



## **CHRIST LUTHERAN CHURCH, ELCA**

7809 Woodman Road, Richmond, VA 23228

### **CONTINUING RESOLUTIONS**

**As Approved by the Congregation  
September 25, 2016**

with changes  
See Record of Changes

*Reformatted January 2019*

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**CONTINUING RESOLUTIONS**

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**Record of Changes**

Original issue		Approved by the Congregation on September 25, 2016
CR 4.07 (A)	Long-rang Planning Committee	Approved by the Congregation on February 26. 2017
CR 4:12	Transition Team Ministry	Approved by Council December 11, 2017
Reformat Document Only		January 17, 2018 with TOC and Record of Changes
CR 4:13	Memorial Fund Committee	Approved by Council January 25, 2018
CR 12.4	Conflict Resolution Procedure	Approved by Council May, 14, 2018
CR 4:11.	Title Change	Approved by Council May 14, 2018
CR 13.04.	Support of Ministry Committee Guidelines	Approved by Council May 14, 2018
CR 4:13.	Rescinded / Superseded by Gift Policy	Approved by Council July 9, 2018
CR 13.06.1	CR 4.12 Transition Team renumbered	
CR 13.06.2 / 2.1	Capital Improvements Planning Team	Approved by Council August 15, 2018
CR 4:02	Combining of CR 4:02 & CR 4:03 into CR 4:02 – Evangelism & Community Outreach	Approved by Council January 14, 2019
CR 4:05	Name changed from Family Life to Family Life & Youth Programs	Approved by Council January 14, 2019
CR 4:11	Rescinding of CR 4:11 Community Supp- Ort (formerly collective)	Approved by Council January 14, 2019

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**CONTINUING RESOLUTIONS**

**Purpose:**

The Continuing Resolutions are provided for in the Christ Lutheran Church constitution in order to allow the congregation and council the flexibility to adjust operating rules and guidelines as necessary to account for the changing needs of the church.

**Background:**

The previous version of the Continuing Resolutions were approved several years ago around the same time changes were being made to the church constitution. Since then, we have had several changes occur within our congregation, the most notable being the adoption of a Vision statement and the on-going efforts to implement programs and ideas consistent with that Vision.

As we worked on Vision initiatives it became apparent that our previous Continuing Resolutions did not adequately provide for an operating structure that reflects the current needs and missions of Christ Lutheran Church.

The attached Continuing Resolutions were recommended by Council and were unanimously approved by the Congregation at a Special Congregational Meeting on September 25, 2016. They became effective immediately and supersede any other Continuing Resolutions previously approved by the Congregation or the Congregation Council. These Resolutions will continue in effect until amended or superseded by new resolutions.

**Vision Statement**

Christ Lutheran Church, Richmond, Virginia

***We Reveal God's Love***

- Approved at the Congregational Meeting, February 28, 2016

**Mission Statement**

Christ Lutheran Church, Richmond, Virginia

***Brothers and sisters Graced with the Cross of Jesus Christ joyously drawn together by the Good News into a ministry of seeking, sharing, caring and serving.***

- Approved at the Congregational Meeting, April 27, 1997

CONTINUING RESOLUTIONS

**CONTINUING RESOLUTIONS**

(Approved by the Congregation September 25, 2016)

Under the authority of the Constitution of Christ Lutheran Church §C4.04 and §C18.02, the Council hereby recommends replacing the Continuing Resolutions existing as of July 1, 2016 with the following Continuing Resolutions in order to implement the Vision Statement, “We Reveal God’s Love” as adopted by the congregation on February 28, 2016:

**CR 4: Organizational Structure**

In accordance §C4.04 and §C13.07 of the Constitution, in addition to the Congregation Council, the business of the church is to be administered through the following operational ministries:

**CR 4:01. *Worship and Music***

*Worship and Music*, with the advice and consent of the pastor(s), music director and Congregation Council, is responsible for planning the liturgical and musical content of all services conducted at Christ Lutheran Church as well as all other aspects of the church’s worship life, including establishing times for worship services.

**CR 4:02. *Evangelism & Community Outreach***

*Evangelism & Community Outreach* serves to develop and implement, and helps other ministries to develop and implement, programs to expand Christ Lutheran’s presence in the Richmond community and create a welcoming tone and atmosphere for visitors to our worship and other congregational activities. Its’ mission is also to encourage and equip the people of Christ Church to seek out all people to draw them into a relationship with Jesus Christ, as commanded by our Lord who said, “Go, therefore and make disciples of all nations, baptizing them in the name of the Father, and of the Son and of the Holy Spirit” (Matthew 28:19). Evangelism also cultivates new members and undertakes activities to ensure current members are actively engaged in the worship, faith and service experiences of the church. *Evangelism & Community Outreach* is responsible for undertaking, implementing and administering initiatives designed to implement our Vision Statement, “We Reveal God’s Love”, into tangible actions and justice ministries that engage, serve and teach our disciples, visitors, local community and the world.

**CR 4:04. *Stewardship***

*Stewardship* is responsible for undertaking initiatives designed to implement programs that provide those disciples joined with us with year-round stewardship opportunities. In addition to preparing and implementing an annual fund-raising campaign, the team researches and implements other programs that encourage and allow all the opportunity to share their God-given time, talent and treasures for the benefit of the church and the world.

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***CR 4:05. Family Life & Youth Programs***

*Family Life & Youth Programs* is responsible for developing and implementing opportunities specifically for the youth and young families of the church to develop their faith through discipleship, fellowship and service.

