

OPERATIONS MANUAL
FOR
TRINITY EVANGELICAL LUTHERAN CHURCH, UAC.
Leavenworth, Kansas, Inc.

Approved by Trinity's Board of Directors
October 24, 2023

TRINITY'S MISSION

"To gather people to build relationships in Christ."

TRINITY'S VISION

By God's grace, Trinity will be a center of Leavenworth County life which receives, trains, and sends forth Christians to worship, learn and reach out to all through God's word and sacrament by:

1. Discipling youth and people of all ages,
2. Nurturing and involving members,
3. Community outreach, and
4. Development of an expanded multipurpose ministry facility.

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I – GENERAL PROCEDURES AND COORDINATION

Trinity Evangelical Lutheran Church (TLC) operating procedures are comprised of two major actions, planning and execution. This introduction describes the actions that members, led by the officers, officials, and functional groups, will follow in accomplishing the mission and vision of TLC. All actions are performed to support the mission and vision.

A. Planning. Three major groups have been established to manage and perform planning. These groups are the Board of Directors, Campus Coordinating Committee, (CCC) and the Functional Boards. Planning has been sub-divided into three phases, long-range (6-10 years), mid-range (2-5 years), and short-range or one-year plans.

1. Board of Directors. The Board of Directors is composed of the officers of the congregation (voting members). The advisory members are the Called staff and the Congregational Secretary. The board will meet monthly. It may ask for assistance from

various boards or special committees. The Board of Directors is responsible for developing the long-range plan (LRP) and mid-range plan (MRP).

- a) Long-range plan (LRP). The LRP will be based on the TLC vision and mission established by the congregation and a detailed study of both the congregation and the local community. The long-range plan will cover a period of 6-10 years in the future. It will focus on ministries, property, and staff requirements.
 - b) Mid-range plan (MRP). The MRP, which develops the foundation upon which the LRP is based, will be developed in greater detail. The MRP will cover a period of 2-5 years in the future and provide a bridge between the LRP requirements and the short-range plans.
2. Campus Functional Boards. Each board will develop short-range plans (SRP) to meet and execute the objectives developed by the members. They will coordinate among themselves during CCC meetings, during monthly meeting nights, and by other direct communication.

Short-range plan (SRP). The SRPs will cover one year beyond the current year. The SRPs will be developed by the functional boards from the objectives defined in the MRP. SRPs will include time, talent, and financial resource requirements as the basis for the stewardship plan and work program.

3. Campus Coordination Committee (CCC). The CCC's voting members are composed of the appropriate officers and board chairpersons or their designees. Advisory members will be the Called staff, and the congregational secretary. The CCC will meet monthly. The primary purpose will be to develop and coordinate events and the activity calendar. The calendar provides the means to coordinate and integrate short-range ministry plans (SRPs) and activities and to minimize scheduling conflicts. The CCC will coordinate the coming years' objectives and work program for submission to the congregation at the semi-annual voters' meetings.

B. Execution.

1. The functional groups are responsible for executing their plans within any resource constraints that may be present. They are encouraged to involve as many members as possible, both to facilitate "many hands make light work" and to provide opportunities for fellowship and sharing God's love among the community and us. They will evaluate and record results of ongoing events and ministries at their regularly scheduled monthly meetings. These results will be shared with the CCC through meeting minutes and individual reports. The feedback from this will aid in the planning process.
2. The Board of Directors, through the officers, is responsible for seeing that the campus work program, as approved by the congregation, is carried out and administered properly. The board may act for the congregation in the time between congregational voters' meetings. The board is responsible for managing the day-to-day business matters of the campus.

C. Elections

Elections to be held at second Semi-Annual Congregational voters' meeting. Those elected will take office on the 1st of January.

