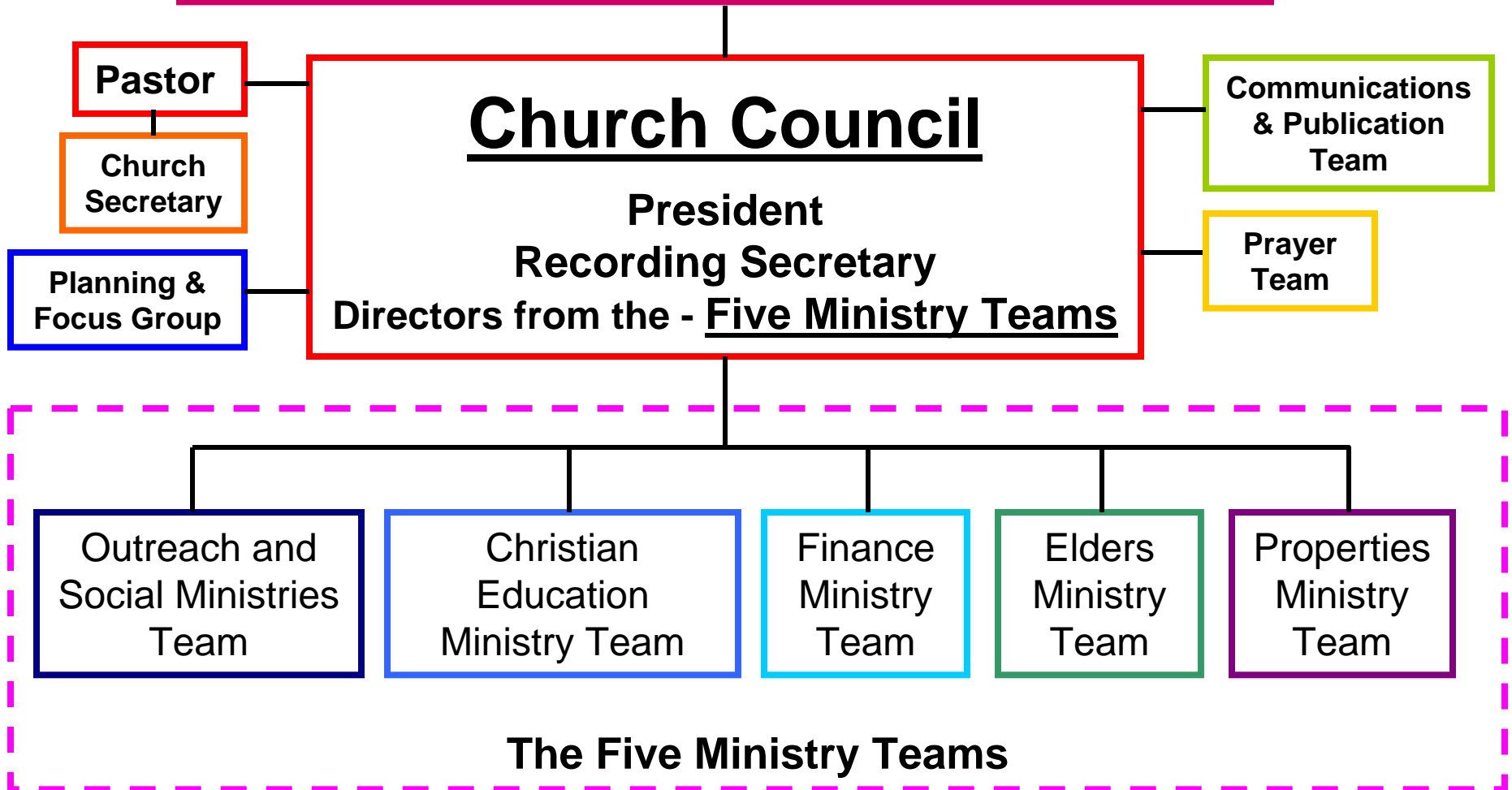


New Church Structure

Hosanna – Tabor Congregation



Hosanna – Tabor Congregation

Pastor

Church Secretary

Planning & Focus Group

Church Council

President
Recording Secretary
The Chairperson from the Five Boards

Communications –
Publication Group

Prayer Team

Conduct an Annual
Stewardship Program

Outreach and Social Ministries

Outreach Ministry
Assimilation of new members
Visitor Visitation
Community Outreach
Member Outreach / Support
Social Activities
Member Visitation
Volunteerism Group