***CR 4:06. Finance***

*Finance* is charged with fulfilling the responsibilities as stated in §C12.05 of the Constitution. Responsibilities include:

Developing an annual church budget that is consistent with supporting and developing the vision and faith opportunities for the disciples of Christ Lutheran Church;

- a. Working with the Treasurer and the Financial Secretary to ensure the financial well-being of the church by conducting on-going reviews of monthly revenue and expenses and making recommendations to Council for appropriate adjustments as necessary.
- b. Reviewing the financial impact of projects and initiatives, especially those expected to require funding over \$10,000. Finance also reviews any ministry expenditures that will exceed the ministry's budget by \$300 or 10% of their budget, whichever is greater, and makes recommendations to Council regarding these projects.
- c. Forming a three-member Audit Committee to conduct an annual audit of the church's financial books and records as stipulated in §C13.03 of the Constitution. Audit committee members should have experience in the financial field such as accounting, taxes and financial reporting. Audit committee members typically serve a term of three years, or until a successor is elected.

***CR 4:07. Vision***

*Vision's* primary mission is to fulfill the responsibility of conducting long-range planning, setting church goals and priorities. Vision is also responsible for evaluating church activities and ministries, both current and proposed, to ensure they are consistent with our vision statement, "We reveal God's love" as well as mission and goals as stated in §C12.04(a) of the Constitution. Vision recommends to Council, for their endorsement and support, those ministries that meet these objectives.

***CR4:07 (A) The Long-range Planning Committee (approved February 26, 2017)***

*The Long-range Planning Committee* is responsible for leading our strategic planning ministry. The responsibilities of this committee include, but are not limited to:

- a. Communicating with the Council, Vision team and the congregation the importance and value of long-range planning and continuously solicit congregation members to participate in the process.
- b. Performing the detailed work of planning under the guidance of Council

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- c. Providing Council with a minimum of two planning updates during the year to include assessment of progress towards goals, objectives and priorities as well as an assessment of current challenges, threats and opportunities
- d. Providing an annual plan update to be included in the annual report to the congregation to include the elements stated in item (c).

***CR 4:08. Property***

*Property* is responsible for maintaining, repairing and improving all aspects of the church facility. This ministry ensures the building is clean and all basic systems are operating properly and are in good repair. The ministry researches and prioritizes improvement projects, including cost estimates, and makes recommendations to the council as to which projects should be funded and scheduled.

***CR 4:09. Information Technology (IT) and Communications***

*Information Technology (IT) and Communications* oversees and addresses Christ Lutheran's computer and software needs as well as manage the church's website. The ministry also explores and recommends ways Christ Lutheran Church can utilize social media and other contemporary communication methods to expand the audience for our messages of seeking, sharing, caring and serving. The ministry is also responsible for providing support for our mission and goals as stated in §C12.04 (b)(c) of our Constitution.

***CR 4:10. Faith Formation***

*Faith Formation* is responsible for providing to all the opportunity to develop and strengthen their faith, biblical knowledge and life experience through Christian education and Faith formation programs. These may include, but are not limited to, Sunday school, Vacation Bible School, Bible studies and other small group opportunities, adult and youth catechesis, First Communion classes, and synodical programs such as the ACTS curriculum and Power in the Spirit. This committee also assists in providing a comprehensive long-range approach to Christian education and faith formation for all ages and stages in life by acting as the overall coordinating and integrating body regarding all aspects of Christian education and faith formation in and through Christ Lutheran Church.

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***CR 11: Duties of Congregation Council Officers***

In accordance with §C11.01(a) of the Constitution, the duties of the Congregation Officers are established as follows:

***CR 11.01. President:***

The President serves as the Chief Administrative Officer of the Congregation and the Council. The President is an *ex-officio* member of all ministries, with the exception of the Nominating Committee.

The President is responsible for:

- a) Serving, along with the Pastor, as the primary public face of Christ Lutheran Church to its disciples and the community at large,
- b) Ensuring the business of the church is conducted in accordance with the Constitution of Christ Lutheran Church and the attendant Continuing Resolutions,
- c) Ensuring the church's paid staff positions, other than that of the pastor, are staffed with capable and qualified individuals,
- d) Planning, scheduling and chairing the monthly council meetings. *Robert's Rules of Order*, latest edition, shall govern parliamentary procedure of all council meetings;
- e) Providing guidance to and ensuring that the council liaisons and established church ministries develop plans and programs to successfully implement the church's immediate and long-term objectives,
- f) Serving, with the Senior Pastor and the Vice-President, on the Executive Committee,
- g) Preparing an annual report to the congregation at the end of each calendar year detailing the state of affairs of the church, as well as council activities and accomplishments over the past year,
- h) Performing other duties as directed or designated by the Senior Pastor, or as assigned or directed by the Council, Congregation or the Church Constitution.

***CR 11:02. Vice-President:***

The Vice-President is responsible for:

- a) Serving, with the Senior Pastor and the President, on the Executive Committee,
- b) Serving as the Chair of the Nominating Committee to recruit new council members,
- c) Facilitate council meetings in the absence of the President,
- d) Serving on the Vision Team and ensuring the continuing development of strategic plans for the church,
- e) Planning and conducting the annual council retreat,
- f)** Providing support to the Council President and the pastor(s), and assuming other duties or responsibilities as assigned by them or council.

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***CR 11:03. Treasurer***

The Treasurer is appointed by, and serves at the pleasure of, the council.

The responsibilities of the treasurer include but are not limited to the following:

- a) Serving as financial officer of the congregation
- b) Serves as a member of the finance ministry
- c) Being responsible for payment of all bills, invoices and charges
- d) Performing or overseeing all bookkeeping and financial reporting functions
- e) Preparing the monthly (or quarterly) financial reports for the congregation council
- f) Filing all of the required federal and state tax forms
- g) Monitoring the cash position of the congregation and investing available funds as directed by council
- h) Monitor and administer church insurance policies such as liability, property, health and pension. Advise council on necessary or recommended changes to policies and premiums.
- i) Borrowing funds as directed by the congregation council
- j) Providing the council with any requested financial information
- k) Providing an annual report to the congregation of church income and expenses and the church's cash balances at the close of the calendar year
- l) Assisting in the preparation of the annual budget for the congregation council

***CR 11:04. Financial Secretary***

The Financial Secretary is appointed by, and serves at the pleasure of, the council. The responsibilities of the Financial Secretary include, but are not limited to, the following:

- a) Record contributions received from Sunday services and accurately credit each member with their contribution;
- b) Record contributions or funds received from other services and accurately credit each donor;
- c) Provide, as required by IRS regulations, written verification to contributors for any single donation in excess of \$250;
- d) Provide weekly and monthly revenue reports to the Pastor, treasurer and council president;
- e) Provide quarterly contribution statements;
- f) Provide annual contribution statements no later than January 31 following the close of the previous calendar year;
- g) Receive and record commitment or pledge cards submitted by disciples;

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- h) Provide generic pledge and contribution information (omitting specific names) to the chairs of the stewardship and finance ministries as well as the council president;
- i) Update and maintain the churches finance and contribution system to ensure its accuracy and security;
- j) Provide revenue and income information as necessary and requested for the development of the annual church budget;
- k) Provide an annual summary to the congregation of amounts and sources of contributions
- l) Serve as a member of the finance ministry.

