

Congregation Council Orientation

The Council members have committed themselves to:

1. You are to see that the words and deeds of this Household of Faith reflect Him in whose name we gather.
2. You are to work together with other members to see that the worship and work of Christ are done in this congregation, and that God's will is done in this community and in the whole world.
3. You are to be diligent in your specific area of serving, that the one Lord who empowers you is glorified.
4. You are to be examples of faith active in love, to help maintain the life and harmony of this congregation.

The Congregation has committed itself to:

1. Support these, (you) their elected leaders.
2. Share in the mutual ministry that Christ has given to all who are baptized.

Reflection on the Council's Four Charges:

- What are the "words and deeds" of this Household of Faith? In what ways do they reflect Christ?
- What is God's will, and how can we come to know what it is? In what ways can we as a council cause it to be done in the community and in the whole world?
- As we are diligent in our various specific areas of serving, how can we cause those areas to work together?
- In what ways can we as council members be an example of faith active in love?
- What does it mean to have life in the congregation? What does it mean to have harmony in the congregation?

Reflection on the Congregation's charges:

- In what ways can the congregation support you as a council?
- What is the "mutual ministry" that Christ has given to all who are baptized?

Our Assets:

- What are the assets of our congregation?
- What assets do we perceive in our fellow council members?
- What assets do I bring?
- We employ our assets...we do not respond to needs.

On Trust...

- What is trust? What is the impact of being trusted/trusting others in congregational leadership?
- What does it mean to be open, approachable, and discerning?

Recruiting Committees and Regular Administrative Tasks of the Chairperson:

1. Recruit members to serve on your committee

- Begin by asking individuals to renew existing commitment. Don't assume they will naturally continue. Ask them, and if they say "no," thank them for their previous service. "Arm twisting" or "begging" is not appropriate. Reluctant participants will not give their best.
- Avoid asking people who are actively serving on other committees.
- Look for people whom you may not know as well. This is a great opportunity to involve new people and raise-up future leaders.
- Don't assume that someone can't or won't serve because "they're too busy."
- Youth can also well, but will typically require parental support.

2. Prior to each meeting...

- Be in dialogue with the appropriate pastoral staff member to review agenda topics.
- Personally contact each committee member (no more than 5 days) prior to every committee meeting. Remind them of the date, time, and place. Ask them directly if they will be attending - GET A FIRM COMMITMENT. If you are expecting a report from a committee member, remind them at this time.
- Prepare a printed agenda for every meeting. Written agendas are the most effective means of keeping a meeting on track. They need not be typed, but should be distributed to each committee member when they arrive.

3. During the meeting...

- As chairperson, arrive EARLY. Get organized/situated. Start the meeting ON TIME.
- Extend a welcome. Make introductions if necessary.
- Begin with prayer and/or devotions (this need not necessarily be done by the pastoral staff person). It is always good to give thanks for those who serve, and to seek the guidance of the Spirit.
- Stick to the agenda: Take notes.
- Encourage dialogue and debate. Seek consensus. Votes work best when they affirm an established consensus.
- Seek to discern and employ our God-given "assets." Diminish striving after "needs."
- Allot time at each meeting for "creative thinking." As "ideas" are raised, if they are appropriate for your committee, make plans to deal with them. If they are not germane to your specific committee, funnel them (through the council) to where they would best go.
- At end of meeting, review action items and to whom the responsibility for their undertaking goes. At the beginning of the next meeting, review them again and affirm that those with the responsibilities have followed through.
- Have a dearly designated "END BY" time, and stick to it!

4. Following each meeting...

- If a member was absent from the meeting, it is essential that you personally contact them within a day (two at the most). Simply say, "We missed you." Absenteeism, which goes unaddressed, is perceived by the member as "unnoticed," "acceptable," and erodes their commitment. Remember, your primary job is to encourage peoples' participation in the congregation's ministry.
- Written notes ("minutes") of each meeting should be prepared, noting decisions, actions, and Issues needing ongoing discussion. A loose-leaf notebook might be helpful for storing these notes. This written record/notebook will be a great resource for future committee chairpersons.
- Be sure that decisions/recommendations/proposals requiring council action be communicated to the council president PROMPTLY, so that they can be included on the up-coming council agenda.
- If it becomes obvious that a person is not participating, please recruit another person to join the committee. If they return, great! If not, at least the committee is large enough to function effectively, and the rest of the members will know that you are committed to your task.

General Council Guidelines

1. Communicate with the Pastor
 2. Keep conversation in the council (if conflict call Pastor)
 3. Follow by-laws to promote order, not chaos
 4. Listen to, and accept corporate decisions
 5. Personal responsibility to use *team work* between all council members
 6. Council should project solid, unified leadership (this becomes a positive influence)
 7. Limit church "business" on Sunday mornings (try to use the six other days of the week)
 8. SMILE! 😊
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Mission Statement

We are...

- An Evangelical Christian Community called to celebrate the grace of God through Word and Sacrament
- A growing, caring family called to reach out in love and service to all creation
- A joyful, witnessing people called to make disciples until Christ comes again.

Vision Statement

Living in the new life of Christ Jesus, to the glory of God and directed and inspired by the Holy Spirit, Christ Lutheran Church of Madley envisions the Church Council's encouragement and development of stronger committees with a focus toward...

- Continuity of worship
- Opportunities for Christian education and fellowship ministries
- Being outreaching and ingathering, thus fulfilling the call of the Gospel, with a view toward the goal of calling a Pastor.

Christ Lutheran Church
Madley, Pennsylvania

Council Committee Report Form

All committee, secretary and financial reports are to be presented for handout on the second Sunday of the month so that each council member may have time to read before the meeting on the third Tuesday of each month.

Committee Name: _____

Chairperson of Committee: _____

Date of Meeting: _____

Committee Members attending the meeting:

List topics of discussion at the meeting:

Any decisions made?

Anything needing brought to the attention of Church Council?

Date of Committee's next meeting: _____