. Encourage spiritual growth of the youth of the congregation through Bible study, prayer, and Christian service, and assist and encourage families to participate in these activities at home.
 - b. Promote attendance and involvement of the congregation's youth at youth activities.
 - c. Provide opportunities to help youth relate the Christian faith to issues confronting them in everyday life.
 - d. Actively engage in the selection and training of leaders for the youth program.
 - e. Develop a program for the social fellowship of youth of the congregation, including various recreational programs.
 - f. Plan and coordinate activities for youth with other youth groups outside the congregation.
 - g. Encourage youth in the congregation to explore their vocation and use of the gifts God gave them.

- h. Encourage youth in the congregation to explore opportunities for full-time service in the church as pastors and lay leaders.
- i. Plan and administer the youth educational program of the congregation.
- j. Enlist, train, and evaluate volunteer leaders needed to direct the activities of confirmation and youth education, youth ministry, and related functions.
- k. Relate to and support the work of ministry teams associated with the board, and work with the Coordinator of Shared Ministry to recruit volunteers in the ministry of the board and its ministry teams.
- l. Review and recommend curriculum and materials for the congregation's youth educational programs.
- m. Meet several times a year with the Adult Ministry and Education Board and the Children's Ministry and Education Boards to coordinate activities.