1. The following shall be elected during even numbered calendar years:

President
First Vice President
Chairperson, Board of Worship
Chairperson, Board of Outreach
Chairperson, Board of Youth Ministry
Chairperson, Board of Social Concerns
½ of the Elders

2. The following shall be elected during odd numbered years:

Second and other Vice Presidents
Chairperson, Board of Education
Chairperson, Board of Stewardship
Chairperson, Board of Fellowship
Chairperson, Board of Properties
½ of the Elders

II - OFFICERS OF THE CONGREGATION

A. President

Specific Duties:

The president will:

1. Chair the Semi-Annual and Special Voters' meetings, Campus Coordinating Committee (CCC), and the Board of Directors meetings and ensure the development and execution of the campus short-term, mid-term and long-range plans.
2. Serve as the lay advisor to the Called staff in all lay matters pertaining to campus operations.
3. Represent the congregation in all matters of business and execute any matters relative to the physical welfare and growth of the campus.
4. Where allowed, make decisions on issues not requiring a congregational meeting or Board of Directors decision.
5. Execute resolutions passed by the voters.
6. Supervise or otherwise participate in the negotiation of all contracts for the congregation.
7. Be familiar with the contents of the churches' Article of Incorporation and the laws of the State of Kansas governing that article.
8. Sign official documents and business correspondence of the congregation.
9. Appoint the Secretary of the Congregation.
10. Recommend, with the chairperson of the Board of Stewardship, an accounting firm to manage Trinity's financial functions.
11. Appoint a Salary/Benefit Review Committee to assess staff salaries/benefits for the following year.
12. Appoint a Nominating Committee.
13. Appoint a Call Committee to consider Calls to fill vacancies or new positions.

14. Sign, with the chairman of the Board of Elders, all Call documents for Called staff members of the campus that have been approved by the congregation in a voters' meeting called for that purpose.
15. Make an annual inventory of the official documents held in safekeeping and provide a list to the Secretary of the Congregation.
16. Serve as an ex officio (voting) member of all boards and committees of the campus.

B. Vice-president(s)

Specific Duties

The vice president(s) will:

1. Perform the duties assigned by the president during his planned absence. In an unplanned absence or inability to serve, the order of succession will be by order of number designation.
2. Oversee the actions and activities of assigned boards and committees and ensure that activities are coordinated with the CCC. Serve as an ex officio (voting) member on those boards and committees.
3. Perform assignments as deemed necessary by the president.
4. Serve as voting members of the CCC and the Board of Directors.
5. Serve as liaison officers between the congregation and the Kansas District and the Missouri Synod when required.
6. The number of vice presidents will be determined by the Board of Directors, based on the needs of the congregation.

III - CALLED STAFF

A. Senior Pastor

Current Job Description:

SENIOR PASTOR

That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship, practice fellowship with one another and serve the needs of all people in Christian love. The purpose of Trinity Evangelical Lutheran Church is to spread the Kingdom of God by the preaching and teaching of His Word and the administration of the Sacraments, to the end that we might grow in our abilities to be worshipping, witnessing, serving, nurturing, and giving Christians.

Therefore, the Pastors of Trinity Evangelical Lutheran Church are to be men of God who demonstrate the love of Christ by word and deed.

Staff Relationship

The Senior Pastor is responsible for the supervision of the Called and hired staff of the campus. He is responsible to the congregation of Trinity Lutheran Church, and through the Board of Elders, to the President of the Kansas District, LCMS. He provides leadership, spiritual guidance and training to the staff and lay leaders of the congregation. The Senior Pastor is the primary shepherd of the congregation of Trinity. He is the senior staff advisor to the Campus Coordinating Committee, the Board of Directors and the Boards of Elders, Stewardship, and Worship. Among the staff, the primary focus of this

position is staff development, worship, and pastoral care.

Major Duties

The Senior Pastor is the spiritual leader and guide of Trinity Lutheran Church. He will attend to the spiritual wellbeing of the entire campus. He is responsible for sowing seeds of faith within the campus by the planning and conducting of worship services as well as seeking ways to expand God's ministry. He will lead the pastoral care of the congregation. The Senior Pastor will share his experiences and provide guidance for future planning with the Campus Coordinating Committee and the Board of Directors, as well as the overall stewardship ministry.

