

**OFFICERS MANUAL**  
**of**  
**OUR REDEEMER LUTHERAN CHURCH**  
**Cedar Falls, Iowa**

*(Approved by Council January 13, 2020; Amended by Voters' Assembly November 15, 2020)*

**THE CHURCH COUNCIL, BOARDS, AND COMMITTEES**

Members of the Church Council:

- The Pastor(s)
- The President
- The Vice-President
- The Secretary
- The Treasurer
- The Financial Secretary
- The Chair of the Board of Elders
- The Chair of the Board of Education
- The Chair of the Board of Communications & Outreach
- The Chair of the Board of Stewardship
- The Chair of the Board of Christian Care
- The Chair of the Board of Trustees
- The Chair of the Board of Youth

1. All board and committee chairs shall meet with their respective boards and committees on a regular basis as business demands. They shall inform their board or committee members at least one day in advance of the meetings.
2. The chairs shall consult with the Pastor before each board or committee meeting for agenda items and shall incorporate them into the meeting agenda.
3. The chairs shall see to it that motions and projects of the Voters, Council, and their boards or committees are completed on time.
4. The chairs and the officers shall give concise reports on their activities at each regularly scheduled Voters' Assembly. They shall word all motions carefully and shall prepare them, in written form, for distribution at Voters' Assembly meetings.
5. The chairs and the officers shall attend the regular Council meeting as well as special Council meetings. They shall report on their work and the work of their boards and committees since the previous Council meeting. They shall also bring forth any motions from their respective groups for Council consideration. They shall contribute their ideas to the Council on all congregational business matters.
6. The chairs and officers shall take an active part in developing their respective portions of the congregational budget during annual budget preparations. They shall be ready to present their budget recommendations to the Council, and, following Council consideration, to the Voters' Assembly.
7. The chairs and officers shall administer their portions of the congregational budget with diligence and with the best interests of the congregation in mind.
8. As representatives of the congregation, the chairs and officers shall participate in debate, disseminate information, conduct church business, and interact with others in the spirit of Christian charity and in a God-pleasing manner.
9. The board chairs have the authority to spend funds budgeted to their boards if balances in Church accounts are sufficient for such expenditures. In order to provide better coordination of financial matters, and to allow for timely payment of bills, board chairs should inform the Council of upcoming budgeted expenditures exceeding \$1,000. Board chairs must receive Council approval for expenditures exceeding the amounts budgeted to their boards.
10. The board chairs shall freeze discretionary spending when notified by the President that the church checking account balance falls below \$5,000. (Please see "The Treasurer," Page 2, Item 6.)

### **THE PRESIDENT**

1. The President shall perform the duties generally expected of an executive officer of the congregation.
2. The President shall preside at all meetings of the congregation, the Voters' Assembly, and the Church Council.
3. The President shall take an active and leading part in assisting other officers and chairs in developing the annual congregational budget and integrating the individual parts of the budget into a workable whole.
4. The President is an ex-officio member of all boards and committees. He shall see that all boards and committees are functioning properly. He may attend board and committee meetings when it is useful or advisable.
5. The President shall prepare an agenda for all Voters' Assembly and Council meetings. He shall meet periodically with the Pastor to discuss current congregational business and plans for the future.
6. The President is responsible for notifying the congregation on the time and location of Voters' Assembly meetings. He shall also see that a meeting agenda is posted in a timely manner.
7. The President shall appoint a Nominating Committee in preparation for the annual election of officers and chairs. The committee shall consist of the Chair of the Board of Stewardship and two other voting members of the congregation.
8. The President shall appoint a Financial Review Committee to review church financial matters. The committee shall consist of three voting members of the congregation. The review shall be complete by July 31 of each year.
9. The President shall conduct an annual review of the office manager/secretary.
10. The President shall be an ex-officio member of the Endowment Fund Committee.

