

HTLC & LCM COUNCIL / COMMITTEE / TEAM SPECIFICS

1 Campus Ministry Council

Council Positions: 5

Meetings: monthly, 2 hours and as needed

Term of Office: prefer 2 year term

Responsibility: oversight of campus ministry

Annual Budget: \$6,200

Reports to: Congregation Council

2 WORSHIP COUNCIL

Council Positions: 5

Meetings: monthly, 2 hours and as needed

Term of Office: prefer 2 year term

Responsibility: oversight of the worship life and music of the congregation

Annual Budget: \$6,000

Reports to: Congregation Council

3 FAITH FORMATION COUNCIL

Council Positions: 4

Meetings: monthly, 2 hours and as needed

Term of Office: prefer 2 year term

Responsibility: oversight of Christian Education / faith formation for children, youth, young adults, and adults; the library; serve as a conduit for organizations of the church (WELCA, Womenship, Hannah, etc.)

Annual Budget: \$11,550

Reports to: Congregation Council

Additional oversight:

3A. SEMINARIAN / CHURCH VOCATION SUPPORT

Meetings: as needed

Time Involvement: as needed

Term of Office: open-ended

Expectations: support (financial, emotional, and spiritual) to those preparing for full-time work in the church

Annual Budget: special donations sought

Reports to: Faith Formation Council

4 OUTREACH COUNCIL

Council Positions: 7

Meetings: monthly, 2 hours and as needed

Term of Office: prefer 2 year term

Responsibility: oversight of local, national, and global social, health and wellness ministry

Annual Budget: \$32,000

Reports to: Congregation Council

Additional Oversight of:

4A. HEALTH MINISTRY CABINET

Meetings: monthly, 2 hours, as needed

Term of Office: open-ended

Responsibility: to educate, support and encourage the spiritual, emotional, and physical well being of church and community members

Annual Budget: \$2,000

Reports to: Outreach Council

4B. REFUGEE RESETTLEMENT

Meetings: as needed, usually via e-mail

Term of Office: open-ended

Responsibility: provide immediate and long term support for sponsored

Annual Budget: special donations sought

Reports to: Outreach Council

Quilters

Prayer Shawl

5 CHURCH-FAMILY LIFE COUNCIL

Council Positions: 6

Meetings: monthly, 2 hours and as needed

Term of Office: prefer 2 year term

Responsibility: oversight of pastoral care and fellowship of the HTLC & LCM Church Family

Annual Budget: \$0

Reports to: Congregation Council

Additional oversight:

5A. PASTORAL CARE TEAM

Meetings: as needed
Term of Office: open-ended
Responsibility: oversight of lay pastoral care efforts to members
Annual Budget: \$200
Reports to: Church-Family Life Council

5B. BEREAVEMENT TEAM

Meetings: as needed
Term of Office: open-ended
Responsibility: planning and support for funeral and reception of members
Annual Budget: donations
Reports to: Church-Family Life Council

5C. HOSPITALITY TEAM

Meetings: as needed
Term of Office: open-ended
Responsibility: welcoming members, students, guests, alums; maintains pew chair boxes supplied with name tags, pencils, & etc.
Annual Budget: new
Reports to: Church-Family Life Council

5D. FELLOWSHIP TEAM

Meetings: monthly if necessary, 2 hours, as needed
Term of Office: open-ended
Responsibility: coordinate and develop fellowship opportunities, plus oversight of the kitchen and pantry
Annual Budget: \$1,500
Reports to: Church-Family Life Council

6 MINISTRY SUPPORT COUNCIL

Council Positions: 4
MEETINGS: monthly, 2 hours, as needed
Term of Office: prefer 2 year term
Responsibility: oversight of human resources needed to sustain our ministry
Annual Budget: see below
Reports to: Congregation Council
Additional oversight:

6A. STEWARDSHIP TEAM

Meetings: monthly if necessary, 1 hour, as needed
Term of Office: open-ended
Responsibility: understand and cultivate time and talent of members, coordinate annual pledge campaign each spring, work with New Member Team as people join the ministry
Annual Budget: \$2,000
Reports to: Ministry Support Council

6B. NOMINATING COMMITTEE

Meetings: monthly if necessary, 1 hour, as needed
Term of Office: 1 year term, not eligible for consecutive reappointment
Responsibility: recruit new members to be involved in the life of the church,
Annual Budget: \$0
Reports to: Ministry Support Council

6C. MUTUAL MINISTRY COMMITTEE

Meetings: monthly if necessary, 1 – 1 1/2 hours
Term of Office: 3 year term, not eligible for consecutive reelection
Responsibility: meet with the Lead Pastors to discuss the overall atmosphere of the ministry including joys, needs and challenges
Annual Budget: \$0
Reports to: Ministry Support Council

6D. NEW MEMBER TEAM

Meetings: as needed
Responsibility: Sunday mornings for 6-7 weeks 2 or 3 times per year; coordinate with Stewardship Team and Nominating Committee
Term of Office: open-ended
Expectations: evaluate, plan, and host the 3 – 4 orientation

sessions that last 6 weeks for the purpose of opening doors and involving people in at least one ministry area;

Annual Budget: \$0

Reports to: Ministry Support Council

Term of Office: until task is completed

Responsibility: audit all financial records of the ministry including organizations and groups related to the ministry

Annual Budget: \$0

Reports to: Operations Council

7 OPERATIONS COUNCIL

Council Positions: 6

MEETINGS: monthly, 2 hours, as needed

Term of Office: prefer 2 year term

Responsibility: oversight of the management of the congregation in order to maintain and develop the church functions and mission

Annual Budget: see below

Reports to: Congregation Council

Additional oversight:

7A. PROPERTY TEAM

Meetings: monthly, and via email when necessary, as needed

Term of Office: open-ended

Responsibility: oversee maintaining and protecting church property

Annual Budget: \$50,000

Reports to: Operations Council

7B. FINANCE TEAM

Meetings: monthly, 2 hours, as needed

Term of Office: open-ended

Responsibility: manage and make recommendations regarding fiscal affairs

Annual Budget: \$0

Reports to: Operations Council

7C. AUDIT TEAM

Meetings: 1 meeting to plan the audit, as needed

7D. ENDOWMENT COMMITTEES (HOLY TRINITY AND CAMPUS MINISTRY)

Positions: 3

Meetings: Quarterly and as needed

Term of Office: 3 years

Responsibility: implement the goals of the Holy Trinity Endowment and the Campus Ministry Endowment

Annual Budget: new

Reports to: Operations Council

7E. PERSONNEL COMMITTEE

Meetings: monthly, if necessary or as needed

Term of Office: open-ended

Expectations: develop position descriptions, conduct annual performance evaluations, prepare salary recommendations

Annual Budget: \$435,000

Reports to: Operations Council

7F. COMMUNICATIONS / PR COMMITTEE

Meetings: monthly, 2 hours, as needed

Term of Office: open-ended

Responsibility: develop print and electronic communications for congregational needs

Annual Budget: \$1,000

Reports to: Operations Council