Specific Duties

The Senior Pastor will:

1. Ensure that Trinity is represented at Circuit, District and Synodical meetings, seminars, and conferences as necessary.
2. Assign Called staff members to work with specific boards and committees.
3. Supervise the day-to-day activities of the hired staff members by resolving immediate problems and by identifying longer term problems for lay leadership to address.
4. Ensure the church office activities of the Called, hired, and volunteer staff are performed in a prompt, professional, and effective manner.
5. Ensure that the use of the churches' facilities is appropriately approved, scheduled, communicated, and coordinated through the church office,
6. Conduct a proportional share of the teaching responsibilities within the campus.
7. Be responsible for and oversee the pastoral care for: homebound, hospitalized, funerals, grieving, premarital care, and weddings.
8. Be responsible for overseeing the content of all worship services.
9. Meet with members of the Board of Stewardship periodically during the year to provide advice and to coordinate support for the overall stewardship ministry.
10. Encourage and lay leadership development to ensure that Trinity builds a base of lay leaders.
11. Be an advisory member of Campus Coordinating Committee and the Board of Directors.
12. Exercise initiative to expand God's ministry at Trinity throughout the community.
13. Continue to grow in a personal relationship with God through personal devotion and continuing education.

B. Associate Pastor

Current Job Description:

ASSOCIATE PASTOR

That Christ's mission for His Church might be carried out according to His will, He has commanded that Christians unite in worship, practice fellowship with one another and serve the needs of all people in Christian love. The purpose of Trinity Evangelical Lutheran Church is to spread the Kingdom of God by the preaching and teaching of His word and the administration of the Sacraments, to the end that we might grow in our abilities to be worshiping, witnessing, serving, nurturing, and giving Christians.

Therefore, the Pastors of Trinity Evangelical Lutheran Church are to be men of God who demonstrate the love of Christ by word and deed.

Staff Relationship

The Associate Pastor is responsible to the Senior Pastor and will share in the concern for the common good of the entire campus. He will share in the pastoral ministry as needs arise and based on any changing requirements which may occur within the pastoral office. The Associate Pastor will be the principal staff advisor to the boards assigned to him by the Senior Pastor. He will participate in all staff meetings and support all ministries and staff members at Trinity as required. Among the staff, the primary focus of this position is harvesting faith through pastoral care, outreach, youth ministry and related lay ministries. The central focus of this position is community outreach.

Major Duties

In coordination with and under the supervision of the Senior Pastor, the Associate Pastor will provide pastoral care for the congregation. He will focus on community outreach, care of the youth and young people of the congregation as well as outreach to and assimilation of young families, young singles. The Associate Pastor will be a care giver to the homebound, hospitalized, and grieving members of the congregation. He will be the principal staff member for premarital care and weddings. In all matters he will share his experiences with the Senior Pastor.

Specific Duties

The Associate Pastor will:

1. Participate in the regular worship services, including sharing liturgical and sermon responsibilities with the Senior Pastor.
2. Be the pastor responsible for community outreach initiatives. This is the central focus of this position.
3. In conjunction with the Senior Pastor, be responsible for pastoral care and related lay ministries.
4. Be a point of contact for family counseling. Families may request counseling from either pastor.
5. Provide direction, spiritual guidance, and training for the youth groups of Trinity as well as training youth counselors. The Associate Pastor is the primary pastor for the Board of Youth and all youth activities. (Note: Trinity has fewer than approximately 5 youth in youth group, which includes youth approximately 4th grade to 12th grade).
6. Provide direction, spiritual guidance, and training for the Board of Youth in maintaining contact with young adult members in life's transitions to college, armed forces, marriage, or beginning careers.
7. Be the central point of contact for premarital care and weddings within the congregation. Congregational members can request premarital care from either pastor or ask either pastor to officiate their wedding.
8. Provide pastoral care to the homebound, hospitalized, and grieving members of the congregation under the direction of the Senior Pastor.
9. Teach confirmation classes in coordination with the Senior Pastor.
10. Support adult instruction and the adult Bible classes.
11. In coordination with the Boards of Youth, Fellowship and Social Concerns, exercise

his own initiatives to expand the ministry at Trinity throughout the community by outreach to and assimilation of young families, young singles, and general community outreach.