### **THE VICE-PRESIDENT**

1. The Vice-President shall preside over meetings of the Voters' Assembly and Church Council when the President is unable to attend. In the event of vacancy in the office of President, the Vice-President shall succeed to the office of President for the remainder of the term.
2. The Vice-President shall attend committee meetings as requested by the President.
3. The Vice-President shall aid in the training of new officers.
4. The Vice-President shall work with the Boards to ensure that appropriate job descriptions for paid, non-called employees are in place for the person(s) who are accountable to a particular Board (reference ORLC Organizational Chart).
5. The Vice-President shall work with the Boards to ensure that appropriate personnel records for paid, non-called employees are kept current; annual performance reviews are conducted to provide feedback on how an individual has carried out the assigned responsibilities; and goals are set to be accomplished for the next year and the future.

### **THE SECRETARY**

1. The Secretary shall attend regular and special congregational Voters' Assemblies, shall take minutes at said meetings, and shall write and distribute the meeting minutes.
2. The Secretary is a member of the congregation's Church Council and, as such, shall attend regular and special meetings of the Church Council.
3. The Secretary shall take minutes at said meetings and then write and distribute the meeting minutes to the Council members.
4. The Secretary shall provide copies of the meeting minutes to the church secretary for distribution to congregation members.
5. The Secretary shall conduct such official correspondence as is necessary.

### **THE TREASURER**

1. The Treasurer shall see that the congregational ledger is accurately kept up to date.
2. The Treasurer shall make disbursements authorized by the Voters or Church Council.
3. The Treasurer shall give full attention to all financial questions relating to the work of the congregation.
4. The Treasurer shall provide appropriate financial reports to the Voters' Assembly and Council meetings.
5. The Treasurer shall be an ex-officio member of the Endowment Fund Committee.
6. The Treasurer shall notify the President when the church checking account balance falls below \$5,000. (Please see "The Church Council, Boards, and Committees," Page 1, Item 10.)

### **THE FINANCIAL SECRETARY**

1. The Financial Secretary shall be responsible for receiving, counting, and depositing in the church's bank accounts all incoming money. The offerings shall be counted in the church following the Service or Bible study, or placed in the church's safe to be counted the following morning. Immediately after counting, the money shall be deposited in the bank.
2. The Financial Secretary shall enlist at least two (2) voting members of the congregation to help in counting the weekly offerings. Spouses shall not be paired as a team for counting offerings.
3. The Financial Secretary shall keep records of the contributions of each individual member of the congregation and provide them to the church office weekly and work in cooperation with the Board of Stewardship.
4. The Financial Secretary shall work closely with the Treasurer to promptly resolve any discrepancies relating to the financial records.
5. The Financial Secretary shall provide appropriate financial reports to the Voters' Assembly and Council meetings.

### **THE BOARD OF ELDERS**

1. The Board of Elders shall, at each meeting following the congregational election of officers, elect a secretary and a head elder.
2. The Board of Elders shall assist the Pastor(s) with the details connected with the regular and occasional services of the church as specified in the Elders' Handbook.
3. The Board of Elders shall assist the Pastor(s) in matters pertaining to the spiritual welfare of the congregation, including but not limited to, corporate worship and congregational discipline, in accordance with Articles III, IV of the Constitution of Our Redeemer Lutheran Church.
4. The Board of Elders shall be informed of and approve requests for membership as may be referred to them by the Pastor(s) and shall report what action was taken to the Council.
5. The Board of Elders shall make every effort to encourage members who have been negligent in their attendance at services and in the use of the Sacraments to make use of these gifts of God.
6. The Board of Elders shall be bound by Christian charity and prudence to keep all private matters of discipline confidential and within the records of their Board.
7. The Board of Elders shall (as is incumbent upon all members of the body of Christ) watch in Christian love over the doctrine, life, and official conduct of the Pastor(s), and other members of the congregational staff.
8. The Board of Elders shall (as is incumbent upon all members of the body of Christ) look after the temporal welfare of the Pastor(s) and commissioned church workers.
9. The Board of Elders shall conduct an annual review of all choir director(s) and organist(s).
10. The head elder may call special meetings of the Board of Elders.
11. The Board of Elders shall meet at least six times per year.
12. The Board of Elders shall work with district and circuit leaders for arranging pastoral services when a vacancy occurs in the office of the ministry, including the exercising of proper leadership in calling a pastor.
13. Pursuant to Bylaws, Article I, the Board of Elders shall serve as the Call Committee for any ordained or commissioned church worker.