Christian Education Ministry

School Board
Adult Education
Youth Group
Sunday School
VBS
Small Group Bible Study

Finance Ministry

Treasurer
Financial Secretary
Financial Planning
Budget
Financial Reporting
Bookkeeping
Payroll
Counters
Financial Statements (Member)

Elders Ministry

Ushers
Greeters
Welcome Center
Acolytes
Chancel Guild
Worship Committee
LWML
Prayer Ministry Group
Delinquent Member Visitation

Properties Ministry

Inside Trustees
Outside Trustees
Janitorial group
Maintenance Group
Garden Club
Technology Group

Church Council

PURPOSE: To serve as the leadership team for the congregation. Leading & Guiding Hosanna-Tabor Lutheran church in a way that is pleasing to God and according to the constitution established by the members of Hosanna-Tabor Lutheran Church

PRIMARY DUTIES AND RESPONSIBILITIES:

1. To establish a clear direction for Hosanna-Tabor members to follow
2. To establish the Goals of our congregation
3. Monitor the progress of Goals
4. To approve the annual budget submitted by the finance team for the church & the early childhood development center. Then present the new budget at the next voters assembly for approval by the congregation, updating the members of any budget changes as required by our constitution
5. The church council shall be empowered to negotiate contracts, sign legal documents and make appropriate budget adjustments. To that end, the President and the Director of Properties shall serve as legal Representatives of the Congregation
6. Make sure all functions of the church are operating as expected – giving aid to any area not performing as expected.
7. Establish a yearly Calendar for events and education opportunities
8. To make sure that Hosanna-Tabor is doing things according to Gods will.

Church Council Members may be re-elected to a 2nd 2 year term. But can only serve on the Church Council for a maximum of 4 years. (a term can be 1 or 2 years long)

Every member of the Council must go through a Leadership Training Course

Every council member is expected to be in Worship and Bible Study Regularly.

Outreach and Social Ministries I

- **PURPOSE:** In order to assist the congregation in living out the Gospel message the purpose of the Outreach and Social Ministry's Team is to oversee and give direction to the congregation's evangelism, outreach, and member care activities.

DUTIES AND RESPONSIBILITIES: The Outreach and Social Ministries Team may appoint committees, task forces and individuals to plan and implement the various activities for evangelism, new-member assimilation, and mission projects and emphases.

A. The work of evangelism should include:

1. Strive to generate in the entire congregation a Christian concern regarding lost souls and the Christian's responsibility as a witness-bearer.
2. Foster a climate of evangelism by cooperating with the pastor in arranging evangelism emphasis in worship services and special programs.
3. Be responsible for maintaining a well-ordered and up-to-date file of prospective church members.
4. Be responsible for enlisting and training lay visitors to make evangelism calls, and together with the pastor, arrange an ongoing visitation program as an integral part of the congregation's ministry.
5. Cooperate with the pastor in organizing periodic adult instruction classes and strive to provide a nucleus of congregational members to befriend membership prospects.
6. Ensure, in conjunction with the Board of Christian Education, that the Sunday school, vacation Bible school, Christian day school, and other agencies of the congregation are committed to mission outreach as well as to Christian nurture. Prepare a written outline of the outreach program and provide a copy to the recording secretary.
7. Cooperate with the Board of Elders in the reception, orientation and integration of new members.
8. Encourage members of the congregation to witness to one another as well as to the unsaved.
9. To encourage all congregation members to be involved in a ministry area.

Outreach and Social Ministries II

B. The work of assimilating new members should include:

1. Working with pastors and various committees, especially the new member committee, on assimilation.
2. Have an orientation program for all new members.
3. Link a sponsor with all new members for one year.
4. Involve new members in small-group Bible Studies and fellowship groups.
5. Encourage new members in Christian service.