***CR 11:05. Congregation Council Secretary***

The Council Secretary is appointed by, and serves at the pleasure of, the council.

The Council Secretary is responsible for:

- a) Attending all council meetings, the annual council retreat and congregation meetings and recording and maintaining an accurate record of the proceedings of those meetings.
- b) Obtaining council approval of the meeting minutes and publishing the approved minutes on the church website within three weeks of each meeting.
- c) Other administrative functions as requested by the Senior Pastor, President or Vice-President.

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***CR 12.0 Objectives of Congregation Council***

In addition to the responsibilities enumerated in Chapter 12 of the Constitution, the Council establishes for itself the following on-going responsibilities and objectives:

- A. Provide the congregation with purposeful, pro-active leadership and accountability;
- B. Provide, implement and support programs consistent with the Vision statement;
- C. Provide opportunities for the congregation to revitalize the Biblical meaning of Stewardship;
- D. Provide opportunities to expand and improve the quality of worship;
- E. Provide opportunities to all persons to enhance and strengthen their faith through a better understanding of the scriptures and Lutheran Confessions;
- F. Provide the congregation with mission and ministry driven budgeting.

***CR 12.04. Conflict Resolution Procedure***

*In accordance with its responsibilities stipulated in §12.04 (f) of the CLC Constitution, the Council hereby adopts and provides disciples of Christ Lutheran Church this Conflict Resolutions Process. As recommended by the Virginia Synod, the Process is to be used to work out issues, concerns or grievances informally, face-to-face, and in a spirit of collegiality and mutual respect. When two or more parties are in conflict, each jointly shares the responsibility for resolution, and parties are encouraged to follow the steps described in this Christ Lutheran Church Conflict Resolution Process.*

*Since circumstances are often different or unique, it is unlikely that one process would be appropriate or successful for every situation. Depending upon the specific situation, one of the following models should be appropriate.*

**PREPARATION**

Prior to proceeding, we first examine our own motives. We remember that the primary concern is to make sure our desire for pursuing this grievance is not to humiliate or condemn each other, but to build up a sense of friendship and the church of Christ. All cases should be approached from the stand point of what is in the best long-term interest and welfare of Christ Lutheran Church (CLC).

**STEP 1.** We identify our own specific concerns in writing, and describe how you believe CLC is, or will be, impacted.

**STEP 2.** We listen to, review and reflect on those concerns cited by others, and note how each concern is, or will, impacting CLC.

**STEP 3.** We compare all positions, and put ourselves in the position of understanding the differing viewpoints. Then we seek some common ground, beginning with the

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awareness of being members of the same body of Christ and created in the same image by the same God.

*(It is inappropriate and contrary to Christian teachings to involve any other member of the congregation in any dispute in a spiteful or manipulative manner. Involving others to take sides disrupts the harmony of the congregation. Other members should only become involved through the official channels of this conflict resolution process.)*

**ACTIONS**

**MODEL I – INVOLVING TWO CONGREGATION MEMBERS**

**STEP 1.** In light of the initial personal reflection, as outlined in the section titled “Preparation,” and prayerfully seeking guidance, we go directly to the offending person and share our sense of the perceived offenses.

**STEP 2.** In an open, honest, non-judgmental way we listen to the other’s responses considering how misunderstandings and extenuating circumstances may be influencing the dispute.

**STEP 3.** We seek to understand mutually the circumstances surrounding the dispute and to bring harmony to the relationship.

**STEP 4.** If harmony cannot be restored through the one-to-one meeting, we consider inviting a third party to mediate and explore the grievances, seeking to fully restore Christian friendship. (If an appropriate mediator cannot be agreed upon, we request the Pastor or other appropriate congregational official to appoint a mediator.) This mediating person should meet without delay to assist in resolving the dispute. When the mediator has been appointed, a report of his/her knowledge, findings and conclusions should be made to the Pastor or another appointed official as soon as possible.

**MODEL II – INVOLVING A CONGREGATION MEMBER AND A STAFF PERSON OR PERSONS**

*In the case of a grievance between a member of the congregation and a staff member (usually salaried staff) or between staff members, Model II shall be used as the congregation’s personnel policy. If the disagreement is a job performance issue, then the matter should be referred directly to the Council President and this Conflict Resolution Process does not apply. If the disagreement involves the Pastor and/or others which cannot be resolved within the congregational structure or under the CLC Constitution, the Council will promptly request assistance from the Bishop’s Office.*

**STEP 1.** The staff person’s supervisor (Pastor, Congregational Council President, Support of Ministry representative, or appointed representative of the Council) will request that the preparation phase be completed by both parties. Following that, without delay, seek resolution – through the Support of Staff ministry representative, preferably by bringing both parties face-to-face. If that action is

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unsuccessful, then a separate interview process leading to understanding and reconciliation is appropriate.

**STEP 2.** In the case of failure of either face-to-face meetings or separate interviews, submission of a brief report by the initial investigating person to the Congregational Council should be made. The report should outline the causes, actions taken and recommend actions leading to resolution.