12. Be an advisory member of the Campus Coordinating Committee and the Board of Directors.
13. In the absence of the Senior Pastor, assume the full duties of the pastoral office for him.
14. Continue to grow in a personal relationship with God through personal devotion and continuing education.
15. Invest time in his family and personal relationships.
16. Under the direction of the Senior Pastor, be responsible for training the education ministries of the entire parish.
17. With the guidance of the Board of Education, further develop the small group ministry of the entire parish.
18. Under the direction of the Senior Pastor and with the guidance of the Board of Elders, design and implement an integration ministry for the current and new members for the entire parish.
19. Other duties as assigned by the Senior Pastor.

C. Future called staff members.

Specified Duties

The other called staff members will:

Perform duties in accordance with their call documents, instructions from the Senior Pastor, and the short-range plan.

1. Work closely with campus officers and serve as advisor to specific boards, as assigned by the Senior Pastor.
2. Attend all CCC, Board of Directors, and assigned board and committee meetings each month or as directed by the Senior Pastor.
3. Supervise the day-to-day activities of the hired and volunteer staff members under their direct responsibility by resolving immediate problems and by identifying longer-term challenges for the Senior Pastor or lay leadership to address.
4. Coordinate the activities of both volunteer and hired staff members, under their direct supervision, to ensure that the day-to-day activities of the campus are performed in an effective manner.
5. Ensure that administrative and routine matters of the campus are handled in a prompt, professional, and effective way.

IV - HIRED STAFF MEMBERS

All hired positions at Trinity Lutheran Church will require a background check with the Kansas Bureau of Investigation and a drug screening test before employment begins.

A. The Church Secretary (Administrative Assistant) – This is considered a Part-Time Position

Staff Relationship

The church secretary is responsible to the Senior Pastor and provides administrative support to all the staff of the campus. The church secretary will be hired by a committee composed of, at a minimum, the president and the Senior Pastor or their designees.

Major Duties

The church secretary serves as the executive secretary to the pastors. The secretary also serves as the church's main office receptionist and distributes campus information.

Specific Duties

The church secretary will:

1. Serve as the main office receptionist, receive visitors, and arrange appointments.
2. Maintain the church activity calendar and provide information to the church leadership and staff.
3. Maintain the church records and prepare routine answers to correspondence for the signature of the Senior Pastor and staff.
4. Supervise and assign tasks to the volunteer office assistants for all routine and special needs of the campus office.
5. Prepare and produce a variety of documents such as bulletins, newsletters, and other mailings, under the direction of the Senior Pastor.
6. Distribute incoming mail, maintain mailing lists, and operate the office reproduction equipment.
7. Maintain an inventory of office supplies and materials and submit requisitions for the purchase of needed items.
8. Maintain the confidentiality of campus information as directed by the Senior Pastor.
9. Accomplish other tasks as assigned by the pastors of Trinity.

Additional updated duties for Trinity's Administrative Assistant – effective 1 January 2015

(The Board of Directors decided to turn the primary financial accounting/reporting functions of the Treasurer/Business Manager position over to an outside accounting firm with the admin assistant as the primary local point of contact with the firm).