C. The work of mission projects, activities and emphasis should include:

1. Select mission projects to present to church council for approval.
2. Prepare publicity concerning projects for monthly newsletter, Sunday worship folder, etc., by deadline.
3. Prepare prayers and/or prayer suggestions for projects, by deadline.
4. Determine mission emphasis as Sundays, mission fairs, etc.
5. Be a catalyst to encourage volunteerism for missions.
6. Encourage mission Bible studies.

D. Social Ministries

- Celebrations
- Ministry to our members in need
- Assimilation Volunteers
- Shepherding program

Christian Education Ministry Team

PURPOSE: In order to help maintain God's Word as our center and focus, the purpose of the Christian Education Ministry Team is to guide the congregation's ongoing religious education efforts for all members, child and adult alike, as well as for prospective members

DUTIES AND RESPONSIBILITIES:

- Provide oversight for the following committees and their ministries:
Sunday school - Vacation Bible school - Youth Ministry - Adult education and Family ministry - Early Childhood Development ministry - Professional church worker recruitment.
- 1. Have the authority and responsibility for the growth of the congregation's ongoing religious education activities and make recommendations for improvement.
- 2. Establish all policies, subject to review of the church council, for all non-day school educational activities of the congregation.
- 3. Plan, publish, and put on church calendar all Education activity
- 4. Make regular reports to the voters' assembly and church council with the status of on going programs and recommendations for improvement of the congregation's religious educational activities.

(1 Member of Concordia School Board should be on this committee)

- **Director's Responsibilities:** To recruit members for, and coordinate the activities of the Christian Education Ministry Team. The director would be the voice of the groups it oversees on the Church Council

Finance Ministry

PURPOSE: Following the vision of the Church Council and in order to ensure the proper stewardship of God's many blessings the purpose of the Finance Ministry Team is to oversee the financial affairs of the congregation in a God pleasing manner.

DUTIES AND RESPONSIBILITIES:

- **Provide oversight for the following people, and their ministry areas:**

People: Treasurer, Assistant Treasurer, Bookkeeper, Payroll, Data entry / Filing, Financial Secretary, Assistant Financial Secretary, Counters, Data entry person

Ministry Areas: Financial Planning - Budget - Financial Reporting – Bookkeeping – Payroll – Church & Member Financial Statements

1. The Financial Ministries Team will be responsible for the overall financial plan of the congregation in accordance with policies approved by the church council and the voters' assembly
2. The Financial Ministries Team will be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation.
3. The Financial Ministries Team will be the disbursing agent of the congregation. All checks shall be issued under the authority and supervision of the treasurer, who shall be responsible for the establishment of appropriate fiscal controls over congregational funds.
4. The Treasure or director of the Financial Ministries Team will serve as the Controller of the congregation and be responsible for the financial accounting system, the preparation of financial statements and the periodic reporting of them to the congregation, and the establishment or review of all financial accounting procedures. All accounting procedures are subject to the approval of the church council.
5. Financial Statements
6. A yearly financial plan must be submitted annually to the church council and the Voters Assembly for approval.
7. An auditing of the church finances should be done semi-annually

The Treasurer and the Financial Secretary are both elected positions

One or both of them will sit on the Church Council

Elders Ministry I

PURPOSE: To oversee the spiritual life of the congregational members, individually and corporately, it's Pastor(s) and other professional staff. To also, supervise the worship life of the congregation, and to exercise proper church discipline when needed.

DUTIES AND RESPONSIBILITIES:

- Provide oversight for the following committees and their ministries:
Ushers – Greeters – Acolytes - Chancel Guild - Welcome Center - Worship Committee – Music/Choir Ministry - Prayer Ministry Group - Delinquent Member Visitation – LWML - Technology Group
- 1. The Elders Ministry shall have authority and responsibility for the spiritual welfare and activities of the congregational members, individually and corporately.
- 2. The director of the Elders Ministry shall preside at all Elders meetings
 - a. The Elders Ministry shall elect a secretary to record the minutes.
 - b. The Elders Director will report any recommendations from the Elders Ministry to the church council and the voter's assembly.
 - c. The chairman may call special meetings of the Elders Ministry as needed.
- 3. The Elders Ministry shall meet once a month, except up to twice per year they may be cancelled with consent of the pastor(s).