### **THE BOARD OF TRUSTEES**

1. The Board of Trustees shall consist of six elected members. The Chairman shall be elected by and from the six trustees.
2. The Board of Trustees shall be the Directors of the church corporation.
3. The Board of Trustees shall see that the church buildings and properties are kept in excellent physical and functional order.
4. The Board of Trustees shall see that janitorial supplies are well stocked. They shall purchase necessary equipment for efficient maintenance. They shall make recommendations for custodial services, lawn services, snow removal, and then supervise those services.
5. On group work projects, the Chairman of the Board of Trustees shall be responsible for making available materials and tools for such work projects. The Board of Trustees shall hire qualified contractors for large projects, when necessary, and supervise the completion of the work.
6. The Board of Trustees shall make suggestions for improvement of the properties and facilities and see to it that such improvements are completed, after approval through the Church Council or the Voters' Assembly.

7. It shall be the duty of the Board of Trustees to make contracts, accept and receive grants and bequests, sign documents, and appear in court.
8. The Board of Trustees shall make an annual review of insurance coverage to determine its adequacy.
9. The Board of Trustees shall keep and maintain an inventory of church property.
10. Should the Pastor choose not to live in the Parsonage, the Board of Trustees shall be responsible for managing the lease of the Parsonage property, which shall not include the storage garage next to the alley. Further, the Board of Trustees shall generate a lease management plan, which would govern such items as terms of the lease contract, lease price, lease advertising, and income management.
11. Dividing duties shall be as follows on a volunteer basis.
  - a. Contracts, insurance, review as needed. Boiler, fire, etc., inspections
  - b. Grounds and janitorial supplies. Be in charge of mowing, snow removal, contracts and getting janitorial supplies and supervising as necessary.
  - c. Education wing – In charge of all needed repairs and changing of light bulbs, etc.
  - d. Church – In charge of all needed repairs and changing of light bulbs, etc.
  - e. Parsonage – In charge of all needed repairs on it and its grounds and garage.
  - f. Chairman of Board – To oversee all of the above activities
12. Although each Trustee has his own duties, they are equal in working together in all areas (contracts, inspections, grounds, janitorial supplies, education wing, church, and parsonage) as a Board.

### **THE BOARD OF EDUCATION**

1. The Board of Education, in consultation with the Pastor, shall oversee and supervise educational and organized study programs.
2. The Board of Education shall encourage and provide resources for Christian training in the home.
3. The Board of Education shall be composed of the Chairman and those whom he or she appoints, such as the Sunday School Superintendent, Cradle Roll Representative, Library Representative, and representatives of any other educational program within the congregation.
4. The Board of Education shall submit regular reports and make recommendations to the Church Council and Voters.
5. The Board of Education shall periodically evaluate the educational programs to see that the prime purpose and aims are being realized.
6. The Board of Education shall assist the teachers of the programs with supplies, training, resources, and facilities.
7. The Board of Education, through the Sunday School Superintendent, shall see that teachers are regularly prepared in their lessons and that they are regular in attendance at teachers meetings.
8. The Board of Education, with the Sunday School Superintendent, shall coordinate activities such as Vacation Bible School, Christmas programs, and any other education programs.

### **The Sunday School Superintendent**

1. The Sunday School Superintendent shall supervise the Sunday School and be responsible for discipline, after consultation with the Pastor.
2. The Sunday School Superintendent shall enlist, in conjunction with the Pastor and the Board of Education Chairman, a qualified staff of teachers for the Sunday School.
3. The Sunday School Superintendent shall be responsible for supplying substitute teachers whenever necessary.
4. The Sunday School Superintendent shall keep the Board of Education aware of a list of teachers and substitutes.
5. The Sunday School Superintendent shall arrange for teacher training and see that the teachers are regular in their attendance at meetings for training and preparation.
6. The Sunday School Superintendent shall oversee, with Pastoral approval, the ordering of necessary materials.
7. The Sunday School Superintendent shall be authorized by the Board of Education to make expenditures for educational purposes.
8. The Sunday School Superintendent shall, as requested, provide Sunday School participation in the worship services.
9. The Sunday School Superintendent shall see that records of Sunday School attendance are properly kept.
10. The Sunday School Superintendent shall coordinate VBS and Christmas program committees, in order to coordinate yearly programs, in cooperation with the Music Director.

