

EMMANUEL LUTHERAN CHURCH

THE EXECUTIVE COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

APPROVED JANUARY 13, 2020

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.01

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.01 of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

AUTHORITY

To accomplish this task, this Committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Executive Committee. This Committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. A committee with a budget to perform its work may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Executive Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

The Executive Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

COMMITTEE MEMBERSHIP

The Executive Committee has five (5) members, the Senior Pastor, Congregation Council President, Vice-President, Secretary and Treasurer. The Congregation Council President will act as chairperson for this committee.

C11.02. The Congregation Council shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by voice vote or written ballot and shall serve for one year or until their successors are elected. The term shall begin on February 1 and end on January 31.

C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than three (3) consecutive terms in the same office. The Treasurer shall be appointed by the Congregation Council.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Congregation Council President is requested to provide an oral report of the Executive Committee's work during the previous month. During this report, the Congregation Council President may include requests for changes with the committee's work, mission, or budgetary needs. New Executive committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES AND RESPONSIBILITIES

Develop a calendar and update it annually that lists and outlines actions that the Executive Committee is responsible to initiate. The calendar should include such things as, but not limited to, renewal of the various committee memberships where terms exist, actions required by the various committee descriptions, Emmanuel policies and the Emmanuel Lutheran Church Constitution, etc.

C13.01.01 The purpose of the executive committee, which consists of the officers of the congregation and the senior pastor, is to handle matters of the church not requiring congregational or council action at times when it is impractical or deemed unnecessary to call a full meeting of the council.

Should issues or disputes arise in the course of church business between congregation members, committees or with entities outside the church, it is the responsibility of the Executive Committee to evaluate the situation and resolve the issue or dispute where timeframes will not permit involvement by the Congregation Council or one or more of the appropriate Church Committees.

The Executive Committee is responsible to ensure that the Policies and Procedures adopted by the Congregation Council are adhered to, to include empowering the Pastor, a church member or a church employee or a church committee to address a policy/procedure issue when the Congregation Council cannot act in a timely manner.

Per C13.04 In the absence of a Mutual Ministry Committee, the duties of the Mutual Ministry Committee shall be fulfilled by the Executive Committee. The duties of the Mutual Ministry Committee are outlined in paragraph C13.04.01 of the Emmanuel Lutheran Church Constitution.