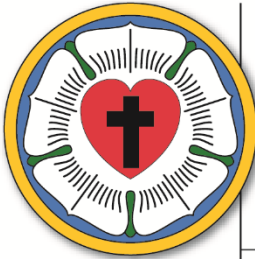


CONTINUING RESOLUTIONS DOCUMENT FOR
SALEM LUTHERAN CHURCH
PONCA, NEBRASKA



NAALC

North American Lutheran Church



lcmc

Lutheran Congregations in Mission for Christ

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Amended:

Salem Lutheran Church
of the
North American Lutheran Church
Ponca, Nebraska

CONTINUING RESOLUTIONS



Chapter 12.
CHURCH COUNCIL

- 12.10.A23** The following shall constitute the order of business at a Church Council meeting:
- a. Attendance and note reasons for absences
 - b. Call meeting to order/Devotions
 - c. Approval of the Minutes
 - d. Treasurer’s Report
 - e. Correspondence
 - f. Pastor’s Report
 - g. Old Business
 - h. New Business
 - i. Additions to the Agenda
 - j. Ministry Teams and Special Committees Reports
 - k. Announcements
 - l. Next Meeting Date
 - m. Adjournment with prayer

Chapter 13.
MINISTRY TEAMS AND COMMITTEES OF THE CONGREGATION

- 13.07.A01** Other Congregation Ministry Teams and Committees
- a. Budget and Finance
 - b. Cemetery
 - c. Communications
 - d. Endowment
 - e. Faith Formation
 - f. Memorial
 - g. Mission Support
 - h. Music and Worship
 - i. Property

- j. Salem Mission Team
 - Altar and Sacraments
 - Funeral
 - Mission Events (local and global)
 - Salem Women
 - Stewardship
- m. Thrivent
- n. Worship Leading Team
- o. Salem Lutheran Church Youth Group

13.09.A01 Descriptions and Duties of Ministry Teams and Committees of this Congregation

1. An **Audit Committee** of three voting members shall be appointed by the Church Council to annually review the checking account of the previous year. The Treasurer may or may not be present.
2. A **Mutual Ministry Team** of three voting members may be appointed jointly by the president/copresidents and the pastor. Term of office shall be two years; terms may be adjusted at the discretion of the president/copresidents and pastor.
3. When a pastoral vacancy occurs, a **Call Committee** of 5-7 voting members shall be approved by the Church Council. Term of office will terminate upon installation of the newly called pastor.
 - The Call committee shall represent the congregation to include all ages.
 - At least one member of the Church Council shall serve as a member of the Call Committee and liaison to the council.
 - Officers of the congregation do not normally serve on the Call Committee.
 - The Call Committee shall elect its own chairperson.
 - The Call Committee shall determine who completes the congregational profile and how it will be completed.
 - The Call Committee shall periodically report to the Church Council and congregation.
 - The Call Committee shall follow the guidelines of the NALC and/or LCMC when calling a Pastoral Candidate.
4. The **Constitution Review Team** of three members appointed by the Church Council shall annually review the Constitution, Bylaws and Continuing Resolutions.
 - a. Recommendations for changes to these governing documents shall be made to the Church Council.
 - b. Changes requiring congregational approval will be acted upon at a Congregational meeting.
 - c. The committee will ensure that any changes to the Constitution handed down by the NALC are brought to the congregation for a vote.

13.07.A01 Descriptions and Duties of Other Congregation Ministry Teams and Committees

5. The **Budget and Finance** team shall prepare and propose the annual budget of Salem Lutheran Church to the Church Council. Members from this team may be appointed by the Church Council to serve as the audit committee.