**STEP 3.** Upon receipt of the written report, Council will act to resolve the grievance. If the parties to the conflict are still unable to achieve a satisfying and faithful solution to their differences, Council should consult the Synod office, or seek other appropriate conflict mediating resources outside the congregation.

**MODEL III – THIRD PARTY INVOLVEMENT**

*A member of the congregation may approach a council member, staff member, staff relations person or another church leader with a dispute or grievance. The following steps should be followed.*

**STEP 1.** When approached with a problem requiring conflict resolution, the church leader should first encourage the member to attempt to resolve the problem by following the steps in Model I. If this process is not acceptable to the member, the leader should proceed to Step 2 of this model.

**STEP 2.** The leader should gather as much information as possible from the member including the reasons for the complaint or grievance and why this situation was brought to him/her.

**STEP 3.** The leader must ascertain how the member wishes to proceed. If the member would like the leader to mediate the dispute, then approval from all involved parties must be obtained, and the steps in Model II or III should be followed as appropriate.

**STEP 4.** If the member desires the issue be presented to the Congregational Council, the member should be invited to the next scheduled council meeting. The presentation may be in the form of a letter to the council, or an oral or written statement.

**STEP 5.** If the member does not wish to appear before the council, the leader should agree to present the issue on the member's behalf only with the understanding that the member's name will be used. If the member does not grant permission to use his/her name, the leader must refuse to present the issue before council. Anonymous reports and complaints must not be allowed to persist within the church. They are contrary to Christian teaching and ethics and detrimental to the life of the church.

**STEP 6.** The issue shall be placed on the agenda for the next council meeting. If appropriate or necessary, the leader may request another suitable person make the presentation to council. The report shall be entered in the council minutes along with the action taken by council.

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**STEP 7.** The leader shall report back to the member the action taken by council. If requested, a written explanation of Council's action will be provided to the aggrieved party or parties.

**CONCLUSIONS**

An issue should be considered unresolved until the member initiating the grievance or complaint indicates satisfaction or is provided with a written explanation from Council of the action taken on the complaint.

Efforts at resolving an issue should not be extended to the Synod or other outside resources until all resources within the congregation have been exhausted.

All cases are subject to the provisions of Chapter 15 of the CLC Constitution, Discipline of Members and Adjudication.

**REFERENCES**

**BIBLICAL**

Proverbs 17:1  
Matthew 5:21-26  
Matthew 18:15-17  
Mark 11:25  
Colossians 3:12-17  
Letter to the Ephesians  
James 4:1-3, 7-8a

**CONSTITUTIONAL AND CONTINUING RESOLUTIONS:**

§9.05 (d), (e), (f)	The Pastor
§12.04 (f)	Congregation Council Oversight
§13.04	Support of Ministry Committee
§15.01 <i>et.seq.</i>	Discipline of Members and Adjudication
CR 11.01 (c)	Responsibilities of the Council President

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**CR 13.04. Support of Ministry Committee Guidelines**

**INTRODUCTION**

Christ Evangelical Lutheran Church, Richmond, Virginia's Constitution Section C13.04 requires that we maintain a Support of Ministry Committee. It states:

*The Support of Ministry Committee, consisting of staff liaisons for each of the professional staff members, will support the professional staff members in their ministry to the congregation. Staff liaisons shall serve a two-year term upon the nomination of the chair (senior pastor's liaison) and approval by council, members may serve consecutive terms. Council will approve the operating guidelines for the support of ministry committee, however as a general matter, committee members, acting individually and collectively, will work with staff and council to identify goals in ministry, assist in communicating with other members of the congregation and with the congregation council, help identify potential barriers to achieving mission goals and assist in eliminating or reducing those barriers, help with conflict resolution, develop recommendations to the congregation council for just and fair compensation, and assist the congregation council when a vacancy occurs within the professional staff.*

This Continuing Resolution provides the Council's basic guidelines to the Support of Ministry Committee in amplification to that given in Christ Lutheran's Constitution.

Support of Ministry Committee the title identified in Christ Lutheran's Constitution but this committee is often referred to as Mutual Ministry Committee in other ELCA literature.

**PURPOSE**

**SHARED MINISTRY**

Our Lutheran understanding of the church sees ministry as being shared by all the baptized people of God. At no time can we assume that only the pastor and lay professionals are responsible for ministry. The whole people of God have a ministry with and to one another. It is a Support of Ministry. Out of this theological awareness emerges the rationale behind a Congregational Support of Ministry.

The ministry of any pastor, lay professional, and congregation is strengthened when there exists a small group of persons who act out of mutual concern for the pastor, lay professional, and congregation. This Support of Ministry must ensure:

Open communication between congregation and pastoral staff concerning the attitudes and conditions within the congregation;

Early warnings of misunderstanding within the congregation;

A "listening post" for the pastor, the lay professional, and the congregation;

Conflict resolution;

Appraisal of the ministry of the pastor, the lay professional, and the congregation;

Sounding board for the pastor and lay professional in time of personal or professional stress;

Identification of continuing education that would assist the ministry of the pastor and lay professional and the goals of the congregation;

Attention to the spiritual, emotional, and physical needs of the pastor and lay professional.

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Through listening, interpreting, advising, conferring, evaluating, recommending, affirming, and forgiving the Committee attends to the concerns of the pastor and lay professional so that they are strengthened along with the congregation.

**FUNCTION**

**RESPONSIBILITIES**

The primary function of a Support of Ministry Committee is to keep the pastor and staff advised about the conditions within the congregation and to interpret to the congregation the ministry of the professional leaders to the congregation. The Committee's responsibilities and opportunities cover the four areas or functions that follow:

**Selection**

Identify the professional leadership needs of the congregation and seeking persons to meet those needs through congregational study and survey of leadership needs at the time of pastoral vacancy.

Prepare, review and update as necessary job descriptions for all paid staff persons.

Serve as interview group when the congregation employs a lay professional.

Serve as advisors to Council and or Transition Team in support of the Call process when a new pastor is called.

Serve as the exit interview group when a pastor or lay professional leaves the congregation.

