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 #03: Board of Education

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 10. *The Board of Education shall:*

a. seek to involve all members of the Congregation in Christian education and provide opportunities for regular study;
b. develop an effective teaching ministry and provide for the training of teachers and leaders; and
c. elect the coordinator of the Sunday School, who shall be an ex-officio member of the Board of Education.

Membership

Per Bylaws cited above.

Mandate

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

Reporting

- As appropriate, submit a written report of Board of Education 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 Karren Stinson Bursary Fund Committee reports to the Board of Education. That Committee shall submit a written report to the Annual General Meeting of the Congregation.

Responsibilities

- Recruit volunteer assistants as needed.
- Create working groups, committees, and/or sub-committees as necessary to carry out responsibilities.
- Provide Sunday School for children.
- Provide opportunities for adult education.
- Consider providing intergenerational opportunities at events as appropriate.
- Work with ecumenical partners in providing Summer Day Camp.
- Work with the pastor(s) in providing a Confirmation program.
- Support the pastor(s) in providing Campus Ministry.
- Organize a youth group.
- Organize a young adult group.
- Maintain the church library.
- Provide an annual Advent activity
- Oversee the Karren Stinson Bursary Fund Committee.
- Collaborate with other Boards and Committees as appropriate.
- If a Board member resigns, report the effective date to the Congregational Council.