11. The Sunday School Superintendent shall consult regularly with the Board of Education Chair and the Pastor.
12. The Sunday School Superintendent shall serve on the Board of Education of the congregation.
13. The Sunday School Superintendent's term shall be concurrent with the Chairman of the Board of Education.
14. The Sunday School Superintendent shall place appropriate Sunday School scheduling announcements in the Weekly Service Bulletin.

#### Cradle Roll Representative

1. The Cradle Roll Representative shall provide parents with periodic information regarding the stage of their child's development and how to introduce them to Jesus and the church.
2. The Cradle Roll Representative shall help young children to feel part of the church, even though they do not yet participate in organized classes.

#### Library Representative

1. The Library Representative shall organize and maintain the church library.
2. The Library Representative shall have all donated materials reviewed by the Pastor and/or the Board of Elders to assure that those materials are doctrinally sound and shall be a benefit to the education staff and congregation.
3. The Library Representative shall monitor recently published books from Concordia Publishing House and other orthodox Lutheran sources and, while keeping within the confines of the library budget, add commendable books to the collection.

### **THE BOARD OF YOUTH**

1. The Board of Youth shall consist of at least four adults, two of which should be current youth parents.
2. Youth groups shall consist of youth that are confirmed through high school age.
3. The main goals of the Board of Youth are to:
  - a. Encourage continued growth in the youths' spiritual education.
  - b. Promote activities among the youth with others of the same belief.
4. The Board of Youth shall be responsible to coordinate, finance, publicize, plan, and administer the program of youth activities of the congregation:
  - a. Coordination
    1. The Board of Youth shall develop a master calendar of Youth activities.
    2. The Board of Youth shall provide a well-rounded program to meet the goals for growth and development that have been established.
    3. The Chairman of the Board of Youth shall appoint Youth Counselors as needed.
  - b. Financing
    1. The Board of Youth shall annually submit budget requests and administer the funds to facilitate youth activities.
  - c. Publicizing
    1. The Board of Youth shall be responsible for informing people about the opportunities for growth and service offered through our congregation.
  - d. Planning
    1. The Board of Youth shall annually evaluate the spiritual and social needs of the congregation's youth and shall recommend changes as necessary.
    2. The Board of Youth shall have a meeting once a year with youth and parents to gather feedback and input on youth activities.
    3. The Board of Youth shall regularly meet to review the activities and needs of the Youth Group.

#### The Youth Board Members (and Counselors as needed)

1. The Youth Board Members and youth parents shall have the responsibility of seeing that the youth raise the appropriate funds for activities.
2. The Youth Board Members shall be responsible for enlisting necessary people to help accomplish their task.
3. The Youth Board Members shall be present at all Youth Meetings, acting as counselor or helper of the young people.
4. The Youth Board Members shall see to it that, with the parents of the youth, a well-planned, challenging program of Christian growth and service is carried out by the young people.

5. The Youth Board Members shall remain aware of the literature and other resources available to leaders of Youth.
6. The Youth Board Members shall seek to bring our young people together with youth of other congregations for joint activities.

### **THE BOARD OF COMMUNICATIONS & OUTREACH**

1. The Board of Communications & Outreach shall cooperate and coordinate with the Pastor(s) and the Church Council to plan and to implement effective communications with congregational (internal) and community (external) constituents.
2. The Board of Communications & Outreach shall comprise a Chair and, ideally, three or four congregational volunteers who have talents in the areas delineated below.
3. The Board of Communications & Outreach shall be responsible for managing the following internal communications:
  - a. Design and maintain the congregational web site.
  - b. Videotape Divine Services and post on web site
  - c. Organize and train new member “mentor” volunteers.
  - d. Inform members of the congregation of Board activities through emails and the repORter articles.
  - e. Research and contribute relevant Confessional Lutheran outreach articles to the repORter.
4. The Board of Communications & Outreach shall be responsible for managing the following external communications:
  - a. Manage phone book, cable television, billboard, internet and newspaper advertisements and placements.
  - b. Recruit, train and schedule greeters to welcome those attending Divine Service, especially those who are visiting.
  - c. Oversee content, production and distribution of welcome brochure, visitor packet, congregational brochure, and small gifts.
  - d. As appropriate, perform near-term, personal follow-up visits to homes of visitors, distributing further information and various imprinted promotional materials, and inviting return visits.
  - e. Manage a program to promote comfortable integration of new members into the congregation.
  - f. Manage the distribution of audio recording of Divine Service to the sick and shut-ins.