Elders Ministry II

4. The Elders Ministry shall determined the size of the board, by the number of active church members/ families, not to exceed a total of 12 members or families per Elder and not including the Director. This number may be re-established from time to time, by the Church Council or the Voters assembly. Each Elder will be assigned an alphabetical zone and will be responsible for the parishioners in his zone. These zones may change from time to time but no congregational member will be without an assigned Elder. The Director may act as an Elder to new members for up to six months or until they are assigned to their zone Elder.
5. Pending a Church Council approval, “Special Needs Elders” could be added to the Elders Ministry by the Elders team itself. These “Special Needs Elders” would not have alphabetical zones assigned to them, but would be used in a manor that would assist the Elders Ministry to carry out their assigned responsibility’s.
6. The Elders Ministry shall serve as special assistants to the pastor, supporting him with prayer, helping him with special problems in his ministry; and concerning itself with the spiritual, emotional and physical health and welfare of the pastor and their families. It shall ensure that they are provided with adequate compensation, housing, and assistance with their work to guarantee them sufficient free time for personal responsibilities, study and relaxation.
7. The Elders Ministry shall be responsible for providing the pastor with adequate pulpit and altar assistance.
8. The Elders Ministry shall arrange for pastoral services when a vacancy occurs in the office, including the exercising of proper leadership in calling a Pastor. No less than one elder shall be included on any call committee. The Director can be assigned and count toward this minimum representation.

Elders Ministry III

9. The Elders Ministry shall help the pastor cultivate a spirit of harmony among the congregation members.
 10. The Elders Ministry shall be responsible for the proper conduct of public congregational worship services.
 11. The Elders Ministry shall be responsible for a worship committee. The purpose of the worship committee will be to make recommendations regarding the public worship services of the congregation. All segments of the congregation should be considered before any recommended changes are contemplated.
 12. The Elders Ministry shall have the responsibility for accepting new members into fellowship, acting on members requesting a transferring to another congregation or members requesting a peaceful release. This activity must be report to the church council.
 13. The Elders Ministry shall assist in the assimilation a all new members into the congregation
 14. The Elders Ministry shall on rare occasion need to become involved in the spiritual welfare and activities of the preschool and day school run by the congregation, particularly under such circumstances where a potential exists for the spiritual welfare of the congregation to be harmed in any way. The day school and preschool are considered to be part of the congregation.
 15. The Elders Ministry shall appoint a “Head Usher” and one assistant.
- **Director’s Responsibilities:** To recruit members for, and coordinate the activities of the Elders Ministry Team. The director would be the voice of the groups it oversees to the Church Council

Properties Ministry I

PURPOSE: The purpose of the Properties Ministry is to ensure that the physical property of the congregation is prepared for the proclamation of God's Word and the living out of the Gospel message.

DUTIES AND RESPONSIBILITIES: The Board of Trustees has authority and responsibility for all personal and real property of the congregation.

Provide oversight for the following people, and their ministries areas:

Inside Trustees - Outside Trustees - Janitorial staff - Maintenance Group - Garden Club

A. CHURCH PROPERTY AND EQUIPMENT

1. Carry out resolutions as instructed by the voters assembly and church council regarding purchases, repairs, replacements or modification of church property and equipment.
2. Keep and review a list of keys issued for access to all church facilities and provide for the issuing of such keys.
3. Provide guidance to the business manager concerning individuals who are authorized to hold keys.
4. Help the business manager retrieve keys from individuals who are no longer authorized to hold them.
5. Maintain a list of "opportunities" to itemize needed repairs and improvements.
6. Advise the Board of Trustees when technical assistance, parts, supplies and employees need maintenance material.
7. Establish priorities for work to be accomplished.
8. Secure needed material and technical skills to help employees.
9. Maintain a computer file of all real and personal property to include the replacement cost, serial numbers, model, and style and type numbers as appropriate.

B. MAINTENANCE AND CUSTODIAL PERSONNEL

1. Approve the hiring of employees to perform daily custodial services and maintenance and upkeep of congregation real and personal property and equipment.
2. Project budgeted funds for adequate staffing.

Properties Ministry II

C. SERVICE CONTRACTS

1. Negotiate service contracts provided for in the budget or approved by the voters' assembly or church council.
2. Review annually the adequacy and terms of all insurance policies of the congregation and make appropriate purchase recommendations to the church council.