The Budget and Finance Team shall:

- Meet annually.
 - Be composed of five to six voting members, the Treasurer and the Council Liaison. The Council President or Co-Presidents may be present.
 - Review the previous year's budget line items with the actual budget to propose the budget for the upcoming year.
 - Present the proposed budget to the Church Council for final approval by the congregation at the Annual Meeting.
 - Complete a yearly audit of the financial statements.
 - Provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.
6. **The Salem Lutheran Church Cemetery Association** of Ponca, NE is an organization established to care for the Salem Cemetery located two miles south of Ponca, NE on the East side of Highway 12 in Dixon County, Section 35-30-6.
 - The Salem Cemetery Board of Directors shall consist of five members of Ponca Salem Lutheran Church congregation, with the pastor an ex-officio member.
 - When a vacancy occurs on the Board, the vacancy shall be filled by the remaining board appointing another member.
 - The Board of Directors shall elect officers from among its members to serve as President, Vice President, and Secretary/Treasurer.
 - The cemetery sexton shall be appointed by the Board of Directors.
 - Each Ponca Salem Lutheran Church member will be granted one free burial site in the church cemetery, if they so desire. However, there will be a one-time fee of \$250.00 per site for perpetual care of the grounds. This must be paid when the grave site is selected.
 - Non-members of Salem Lutheran Church are welcome to use Salem Lutheran Church Cemetery, however, they will be assessed a \$250.00 fee for the grave plus the \$250.00 perpetual care fee when the site is selected.
 - No grave shall be held more than 30 days without payment.
 - Association members meet on an as needs basis.
 - Association members maintain the cemetery grounds.
 - Association members plan the Memorial Day service which is held the Sunday closest to Memorial Day.
 - Provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

7. The mission of the **Salem Lutheran Communications Team** is to spread the message of Jesus Christ through various forms of social media as well as enhancing the worship experience at Salem Lutheran through electronic media.

- The Salem Lutheran Communications Team is composed of any church member who is interested in serving on this team.
- The Salem Lutheran Communications Team meets on an as needed basis when a church request has been made or an issue arises involving the social media or electronics of the church.
- The Salem Lutheran Communications Team provides a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

Mission carried out through the Salem Lutheran Communications Team

- Salem Lutheran website: salemlutheranponca.org
- Salem Lutheran Facebook page
- Daktronics electronic message board outside
- Electronics installed throughout the church & parsonage
 - TVs, internet, computers, sound system, mic system, computer programs of the church
- Setting up the visual media experience for the church service every Sunday for Confirmation students to run during church service (school year)
- Setting up the visual media experience for church service as well as running the TV slides (Proclaim) during the church service to aid in worship (summer break)
- Troubleshooting technical issues
- Control sound board during worship service

8. The **Endowment** committee oversees the administration of the Salem Lutheran Endowment fund.

- The Committee shall be composed of seven church members including the Church Treasurer, and a Council Member appointed to three-year terms by the Church Council. Other than the Treasurer, members may not serve two consecutive terms.
- The committee shall meet twice per year or more if necessary.
- The Committee shall determine appropriate investments for the fund. They shall be responsible for monitoring the investments and have authority to make changes when necessary.
- The principal amount of the fund is not to be used for distribution. Only the earnings may be used for expenditures.
- Decisions for expenditures from the Church Endowment shall be made by the committee from recommendations received from individuals, boards and committees. None of the income or principal from gifts shall be distributed to the congregation's operating budget unless some emergency such as natural disaster, fire, or the like should occur. To do so would

require a two-thirds majority vote of the congregation. Since it is intended that the corpus of the fund be preserved for future ministry, the amount to be expended annually shall be limited to 5% of the January 1st balance of the Fund.

- In general, the funds are not to be used for the regular and ongoing expenses of the Church. The Committee has the right to refuse any gift they determine not appropriate for the fund. If a gift is designated simply to “Salem Lutheran Church,” the Church Council will determine if the gift should be designated to the Endowment Fund or kept separate for other church purposes.
- It shall be the responsibility of the Endowment Committee to encourage the church membership and others to make gifts and bequests to the Endowment Fund as a way of exercising good stewardship of the blessings that God has bestowed on their lives.
- In the event of irreconcilable division in the congregation or dissolution, the Salem Lutheran Endowment fund will be assigned according to the directions of Chapter 7 of the constitution.
- The Salem Lutheran Endowment Committee shall provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

9. The **Faith Formation** team strives to equip and help the people of God enter into daily practices that deepen their faith, and their relationship with God and others. So that each may be sent out to serve in the manner of Jesus.

