Lutheran Church of the Cross
3787 Cedar Hill Road, Victoria, BC V8P 3Z4
T- 250-477-6222 lutheranchurchofthecross@shaw.ca www.lutheranvictoria.ca

Church Council Manual

Section: Organization	Terms of Reference
Effective date: 2019-Sep-25 Reviewed/revised date: 2026-June-24	CT #02: Board of Trustees

Reference

Bylaw 8. ***Congregational Council and its Officers***

Section 2. *There shall be a Board of Deacons, a Board of Trustees, a Board of Education, and a Board of Worship, each with no less than four (4) members elected at the Annual General Meeting of the Congregation from those members on the congregational membership roster who have attained the age of eighteen (18). Each member has a term of two (2) years. They shall be elected in such a way that approximately half the members of each Board will be elected in any one (1) year. No member of the Boards shall be eligible to serve more than three (3) consecutive terms on any Board or combination of Boards.*

Section 3. *The Officers of the Congregation and a representative from each Board, chosen by the respective Board, shall constitute the Congregational Council. All shall be voting members of the Congregational Council, and all must also be members on the congregational membership roster. The Officers of the Congregation shall be the Officers of the Congregational Council.*

Bylaw 9. ***Duties of the Congregational Council, its Officers, and its Boards***

Section 7. *Each of the various Boards shall:*

a. elect a chairperson from its own membership;
b. normally meet once a month; and
c. make reports to the Annual General Meeting of the Congregation.

Section 9. *The Board of Trustees shall:*

a. be responsible for maintaining and protecting the property of the Congregation; and
b. obtain insurance protection that provides coverage for fraud committed by an employee or volunteer of the Congregation and limits the liability of the members of the Congregational Council.

Membership

Per Bylaws cited above.

Mandate

- Per Bylaws cited above.
- Have a Board of Trustees member attend each meeting of the Congregational Council.
- Other tasks as assigned by the Congregational Council.

Reporting

- Recruit volunteer assistants as needed.
- Create working groups, committees, and/or sub-committees as necessary to carry out responsibilities.
- As appropriate, submit a written report of Board of Trustees activities to the other members of the Congregational Council no less than 24 hours before each regularly scheduled meeting of Council.
- Submit a written report to the Annual General Meeting of the Congregation.
- The Emergency Preparedness Committee reports to the Board of Trustees. This Committee shall submit a written report to the Annual General Meeting of the Congregation.

Responsibilities

- Maintain and protect facilities.
- Assure emergency preparedness.
- Arrange custodial contract.
- Arrange Insurance.
- Arrange gardening and lawn care.
- Provide environmental management.
- Oversee Emergency Preparedness Committee.
- Collaborate with other Boards and Committees as appropriate.
- If a Board member resigns, report the effective date to the Congregational Council.