

**Christ Evangelical Lutheran Church
Witness Committee
Charter**

Organization and Purposes

The organization and purposes of the Witness Committee are described in Christ Evangelical Lutheran Church Bylaw C13.07.07:

The **Witness Committee** shall organize, promote, enable, and embody the church's testimony to the gospel as an invitation of glad tidings to the world and this congregation for the love of the world and building-up of the body of Christ pursuant to its divine commission

In fulfilling its purposes, the Witness Committee shall attend to the following...

Responsibilities

The responsibilities of the Witness Committee include:

- A. Encouraging the congregation in its efforts to witness and evangelize
- B. Providing opportunities to strengthen the congregation in its role as witnesses to the Gospel
- C. Oversee the Friendly Visitors program of visits to prospective members and visitors to CELC
- D. Assist the pastor in providing new member orientation
- E. Recruiting and training mentors for new members
- F. Produce materials including a brochure for prospective members and visitors
- G. Provide a fellowship time (i.e. ice cream and hot dog social) for seminarians in the late summer
- H. Oversee the congregation's recording ministry by providing a recording every other week to the Fox Sports 1380 AM and to homebound members
- I. Submitting minutes of its meetings to Congregation Council.
- J. Providing necessary communication of its work and ministry to the congregation when appropriate through the weekly worship bulletin, the *Crux*, and the webpage.
- K. Submitting a report for the Annual Congregational meeting.

Composition and Membership

- A. Members, associate members, and others participating in the life of the congregation are welcome to serve on the committee.
- B. The pastor and president of the congregation are *ex-officio* members with voice and vote. (Note: this is stated in the congregation's constitution and bylaws).
- C. The chair of the committee must be a voting member of the congregation. (See C8.02 of the congregation's constitution for the definition of a voting member of the congregation)
- D. The committee will have a council liaison appointed by the congregation council. The liaison's responsibility is to assist the chairperson and the committee in its communication with the council and from the council to the committee.
- E. The committee will review its membership each year. This review shall take place at its first meeting following the Annual Congregational meeting in January. Promptly after this review the committee will submit a membership list to the council. The membership list does not preclude the addition of new members.

Chair

- A. The Committee elects a chair at its first meeting following the annual meeting.
- B. The functions of the chair include the following:
 - 1. Ensuring that an annual report be prepared for the council and congregation that has been reviewed by the committee.
 - 2. Chairing meetings or in his/her absence provide for leadership
 - 3. Providing an agenda for each meeting of the committee.
 - 4. Coordinating the assignment of activities to committee members, and may establish sub-committees and deadlines as needed, based upon member input.
 - 5. Enhancing the effectiveness of meetings by directing discussion to meet mission objectives.
 - 6. Being familiar with *Robert's Rules of Order* and conducting meetings by those rules.

Meetings

- A. The committee should meet on a regular basis at least quarterly. These meetings shall be publicized through the bulletin, the *Crux*, and on the website.
- B. Irregular meetings may be held at the request of the council, the chair, or the pastor.
- C. Meeting agendas will be provided to members prior to meetings, along with materials for discussion.

Decision Making Process

- A. All decisions of the Committee shall be reached by consensus or, when this is not possible, by simple majority of the committee members voting. Proxy and absentee voting shall not be permitted.
- B. A simple majority of the membership of the committee shall constitute a quorum.

Amendment of Charter

- A. The committee will review this charter at the first meeting of the committee following the annual congregational meeting. Amendments to this charter may be recommended, at any meeting, subject to approval by the Congregation Council.
- B. Charters shall be approved by the congregation council or at a congregational meeting and placed as a continuing resolution of the congregation.

Evaluation

- A. The committee will evaluate its meetings and ministry in the process of reviewing the committee's annual report. The committee report will have an evaluative component as to the strengths and areas of growth for the committee's on-going work and service to the mission of the congregation.

This charter was approved by the Congregation Council on March 19, 2013.