Serve as a personnel committee for the support current and future staff of the congregation including Administrative Assistant, Music Director, sexton etc.

**Education**

Identify continuing education possibilities in light of:

Concerns and ministry goals of the pastor and lay professional.

Concerns and mission goals of the congregation.

Concerns and mission goals of the synod and ELCA.

**Evaluation**

Share with the pastor and lay professional the expectations of the congregation.

Provide for an annual evaluation and theological reflection upon

The ministry of the pastor and lay professional.

The mission of the congregation.

Provide for periodic review of the call extended to the pastor and the contract extended to the lay professional.

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**Support**

- Serve as a personal and confidential support group to pastor and lay professional.
- Serve as an open communication channel regarding conditions and attitudes within the congregation.
- Serve as agents of reconciliation in time of conflict in the congregation.
- Review annually the details of compensation, housing, pension, and other benefits provided for the pastor and lay professional.

**MEMBERSHIP**

**MEMBER LEADERSHIP QUALITIES**

The Support of Ministry Committee is extremely important to the success of the Pastor, Lay Professional and the Congregation, as identified by its requirement in ELCA Church Constitutions. The Committee is a formal group responsible to and reporting to Council working continuously to the mutual benefit of the Pastor, Lay Professional and the Congregation.

The Support of Ministry Committee shall have representation from various leadership areas within the congregation and be appointed by the church council. The committee will have six members.

Members will be selected in light of their skills, ability and sensibilities to function on this important conferring and consulting committee.

The length of term will be three years to allow sufficient time for experience and trust to develop. Staggering the terms to provide continuity is a goal.

**Nomination and Appointment**

*Interim* - The Council President and the interim Pastor will meet with the current three (3) committee members to review the requirements of this added guidance and responsibilities and to determine mutually their interest and suitability. If the current members wish to continue to serve, they will be recommended for reappointment to the Committee by Council. If any decline, the Council President and Pastor will nominate replacement. The committee member representing the interim Pastor will act as committee chairperson until a new Pastor is called and installed.

*Post Call* – Sometime after installation the Called Pastor will nominate his representative and chairperson who will subsequently be appointed by the Council to the Committee. At this time the committee will be expanded to a total of six (6) by nomination of three (3) additional members by the Committee Chairperson in consultation with the Pastor and Lay Professional Staff. Two year terms of the six (6) members will be staggered so that neither the Pastor or professional staffs lose both representatives the same year. The criteria in 4.1 Member Leadership Qualities above still applies and final appoint is by the church council.

**ACCOUNTABILITY**

**CONGREGATION COUNCIL**

The Support of Ministry Committee members, acting individually and collectively, are accountable to the staff and council to identify goals in ministry, assist in communicating with other members of the

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congregation and with the congregation council, help identify potential barriers to achieving mission goals and assist in eliminating or reducing those barriers, help with conflict resolution, develop recommendations to the congregation council for just and fair compensation, and assist the congregation council when a vacancy occurs within the professional staff.

Committee members are accountable to one another and to the Pastor and lay professional staff for maintaining strict confidentiality of all personal information shared during their work together.

A Support of Ministry Committee is accountable and reports directly and regularly to the church council. Reporting is normally done by the Committee Chairperson. At the time of reporting, the Support of Ministry Committee will forward any recommendations requiring council or congregational action.

**MEETINGS**

Committee members shall liaison on a continuing basis with the Pastor and Lay professional staff they represent meeting as often as is necessary to meet the duties and responsibilities outlined herein. The committee shall meet as often as is deemed necessary by the Committee Chair and or the Pastor but no less than times per year. Meetings by be partitioned into portions with just the Pastor and Committee members and portions that include the Lay Professional staff either individually or as a group. The meeting schedule and agenda will reflect current situations within the congregation.

**TIMING**

**COMMITTEE START-UP**

The new Committee membership and Council shall examine the previous scope of its functioning in light of these guidelines.

This “new” Support of Ministry Committee guided by the Council President and Interim Pastor shall complete its assessment of the scope of this Continuing Resolution and the Committee membership be evaluated and reappointed or new members nominated and assigned by Council by the end of June 2018 and annually each June thereafter.

Meetings with each Pastor and Lay Professionals will be conducted during the June and July to familiarize the staff with these guidelines and to seek their nomination for additional committee representatives. Council shall approve the initial Committee Membership at the July 2018 Council Meeting

**MULTIPLE STAFF**

**COORDINATION OF STAFF ASSIGNMENTS AND RESPONSIBILITIES**

A Support of Ministry Committee is extremely valuable in a congregation such as Chris Lutheran which has more than one full-time paid professional, that is, a Pastor, Administrative Assistant and a Music Director. The multiple staff situation requires that the Support of Ministry Committee give attention to staff composition, work relationships, accountability, and responsibility.

These guidelines should be evaluated and updated as situations present themselves, since each situation in a multiple staff congregation is slightly different. Currently at Christ Lutheran the pastor is responsible for all staff supervision. If Christ Lutheran moves once again to a situation in which there is more than one pastor, the responsibility may be shared.

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In all potential situations the Support of Ministry Committee is responsible for:

Insuring that all staff members have a written job description spelling out duties, responsibilities, lines of accountability, and reporting.

Serving as a forum for the staff members to discuss personal needs and work relationships.

Reviewing performance evaluations.

Providing annual review and opportunity to discuss compensation and benefits, working relationships, and goals for ministry.

Perform exit interviews when a pastor or lay professional leaves the congregation, reporting results to the Congregation Council at the next monthly council meeting.

Using the 2018 and any subsequent Ministry Site Profiles as approved by Council and submitted to the Virginia Synod as the basis for congregation expectations. Work with the Vision Team to review and update as necessary using appropriate survey tools a Ministry Site Profile at least every five (5) years. Once approved by Council, share expectation with the congregation, Pastor(s) and Lay Professionals. Perform an annual evaluation and theological reflection upon the ministry of the pastor(s) and lay professional(s) and the overall mission of the congregation. Develop evaluation forms for this purpose; submit to Council for initial form content approval, and for approval of annual evaluations.