- The Faith Formation Team shall be composed of the Pastor, Council Liaison, Sunday School Superintendents, Confirmation teachers and mentors, and members of Salem desiring to be a part of this team.
- The Faith Formation Team shall meet annually, prior to each new Sunday School and Confirmation year and on an as need basis.
- The Faith Formation Team shall oversee the following programs:
 - Sunday School (Nursery-Adult)
 - Confirmation
 - Children’s Christmas Program
 - Vacation Bible School
 - Bible Study
- The Faith Formation Team shall provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

10. The **Salem Lutheran Church Memorial Fund** exists to assist individuals with making gifts to the church either in their own names or in memory or honor of a loved one. Such gifts fulfill mutual needs: donors find a meaningful way of expressing their gratitude, love and remembrance, and the gift benefits the congregation and furthers its mission.

- Memorial gifts may be provided and designated in memory of any person or in honor of any person or occasion (i.e., anniversary, birthday, etc.) by any

person or persons, whether or not they are members of Salem Lutheran Church.

- Undesignated funds are not named for any specific purpose and can be used at the discretion of the Church Council.
- Designated funds are used for specific purposes approved by the Church Council. Current designated funds include- Sanya Juu Travel Fund and Lazarus Fund to assist someone who is attending seminary.
- Other funds can be created if donated dollars are directed for a specific purpose approved by the Church Council.
- A liaison is appointed by the Church Council for the Memorial Fund.
- The Memorial Fund will have its own treasurer. It may be the Church Treasurer or another member of Salem. The Memorial Fund treasurer provides periodic reports of fund balances to the liaison to report to the Council. The Memorial Fund treasurer also provides an annual report on account and fund balances and activity at the Annual Congregational Meeting.
- Acknowledgment and expression of appreciation of the gift is sent to the donor by the Memorial Fund treasurer.
- Special gifts and memorials are intended to support the mission and purposes of the congregation. The Church Council reserves the right to refuse a physical gift, or to use designated monetary gifts for purposes deemed to be impractical or not consistent with the mission as determined by the Church Council.
- It is the policy of the congregation that no item or place owned by the church shall be marked with any nameplate, legend, or tag that identifies the donor or person(s) honored by the donation or gift, except for items which were marked prior to the adoption of this policy. This policy does not mean that a donor may not be publicly identified at the time that the gift is accepted and thereafter from time to time as appropriate.
- Once a memorial is purchased or donated, it becomes the property of the Salem Lutheran Church. The congregation assumes responsibility for the use and care of the memorial through congregational funds unless a specific fund has been established for the care and maintenance of the memorial in question. The Church Council also assumes the responsibility of either the archiving or proper disposal of all memorial gifts that are removed from use in the congregation due to malfunction, damage, inability to repair for a reasonable amount, nonuse, or if the technology of the memorial is outdated. If the memorial is being disposed of by the congregation, the first option should be that the item is offered back to the family of the person being memorialized, if said family exists. If the memorial is still usable but does not serve the mission or ministry of the congregation, the Church Council is directed to gift or sell the item to an organization where the item will be used to further the mission and ministry of that organization.
- The congregation gives permission to the Church Council to amend or change this policy as necessary.

- A Salem Lutheran Memorial Fund report shall be provided at the Salem Lutheran Church Annual Meeting.

11. The purpose of the **Salem Lutheran Church Mission Support** is to proclaim the Gospel of Jesus Christ, serve human need, and carry out the mission and ministry of Salem Lutheran Church. As God has blessed us, so shall we be a blessing to others.

General Administration

- There will be fixed and variable Mission Partners for the distribution of Mission Support dollars. Fixed partners shall be the North American Lutheran Church and Lutheran Congregations in Mission for Christ. Variable Mission Partners shall be local, state, national and global partners approved by the Church Council. "Receive Bread/Give Bread" dollars shall be distributed to partners associated with local and/or world hunger.
- The Mission Support Team shall be composed of five congregational members and the pastor. One member shall be a member of the Church Council, and four members shall be appointed from the congregation. If possible one of the four congregational members shall be a confirmed youth. Each member who is not on the Church Council shall serve a two-year term. The pastor shall be a nonvoting member and not be subject to term limits.