### **THE BOARD OF STEWARDSHIP**

1. The Board of Stewardship shall conduct ongoing Christian stewardship education reaching all members, securing the help of as many consecrated individuals as necessary.
2. The Board of Stewardship shall keep an updated set of talent files on individual members of the congregation in order to be able to make their talents known to responsible people (making a special effort to enlist the talents of new members).
3. The Board of Stewardship shall visit new members to welcome them into the church family and encourage them to be faithful stewards of what God has given them. A church record questionnaire, a talent sheet, church directory and church offering envelopes shall be given to each new member.
4. The Board of Stewardship shall be responsible for the ordering and distribution of church offering envelopes.
5. The Board of Stewardship shall conduct special offerings as requested by the Church Council.
6. The Board of Stewardship shall study the best stewardship literature available, constantly discussing the principles of stewardship and using every God-pleasing means to promote a strong stewardship consciousness.
7. The Board of Stewardship shall inform the congregation of the stewardship challenges of the District and the Synod.
8. The Board of Stewardship shall sponsor stewardship talks, discussions, forums, and the like in the various organizations, using such visual aids as will be helpful.
9. The Board of Stewardship shall encourage good, God-pleasing stewardship on the part of the membership and encourage the members of the congregation to grow in the grace of Christian giving.
10. The Board of Stewardship committee chairman shall serve as head of the Nominating Committee for the church offices.
11. The Board of Stewardship Chairman shall serve on the Investment Committee.
12. In cooperation with the Financial Secretary, the Board of Stewardship shall keep records of the contributions of each individual member of the congregation and provide a statement to the members.
13. The Board of Stewardship Chairman shall be an ex-officio member of the Endowment Fund Committee.

**THE BOARD OF CHRISTIAN CARE**

1. The Board of Christian Care shall consist of its elected chairman and volunteer members.
2. The Board of Christian Care shall look for opportunities to serve others within the congregation. Whether on an individual or organized program basis, the board shall be open to the needs of congregational members, and be available to meet them in a loving, Christian manner.
3. The Board of Christian Care may assist specific pro-life organizations or charities with spiritual, monetary, or material support.
4. The Board of Christian Care shall plan and collect funds for relief efforts as needed.
5. The Board of Christian Care shall be responsible for assessing family and community needs and providing appropriate assistance when needed.

**SPECIAL COMMITTEES AND ORGANIZATIONS**

The Voters' Assembly, from time to time, has established committees to carry out special functions to fulfill the mission of Our Redeemer Lutheran Church. This portion of the Officer's Manual establishes the lines of responsibility and accountability for those committees and organizations.

<b>COMMITTEE</b>	<b>RESPONSIBLE BOARD</b>
CHRIST LUTHERAN MEMORIAL SCHOLARSHIP	BOARD OF EDUCATION
LONG-RANGE PLANNING	BOARD OF TRUSTEES
ENDOWMENT FUND	BOARD OF STEWARDSHIP
USHERS	BOARD OF ELDERS
GREETERS	BOARD OF COMMUNICATION & OUTREACH
INVESTMENT	BOARD OF STEWARDSHIP
VICARAGE ADVISORY	BOARD OF ELDERS

<b>ORGANIZATION</b>	<b>RESPONSIBLE BOARD</b>
MARY-MARTHA GUILD	BOARD OF ELDERS
ALTAR GUILD	BOARD OF ELDERS
MEN'S CLUB	BOARD OF ELDERS
CHOIR	BOARD OF ELDERS