

**Continuing Resolutions
Of
Gloria Dei Evangelical Lutheran Church**

C13.07.A05 Committee Descriptions and Responsibilities

Below is a listing of committees and their responsibilities. All Committees report to the Council. Both the Pastor and the Vice-President are ex-officio members of all committees. They should be notified of all meetings and interim decisions. The Council and/or the congregation has the final word on all decisions.

Audit: This committee conducts a review of the financial transactions of the Church and reports its findings to Council by:

Reviewing payments at random for authorization invoice, check number, date of payment and account charged;

Reviewing that the above checks were prepared promptly when requested;

Reviewing whether any unpaid invoices exist;

Reviewing whether there are unused advance payments; and

Review for the existence of proper controls, the process for collection, recording and deposit of donations.

Counting: This committee supplements the work of the Finance Committee and is a support team for the Financial Secretary. Major areas of work include providing counters each week to count the offering, entering the offerings by name or envelope number into the Contribution section of the Shepherd Accounting Program, balancing the entries to amounts deposited and noting any "in kind" donations for the Financial Secretary to record and training new counters.

Education, Youth and Adult: This Committee oversees the educational program of the congregation. Major areas of work include organizing the children's Sunday school, recruiting teachers, ordering materials, arranging youth activities and providing for confirmation, adult education and (*Crossways*) Bible Studies.

Fellowship: This is a support team for the entire congregation. Major areas of work include organizing the church gatherings for annual picnics, progressive dinners, Stories, Songs and Supper and all other fellowship gatherings, including receptions for anniversaries, confirmation, the choir festival, etc.

Finance: This committee oversees the finances of the congregation. Major areas of responsibility include (*creating*) providing a yearly spending plan, organizing the annual pledge drive, arranging for the yearly audit, providing quarterly reports to the congregation, a monthly report from the Council Treasurer, a quarterly analysis to the Council and support for the Church Treasurer.

Governmental Ministries: The committee serves as liaison to the Lutheran Office of Governmental Ministry in Sacramento and represents Gloria Dei at South Coast Interfaith Council meetings, both in the local area and with Synod Committees.

Missions: This committee oversees the benevolence, or mission work of the congregation. It provides the Church Council with recommendations for the organizations that congregation financially supports through spending plan appropriations, which may include, but are not limited to: Crossways International, Lutheran Social Services, Maritime Ministry, Fe E Esperanza, Pacific Lutheran Theological Seminary, Bread for the World, Beach Progressives, Centro Shalom, ELCA Global Missionary support, South Coast Interfaith Council, Synod Benevolence and other support. The work of the committee involves contact with various organizations and sharing information on them to promote interest and participation through volunteer work and donations of gifts, both nonmonetary and monetary.

Property: This committee oversees all real property of the church, including upkeep and repairs. Properties include the church building and its contents and the parsonage.

Shepherds: This committee nurtures members through contacts between them. Major areas of work include enlisting and maintaining one shepherd for each “flock” of 7-15 members, training shepherds to use the telephone tree and send cards for birthdays, anniversaries, and at other times during the year, purchasing cards for shepherds use, and adding new families to the flocks as they join.

Worship and Music: This committee supports worship services by providing for ushers and greeters. It also assists the Pastor with scheduling acolytes, selecting the Director of Music (Choir Director) with the concurrence of the Council, assists the Director with the utilization and implementation of the liturgy and acts as a liaison between the Council and the Director of Music as well as the Altar Guild.

Amended and Restated: June, 2014