Duties of the Mission Support Team

The Mission Support Team shall-

- Meet prior to the annual meeting of this congregation and on an as-need basis.
- Recommend to the Church Council appropriate Mission Partners for the distribution of Mission Support dollars and the amount and frequency of distributions.
- Annually review the fixed and variable Mission Partners and distribution of dollars to these partners and submit proposed changes to the Church Council for approval.
- Recommend to the Budget and Finance Committee changes in total Mission Support dollars.
- Inform the church Treasurer of each Mission Partner for distribution of funds, as well as the amount and frequency of distribution.
- Encourage members of this congregation to recommend Mission Partners for review.
- Provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

Mission Partners

Mission Partners shall-

- Be preferably associated with the Lutheran Church.

- Have appropriate oversight and accountability.
- Demonstrate financial integrity and stability.
- Have an evangelical focus.

12. **The Music and Worship Mission Team** assists the Pastor in the planning of worship services both indoors and out.

The Music and Worship Team shall:

- Select hymns for worship services
- Assist in organizing special music that is provided throughout the year
- Meets once a month to select appropriate hymns according to the church calendar and the message of the day
- Chooses music that appeals to all ages and preferences, being a blend of traditional and contemporary styles

13. **The Property Committee** shall provide for the proper maintenance and protection of all property of the congregation and shall see that the same is kept in good repair.

The Property Committee shall:

- Consist of a chairman, a Council Liaison, and undetermined number of church members.
- Oversee the maintenance of all church properties (except the cemetery).
- Seek the assistance of members of this congregation in the maintenance of church property.
- Submit requests for approval to the Church Council of all expenditures.
- Report all work needed and all work done to the Church Council.
- Meet as often as necessary to accomplish committee objectives.
- Provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

14. The **Salem Mission Team** is the hands, feet, and heart of Jesus in our church family, neighborhood, community, and throughout the world. Together this team reaches out to support others in time of need, spread joy and kindness and share the love of our Lord and Savior with others. The Salem Mission Team is co-led by two members of the Church Council. All are welcome to be a part of this team and help with as many annual events as they wish. Within the Salem Mission team is the **Altar and Sacraments Committee, Funeral Committee, Salem Women and Stewardship.**

Salem Mission Team Co-Leaders shall:

- Meet quarterly (January, April, July, and October) with mission event coordinators and team members to oversee and schedule events.
- Establish the agenda for meetings of the Salem Mission Team.

- Secure coordinators for mission events.
- Focus coordinators, teams, and the congregation on the why of the mission event.
- Assist event teams as necessary.
- Follow-up with mission event coordinators and members on joys, challenges, and needs.
- Include all event coordinators and team members in Salem Mission Team decision-making.
- Provide a monthly report to the Salem Church Council.
- Ensure event descriptions and tasks are annually reviewed and updated when needed.
- Provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

Mission Event Teams shall:

- Have co-coordinators for the event team.
- Invite/recruit members and nonmembers of Salem to serve on the event team.
- Form intergenerational event teams.
- Communicate the why, what, where, when of the event with members of the congregation and if appropriate the community, through worship service bulletins and announcements, newsletter, Mission Minutes newspaper social media, community flyers etc.

Mission Event Team Coordinators shall provide:

- A written description of the event.
- An outline/list of tasks required for success of the event.
- The minimum number of people needed for the success of the event.
- Funding needed for the event.
- A follow-up report of the event to the congregation in a Mission Minute, worship bulletin, general worship announcements, and/or church newsletter.
- A follow-up report of the event to the Salem Mission Teams co-leaders.

The **Altar and Sacraments Committee** serves by preparing the altar and sacraments for Sunday Worship Services as well as preparations for baptisms, weddings, funerals, and other special services held during the year.