D. PURCHASING

1. Control purchasing made by staff members and the business manager.
2. Appoint purchasing agents who are authorized to make purchases within budget or designated fund limitations.
3. Review expenditures with the Business Manager and receive recommendations for future purchases.
4. Negotiate and recommend for approval by the church council or the voters' assembly, all official documents and contracts relative to the properties of the congregation.

E. MISCELLANEOUS

1. Provide for the care and safekeeping of all official documents of the congregation, particularly the Articles of Incorporation, the constitution and bylaws, all insurance policies, all deeds and titles, all legal opinions and legal correspondence, all contracts and all blueprints.
2. Provide a secure, dry storage area for retention of permanent congregation records, financial records and reports, meeting minutes and similar documents of historical and legal value eligible for archiving.
3. Appoint a Physical Properties Team of persons having needed skills to assist in the maintenance and care of congregation properties. The team chief shall be a member of the Board of Trustees.
4. Appoint a House Rules Task Group to include the pastor and school principal or assistant as advisory members.

Properties Ministry III

F. PHYSICAL PROPERTIES TEAM

1. The Physical Properties Team shall make a semi-annual physical inspection of all church properties and recommend to the Board of Trustees needed repairs and improvements.
2. The Physical Properties Team shall insure that on-the-spot repairs are made for safety or preventive maintenance and shall provide for the removal of potential hazards. Provide reports of such activity to the Board of Trustees. Where an emergency exists or a delay could endanger life or health or cause still greater damage, incur such expense as is necessary to render the congregation's premises safe and also to protect congregation property from casualty, liability, theft or undue exposure to the elements.
3. The Physical Properties Team shall enlist work crews and carry out projects approved by the Board of Trustees.

G. THE HOUSE RULES TASK GROUP

1. The House Rules Task Group shall:
 - a) Provide and maintain, with approval of the Board of Trustees and church council, a set of regulations governing the use of church properties, facilities and equipment.
 - b) Develop a set of priorities, with approval of the Board of Trustees and church council, in granting use of church property, facilities and equipment to various groups and individuals.
 - c) Serve to regulate and coordinate the use of property, facilities and equipment.
2. The decisions of the House Rules Task Group shall be final when clearly governed by approved regulations. In requests of a borderline nature, the House Rules Task Group may ask the Board of Trustees to render a decision.

Office of the President

PURPOSE: To serve as the chief executive of the congregation and exercise general administrative responsibility for the entire organization of the congregation and to be responsible for ensuring that all elected or appointed officers, boards and committees function and carry out their duties and responsibilities in a manner that is in keeping with our church construction.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Preside at all meetings of the voters' assembly and the church council.
2. Be an advisory member of all Ministries and committees of the congregation.
3. Represent the congregation in matters of business and sign or countersign all legal documents.
4. Meet periodically with the Pastor and the Director of the Elders to review progress and plan future efforts and priorities that are needed to move the congregation forward.
5. Work with the Finance ministry team to find a group of qualified auditors to perform the annual audit of the financial records of the congregation.
6. Conduct a minimum of three congregational meetings a year.
7. Make sure a leadership training course is held annually
8. Help gather a list of candidates for any open board position
9. Be responsible for employee job descriptions and personnel records and review them annually

Recording Secretary

PURPOSE: To keep accurate minutes of the Church Council meetings, congregation's meetings and all voter's assemblies, or other meetings as needed

DUTIES AND RESPONSIBILITIES: Serves as a recording secretary of the congregation.

1. Keeps a permanent record of all minutes of the voters' assembly.
2. Conduct all official correspondence of the voters' assembly.
3. Be responsible for notifying members of the voters' assembly of the date, time and place of regular and special meetings of the voters' assembly.
4. Maintain the roll of voting members.
5. Periodically report significant actions of the church council to the congregation.
6. Receive all other records, reports and minutes and properly store them in the church archives.

Treasurer

PURPOSE: To oversee the financial affairs of the congregation.