Act as liaisons for reconciliation in time of conflict in the congregation using our Continuing Resolution CR.12.04 Conflict Resolution Process.

**IMPLEMENTATION**

Once a Support of Ministry Committee is reestablished by the church council, the initial meeting will be important.

All members review these guidelines to gain an understanding of the concept and opportunities for such a committee.

Arrange the initial meeting to be off-site. This provides opportunity for the group to develop rapport, trust, confidence in one another, and time to clarify the purpose and scope of its work together.

Build an agenda for future meetings which includes:

A review of the expectations of the pastor, and lay professional regarding the mission of the congregation.

A review of the ministry of the pastor and lay professional in light of the expectations of the congregation.

A review of the job description of the pastor and lay professional.

A review of the compensation package and housing situation provided for the pastor and lay professional.

Other concerns which have been identified in the local situation.

**CONTINUING RESOLUTIONS**

***CR 13.06.1 Transition Team (formerly CR 4.12)***

**PURPOSE OR MISSION STATEMENT**

The purpose of the Transition Team Ministry is to:

- 1) develop and establish a sense of identity and purpose for the congregation and
- 2) To establish a healthy relationship with the next pastoral leader who will guide the congregation towards ministries consistent with the renewed sense of purpose.
- 3) To prepare, complete, and present the Ministry Site Profile, as stipulated by the Virginia Synod of the ELCA, to Council not later than July 9, 2018.
- 4) Development of a Congregational Profile (Ministry Site Profile) typically includes the following elements:

Provide an opportunity for the congregation to assess its vision, its sense of mission, its goals, its current ministries, its current context for ministry, and its relationship to the whole Church.

Provide the congregational call committee members with basic information and a description of leadership needs which will guide their work.

The profile will assist the synodical bishop in recommending candidate(s) to be considered by the call committee.

Provide a picture of the congregation for the candidates as they consider serving the congregation.

Other responsibilities of the Transition Team include:

- To help congregational members grieve after the loss of their pastor and to gain perspective on the chapter of congregational life that has now ended.
- To gather the feelings and ideas of both members of the congregation and people living in the surrounding community about their church.
- To provide a forum for sharing and focusing hopes and aspirations for the future.
- To help the congregation move from a preoccupation with the past to a state of readiness for a new chapter in its life under the leadership of a new pastor.
- To involve the congregation in accomplishing the developmental tasks of the intentional interim period.

The members of the Transition Team commit to the unique opportunity presented in the transition time. It is a time of high challenge for any congregation, a time for self-assessment, and a time for visioning and recommitment to mission and ministry. The overall goal is to bring the congregation into a state of readiness to move forward under the leadership of a new pastor.

Finally, the purpose of the Transition Team is to develop the Christ Lutheran Church Ministry Site Profile for submission to and approval by the Congregation Council. The

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Transition Team shall use the all resources necessary to engage with the congregation membership in a process of prayerful discernment of

- Who we are,
- Our vision for mission, and
- Our leadership needs

Once approved by Council, the Ministry Site Profile will be submitted to the Virginia Synod of the ELCA.

**TYPE OF COMMITTEE / TEAM AND AREA OF THE PROGRAM**

Committees and their members represent people, groups, and interests outside of the group. They are committed to participating vs. promising a result. Teams and their members, on the other hand, are committed to the shared goal of the team, and promise to be accountable for the result being delivered and often implemented.

The Transition Team is in fact a special ministry that will serve to perform all actions required to fulfil its purposes listed above and to develop a Ministry Site Profile for Council approval.

Time is of the essence to complete the Ministry Site Profile document, and because of this, the Transition team should plan to meet as often as necessary to complete this responsibility. The team chair will ensure the church office is advised of meeting times and placed on the church calendar. Minutes of meetings will be kept and provided as part of the monthly status report to Council.

The nature of the work also requires that each team member be pro-active in fulfilling assignments and responsibilities to ensure team meetings are conducted efficiently and with constructive results.

The Transition Team, through its designated representative, shall provide a summary status reports to the Congregation Council at each Council meeting, second Monday of each month.

**MEMBERSHIP**

The Transition Team shall consist of 7 to 9 members inclusive of the interim transition Pastor (Pastor James Kniseley) and 6 to 8 lay members of the Congregation. Members of the Team must meet the Voting Member requirements contained in C8.02.c. of the CLC Constitution.

Lay members shall be chosen by Pastor Kniseley from a list of candidates approved by Congregation Council at the November 13, 2017 council meeting.

Transition Team members or Call Committee members may not be current Congregation Council members. A Transition Team member may subsequently serve on the Call Committee.

All Transition Team members are entitled to voice and vote on matters coming before the team.

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The term of Transition Team members shall be for the duration of the Team's ministry or as otherwise determined by Council.

**CHAIRPERSON**

Pastor James Kniseley shall serve as Transition Team Chairperson until Council has approved the Ministry Site Profile and council determines that all other Team duties and responsibilities have been satisfactorily completed.

The Chairperson shall ensure a schedule of actions and tasks is developed and maintained. He shall also ensure meeting minutes are taken at every Transition Team meeting.

The Chairperson may assign a Vice Chairperson as may be required; defining specific duties and responsibilities delegated to that position.

**ACTIVITIES, DUTIES, AND RESPONSIBILITIES**

The transition team will work with the congregation to focus on five central developmental tasks.