Altar and Sacraments Committee shall:

- Be composed of members who volunteer annually to care for the worship space and prepare the sacramental elements for Holy Communion and baptisms.
- Care for:
 - the worship space
 - linens- wash lines as needed

- paraments- change with seasons of the church year
- sacramental elements and vessels-make bread for communion, set up for communion and clean-up after communion (see guidelines attached to the shelving in the closet in the meeting room next to the sanctuary)
- acolytes- help train Confirmation students to acolyte, assist acolytes before and after the service, wash acolyte robes when needed
- candles- add oil to altar candles as needed; set out candles for All Saints Sunday, Advent, and Tenebrae services
- baptismal fount- put water in fount for baptisms
- flowers- when available set flowers out in worship space and dispose of them when needed
- altar brass- polish brass when needed

The **Funeral** committee serves a meal for families and friends who gather to celebrate the life of a loved one who has passed away. Through the generosity of faithful volunteers within our church, we arrange, prepare, set up, serve and clean up after a hot or cold meal upon request thus allowing a time of fellowship and comfort for the grieving family following the funeral.

- The Funeral committee shall have co-chairpersons
- There shall be two serving groups to provide salads or desserts
- Each serving group shall have co-heads
- There shall be one group to serve the funeral meal
- Co-chairpersons are notified by the pastor or office secretary of the need for their services
- One Co-chairperson notifies the co-heads of each serving group to ask members of their group to provide salads or desserts
- One Co-chairperson calls people to serve the funeral meal
- Only desserts are only provided for funerals of non-members.
- Food must be catered for meals held outside of the church
- Each year the church secretary and co-chairpersons review and update the serving committees

15. **Thrivent** is a membership-owned fraternal organization. The Thrivent membership shares a Christian Common Bond and a commitment to help strengthen the communities where they live, work and worship through their local *Thrivent Member Networks*. Through Thrivent Choice®, members can contribute annually to Salem Lutheran Church by March 31 each year. Members who designate Thrivent Choice dollars to Salem are welcome to vote on how these dollars are used to support requests that come before the membership. Salem Thrivent hosts the Confirmation reception each year if preferably the Sunday prior to the service of Confirmation.

Salem Thrivent shall:

- Meet on an as needs basis to consider requests for support funds.
- Provide a Financial Report and Ministry Team Report at the Salem Lutheran Church Annual Meeting.
- Plan and host the reception for youth who will be confirmed.
- Purchase crosses for the youth who will be confirmed.
- Send personal invitations for the Confirmation reception to students being confirmed, the Pastor, Confirmation teachers and/or mentors, and the Church Council.
- Provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.

16. The **Worship Leading Team** is organized when an ordained minister is not available to lead worship services at Salem for an extended period. This team consists of individuals who volunteer to lead worship services on a rotational basis. Upon the hiring of an interim, parttime, or full-time pastor, this team is not active. However, members of this team may occasionally be called upon to lead worship services if the current pastor is absent for a short period of time.

Members of the Worship Leading Team shall:

- Prepare a schedule for leading worship services.
- Provide the lectionary readings for the worship service.
- Prepare and deliver the sermon and children's sermon for the assigned worship service.
- Lead the worship service.
- Work with the office secretary on special needs for the worship service.

17. The mission of the **Salem Lutheran Church Youth Group** is to nurture and empower the youth of Salem Lutheran Church to develop a deep, personal relationship with God, fostering a community of faith, love, and service."

Goals:

1. **Spiritual Growth:** Provide regular Bible studies to help youth deepen their understanding of Scripture and strengthen their faith.
2. **Community Building:** Create a supportive and inclusive environment where youth can form meaningful relationships with peers and mentors, encouraging each other in their spiritual journeys.
3. **Service and Outreach:** Engage in community service projects and outreach programs to live out the teachings of Jesus, demonstrating God's love through acts of kindness and compassion.
4. **Leadership Development:** Offer opportunities for youth to develop leadership skills through involvement in planning and leading group activities, fostering a sense of responsibility and purpose.
5. **Personal Development:** Support the holistic growth of youth by addressing their emotional, social, and intellectual needs, helping them to become well-rounded individuals grounded in their faith.

6. **Fun and Fellowship:** Experience fellowship through fun activities to foster a feeling of community for their future adult selves.

The Salem Lutheran Church Youth Group-

- Is open to high school youth
- Meets quarterly and does service projects throughout the year
- Is led by adult volunteers
- Shall provide a Ministry Team Report at the Salem Lutheran Church Annual Meeting.