DUTIES AND RESPONSIBILITIES:

1. Be the chief financial officer of the congregation and shall be responsible for the overall financial program of the congregation in accordance with policies approved by the church council and the voters' assembly.
2. Be responsible for the safekeeping of all funds, securities and fiduciary documents of the congregation.
3. Be the disbursing agent of the congregation. All checks shall be issued under the authority and supervision of the treasurer, who shall be responsible for the establishment of appropriate fiscal controls over congregational funds.
4. Serve as the Controller of the congregation and be responsible for the financial accounting system, the preparation of financial statements and the periodic reporting of them to the congregation, and the establishment or review of all financial accounting procedures. All accounting procedures are subject to the approval of the church council.

Financial Secretary

PURPOSE: To oversee the incoming financial gifts from the congregation

DUTIES AND RESPONSIBILITIES:

1. Be responsible for the accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution or institutions, and to that end shall enlist a corps of counters. The counters shall, under the direction of the Financial Secretary, be responsible for the prompt counting of all receipts
2. Be responsible for the issuance of regular quarterly statements to members, showing their offerings to date in relation to commitments to date
3. Shall provide the Church Council a monthly report updating the record of total receipts of the congregation
4. Furnish the Treasure a duplicate deposit slip for all deposits as well as a tabulation sheet, listing the amount and kinds of deposits
5. Be responsible for expeditious and safe deposit of all funds
6. Be responsible for requisitioning and distribution of offering envelopes to all contributing units of the Congregation on an annual basis
7. Furnish the Congregation a surety bond in the amount set by the Church Council. Such bond shall be procured and the premium paid by the Congregation

Planning and Focus Group

Purpose: The Planning & Focus Group will be responsible for putting together a plan for the future of our church and making sure the plan stays on track

1. The Planning Team shall consist of 3 to 5 members who are dedicated to the success of HT and furthering our Lords kingdom.
2. The Planning Team will put together a vision for HT and work toward making that vision a reality
3. The Planning Team will also take on special projects that the church council deems as necessary to flush out before being brought back to the church council
4. The Planning team will meet only when there is a need.

Communication & Public Relations Team

Purpose Be responsible for maximum possible use of the communication media to bring the Gospel of Jesus Christ to the community and our members

The work of & Communications Team should include:

- Looking for ways to show Hosanna-Tabor church and school in the best possible way
- Make sure we are advertising and publicizing Hosanna-Tabor in the most effective manor – getting the most out of our budgeted funds
- Working with the approval of the pastor to put things in the local media or in the Lutheran media outlets
- Working with the different ministry teams to publicize their events
- Look at new ways to reach our members and the local community
- Make use of different types of technology if and when available
- Use the local media when we can – Channel 3 or local news programs or news papers

Prayer Team

Purpose: The Prayer Team will be responsible for communicating daily the blessings, concerns, and requests of our people, our church, and its ministries, to our Lord and Savior through the Power of Prayer which He instituted.

1. A Prayer team leader will be the focus for this important ministry. This leader will be in touch with pastor and the church office weekly to update the prayer list.
2. The Pray team leader will email or distribute the weekly updates to the prayer team.
3. Pray requests made in church on Sunday mornings or through the church office during the week will go out to our prayer team.
4. The people should submit prayer request for members and friends of members with any concerns or blessings.
5. Church Council Members should submit prayer requests for success of special ministry events or even for their ministry area. They can submit a request for problems they are experiencing in their ministry area.
6. Pray for forgiveness of things that didn't go right or may not have gotten completed. Also pray for all the success's of their ministry.

We need to come to our Lord in Prayer daily in our personal lives.
Through the many people of the Prayer Team we can use the Power of Prayer
to having one strong and united voice speaking to our Lord and Savior

Annual Stewardship Program

PURPOSE: To provide oversight and direction for the congregation's stewardship life and to encourage all members to be fruitful stewards of the Lord's gifts

DUTIES AND RESPONSIBILITIES: The Church Council shall be responsible for the development of ongoing programs that enlist the time, talents and treasures of the members of the congregation.

1. The Church Council will be responsible for planning and implementing the annual stewardship program in order to obtain steward commitments from every member of the congregation.
2. Initiate and conduct programs of education and training of church members in the Scriptural principles and practices for sharing of time, talents and treasures.
3. Analyze quarterly Christian giving in order to determine trends and assure that adequate monitoring and tracking of contributions is reported and available for all members.