1. ***Coming to terms with history:*** The congregation should be encouraged to remember and share the stories that have been an integral part of the congregation's history. This is to help make sense of how God has been active in our history, through the difficulties of the past. An understanding and respect of the past, such as issues of unresolved conflicts, is an essential component of determining, establishing, and imagining a new future with a new pastor.
2. ***Discovering a new identity:*** The congregation should be asked a variety of questions, such as: Who and what are they becoming as a congregation, and how has our context changed over the years? What gifts (assets) define us; not simply our building or staff, but our changing participants and neighbors? To what extent does the congregation want to reconcile our Lutheran faith with the rapidly changing norms and expectations of contemporary society? We need to watch and listen, not only for what to conserve, but for what might be emerging amid this new identity.
3. ***Managing shifts in leadership:*** Congregations in an interim time often experience shifts in power of leadership depending on the relationships of individuals to the former pastor. This is also a time for considering whether patterns of involvement in the church are healthy or unhealthy, and whether such patterns are beneficial for most of the congregation. The task is to see that leadership develops in positive and creative ways for the good of the whole church.
4. ***Strengthening our sense of being the church together:*** We are not only a local congregation, but part of a regional, national, and global church.

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The Team shall determine how closely do we identify with our Virginia Synod and the national church body of the Evangelical Lutheran Church in America? What has been our connection with our ecumenical brothers and sisters? What can we ask of them and offer to them?

5. ***Committing to our new future and a new leadership:*** As the work of the preceding four developmental tasks (coming to terms with our history, discovering a new identity, managing shifts in leadership, and strengthening our sense of being the church together) comes to maturity, the congregation becomes clear about their future, so they can invite an appropriate new pastoral leader to lead them into that new future.

The transition team will also be responsible for the following initiatives:

- Recommend amendments and other updates the current congregational constitution
- Recommend to council actions the team believes to be appropriate or necessary to the successful completion of their charter and responsibilities
- Study the congregation and the surrounding community
- Establish and/or affirm core values
- Develop and/or affirm mission statement
- Affirm vision statement
- Review staffing needs and concerns and update job descriptions
- Review policies and procedures
- Assess the congregation's financial status
- Assess the congregation's stewardship of resources
- Assess the congregation's structural and property issues
- Helpful Documents for the Transition Team:
  - Review of the Congregation's History
  - Review of the Congregation Constitution, Continuing Resolutions, and Policies
  - Development/Review of Core Values, Mission Statement and Vision Statement
  - A Review of Staffing Needs and Resources
  - Intentional Stewardship
  - Stewardship of Property Inventory
  - Review the results of the Spring 2017 Congregation Survey

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- Review community demographics data
- Review the Transition Plan and Strategic Plan working documentation

**Delegation of Authority**

The authority of the Transition Team Ministry is delegated by the Congregation Council. The Transition Team shall not delegate this authority outside of the Transition Team.

The Transition Team shall collaborate as necessary with other Christ Lutheran standing Ministry Committees to include but not be limited to Vision, Evangelism, Faith Formation, Stewardship, Finance and Property to execute the activities, duties and responsibilities outlined under this charter. Standing committees retain authority for decision under their charters.

The Transition Team has authority to make decisions and complete the activities, duties and responsibilities assigned herein and to use the standing committees to generate information, recommendations and or documentation under their scope. The Transition Team has authority to perform full and open dialog with the Congregation, the Virginia Synod of the ELCA and, any other resources necessary to enable them to successfully complete their responsibilities within the context of this charter.

A budget of \$1,000 has been established in the Congregation approved 2018 budget to perform their activities, duties and responsibilities. A summary of Transition Team expenditures to budget shall be provided to Council at each council meeting.

**Standard Committee Procedures**

The Transition Team will be formed from the candidate pool approved by the Council at the November 13, 2017 council meeting. The Transition Team Chairperson shall make specific invitations in December 2017 to recruit Team members in accordance with the membership requirements

The first meeting of the Transition Team Ministry shall be on or about January 4, 2018. It is recommended the Transition Team meet at least once every two weeks or more often as necessary, but such subsequent meetings will be scheduled at the discretion of the Transition Team and chairperson.

The Transition Team members should attend and participate in the Healthy Congregations workshop with the Congregation general membership and the Council. The first workshop is planned for on or about January 20, 2018; and other workshops will follow as directed by the Council.

The Transition Team Chairperson, or team designee, shall provide summary reports to the Congregation Council at the regularly scheduled monthly Council meeting. (Usually, the second Monday of the month). A team status update should also be prepared for each monthly newsletter to the Congregation.

The Transition Team will complete all tasks and submit the completed Ministry Site Survey to Council **not later than July 9, 2018.**

## **CONTINUING RESOLUTIONS**

### **CR 13.06.2    *Capital Improvement Planning Team***

#### **AUTHORITY:**

In accordance with Christ Lutheran's Constitution §C13.06. *Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council. Also §C13.07. Duties of committees of this congregation shall be specified in the continuing resolutions.*

#### **PURPOSE AND BENEFITS:**

The purpose of a Capital Improvement Planning Team is to perform short-range planning, usually four to ten years, to identify and prioritize capital projects and equipment purchases, provide a planning schedule and identify options for financing the plan.

Benefits include:

- Allows for a systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Serve as a public relations and revenue development tool.
- A focus on preserving Christ Lutheran's infrastructure while ensuring the efficient use of funds.
- An opportunity to foster cooperation among ministries and an ability to inform the Congregation of capital needs and priorities.

#### **Formation and Term:**

The Capital Improvement Planning Team will be formed by the Congregation Council when the need arises charting the Team with the specific scope, schedule, resources and deliverables. The Team will serve under the Vision Committee and be chaired by the Vision Committee Chairperson. Unless the specific project demands a longer term, the term for the Capital Improvement Planning Team should be no more than 24 months.

#### **Membership:**

Membership includes but is not limited to the Vision Committee Chairperson and voting members of the Congregation with the gifts of vision for the future, finance, knowledge of our current infrastructure, and experience and skills in contracting and the construction trades. In addition, the Team membership should take advantage of the full diversity of the Congregation.

#### **Typical Information Developed:**

A Capital Improvement Plan typically includes the following information:

- A listing of the capital projects or equipment to be purchased
- The projects ranked in order of preference
- The plan for financing the projects
- A timetable for the construction or completion of the project
- Justification for the project

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- Explanation of expenses for the project

**Process:**

Council will establish a Capital Improvement Planning Team with charter.

Under direction and approval of the Congregation Council, the Capital Improvement Planning Team will

- Define the criteria for what kind of projects or equipment are to be included and organize a process for developing the plan. What is defined as a capital project or capital purchase? Generally, they will be tangible items that have a life expectancy greater than one year.
- Forecast where it believes it will face future demands and growth, which will involve an inventory of existing facilities, infrastructure and equipment.
- Develop basic policies for implementing the plan.
- Because the Capital Improvements Plan includes financing issues, a financial advisor or loan officer
- Review of the Congregation's current finances is also vital.

Specific steps include but are not limited to:

- Take inventory of existing capital assets
- Evaluate previously approved, unimplemented or incomplete projects
- Assess financial capacity
- Solicit, compile and evaluate new project requests
- Prioritize projects
- Develop a financing plan
- Adopt a capital improvement program
- Monitor and manage approved projects within the CIP
- Update existing/ongoing capital programs

**Responsibilities:**

The ***Congregation Council***, under Constitution §C13.06. and §C13.07. shall determine the need for and the specific duties of committees and task Teams of this congregation and they shall be specified in the continuing resolutions.

The ***Capital Improvement Planning Team*** under the ***Vision Committee*** shall conduct planning under the guidance of this CR and any detailed charter adopted as a supplemental CR for the specific team.

**Congregation Approval:**

Once the Capital Improvement Plan is finalized, it will be submitted to Council for acceptance. The Council will call an annual or special Congregation meeting in accordance with Constitution

**CONTINUING RESOLUTIONS**

§ C10.01. or C10.02. to present and recommend the Capital Improvement Plan to the Congregation for its approval.

**Continuing Resolution Approval:**

This Continuing Resolution **CR 13.05.2 Capital Improvement Planning Team** was approved by Congregation Council on August 15, 2018 in accordance with the authority and responsibilities assigned to Council under Christ Lutheran Constitution §C13.06. and §C13.07.

***CR 13.06.2.1 Capital Improvement Planning Team 2018-2020***

**AUTHORITY:**

Congregation establishes the Capital Improvement Planning Team 2018-2020 in accordance with Constitution §C13.06. and §C13.07.

Capital Improvement Planning Team 2018-2020 will be guided by the base CR 13.06.1. Capital Improvement Planning Team and the specific detail provided within this CR.

**PURPOSE AND BENEFITS:**

The purpose of a Capital Improvement Planning Team is to perform short-range planning, usually four to ten years beginning in August 2018, to identify and prioritize capital projects and equipment purchases, provide a planning schedule and identify options for financing the plan.

Benefits include:

- Allows for a systematic evaluation of all potential projects at the same time.
- The ability to stabilize debt and consolidate projects to reduce borrowing costs.
- Serve as a public relations and revenue development tool.
- A focus on preserving Christ Lutheran's infrastructure while ensuring the efficient use of funds.
- An opportunity to foster cooperation among ministries and an ability to inform the Congregation of capital needs and priorities.

**Formation and Term:**

The Capital Improvement Planning Team 2018 2020 is formed by the Congregation on August 15, 2018. This Team's term shall be 24 months from the date of establishment: August 15, 2020.

The Team will serve under the Vision Committee and be chaired by the Vision Committee Chairperson.

**Membership:**

Membership includes but is not limited to the Vision Committee Chairperson and voting members of the Congregation with the gifts of vision for the future, finance, knowledge of our current infrastructure, and experience and skills in contracting and the construction trades. In

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addition, the Team membership should take advantage of the full diversity of the Congregation. The Team should be consist of at least six (6) members.

The Members will meet at least monthly, keeping meeting minutes, and reporting to Council at least quarterly but more frequently as guidance or direction or decisions are required.

**Specific Scope:**

**Capital Project:** Christ Lutheran Council has defined Capital Purchase as anything \$10,000 or more. In the terms of Capital Improvement it may also be part of an improvement project that may be covered under a larger scope project.

- The Team shall evaluate and recommend for Council approval redefinition of this term within the first 60 days of establishment.

**Assessment:** The Team shall assess the condition of the current physical facilities, current needs for repair and or replacement, expected remaining life of other capital items, and current accessibility needs for our Congregation and code requirements.

**Definition of the Capital Improvement Plan:** A Plan shall develop and recommended the following information:

- A listing of the capital projects or equipment to be purchased
- The projects ranked in order of preference
- The plan for financing the projects
- A timetable for the construction or completion of the project
- Justification for the project
- Explanation of expenses for the project

**Notional Schedule for Deliverables to Council:**

- Six months:
  - Forecast future demands and growth
  - Listing of the capital projects or equipment
  - Projects ranked in order of preference
  - Justification for the projects
- Nine months:
  - Explanation of expenses for the project
  - Plan for financing the projects
- Twelve months:
  - A timetable for the construction or completion of the project
  - Full Plan presentation to Council and to Congregation

**CONTINUING RESOLUTIONS**

**Process:**

The notional process listed in **CR 13.06.1 Capital Improvement Planning Team** shall be followed.

**Responsibilities:**

The ***Congregation Council***, under Constitution §C13.06. and §C13.07. shall determine the need for and the specific duties of committees and task Teams of this congregation and they shall be specified in the continuing resolutions.

The ***Capital Improvement Planning Team*** under the ***Vision Committee*** shall conduct planning under the guidance of this CR and any detailed charter adopted as a supplemental CR for the specific team.

**Approval:**

Once the Capital Improvement Plan is finalized, it will be submitted to Council for acceptance. The Council will call an annual or special Congregation meeting in accordance with Constitution § C10.01. or C10.02. to present and recommend the Capital Improvement Plan to the Congregation for its approval.

**Continuing Resolution Approval:**

This Continuing Resolution **CR 13.06.1.1 Capital Improvement Planning Team 2018-2020** was approved by Congregation Council on August 15, 2018 in accordance with the authority and responsibilities assigned to Council under Christ Lutheran Constitution §C13.06. and §C13.07.