1. Serve as the primary liaison and point of contact (POC) with the contracted accounting firm and Trinity.
2. Review check requests from the functional boards and coordinate processing with accounting firm within scheduled processing window.
3. Submit bills to the contracted accounting firm on a scheduled weekly basis (Wednesdays) for payment. (Payments will be made on Thursdays.)
4. Prior to submitting bills, review the bill and annotate the appropriate Work Program line item for processing if necessary. **(Appropriate Board should have noted this on the bill already.)**
5. Ensure delivery of church deposits to the bank, (Deposits could be made by a Trinity volunteer) and provide copies of the deposit slips and documentation to the contracted accounting firm on a scheduled weekly basis.
6. Place significant office supply orders. Coordinate timing of other significant purchases. Obtain proper authorization for expenditures.
7. Ensure that current insurance coverage is maintained in force and source quotes on new insurance contracts when directed by the Board of Properties and/or Board of Directors. **(Primarily be the POC for these initiatives)**
8. Work with external entities such as insurance companies, vendors, and the synod as directed by the Board of Properties and/or Board of Directors. **(Primarily be the POC for these initiatives)**
9. Assign envelope numbers and oversee the issuance of boxes to members.
10. Posting of individual donations to the contribution system in Church Windows weekly and

- the production and mailing of semi-annual statements of giving. Resolve member questions.
11. Provide donation acknowledgement forms for non-cash and special gifts.
 12. Oversee password administration for the church security alarm system and the issuance of door codes and keys and maintenance of the accountability record.
 13. Ensure timecards are sent to the contracted accounting firm as requested for payroll processing. (Secretary, Babysitters, and organists)
 14. Ensure proper documentation for new hire employees are completed and that annual tax forms and certifications are received from all the staff and that the appropriate documents are given to the contracted accounting firm and/or worker benefit plan administrator.
- B. Director of the Senior Choir and the Praise Team – This is considered a Part-Time Position

Staff Relationship

The Director of the Senior Choir and the Praise Team reports to the Senior Pastor and the Chairperson of the Board of Worship.

Specific Duties

The Director of Senior Choir and Praise Team will:

1. Select and schedule all music to be sung by the Senior Choir Ministry in support of Trinity's Traditional Worship Services.
2. Select and schedule all music to be sung by the Praise Team Ministry in support of Trinity's Non-traditional Worship Services
3. Schedule and conduct all needed rehearsals for Trinity's Senior Choir and Trinity's Praise Team.
4. Ensure that appropriate instrumental accompanists are scheduled for each Choir and Praise Team performance.
5. Under the supervision of the Senior Pastor, ensure the theological integrity of all music that is performed by Trinity's Senior Choir and Praise Team.
6. Assist in the selection of weekly worship hymns.
7. Assist with and maintain the music library, musical instruments, and equipment.
8. Assist and advise Board of Worship with budget concerning Senior Choir and Praise Team.
9. Advise Board of Worship on Music Ministry of TLC, specifically Senior Choir, Praise Team, and Cantors.
10. Control music expenditures following guidelines and purchase order requests within approved work budget for organists, pianists, Senior Choir and Praise Team.
11. Other duties as assigned.

C. Director of the Bell Choir – This is considered a Part-time Position

Staff Relationship

The Director of Bell Choir reports to the Senior Pastor and the Chairperson of the Board of Worship.

Specific Duties

The Director of Bell Choir will:

1. Select and schedule all music to be performed by the Bell Choir in support of Trinity's Worship Services.
 2. Schedule and conduct all rehearsals for Trinity's Bell Choir.
 3. Under the supervision and guidance of the Senior Pastor, ensure the theological integrity of all music that is performed by Trinity's Bell Choir.
 4. Assist the Music team in the selection of weekly worship hymns.
 5. Have all purchases approved in advance by the Chairperson of the Board of Worship.
 6. Other duties as assigned.
- D. Worship Administrator – This is considered a Part-Time Position

Staff Relationship: The Worship Administrator is responsible to the Senior Pastor and the Chairperson of the Board of Worship.

Specific Duties:

The Worship Administrator will:

1. Coordinate the worship music schedule for all musical groups and soloists.
2. Be responsible for music program publicity.
3. Maintain a music library and provide for storage and maintenance of all music ministry materials, supplies, musical instruments, and other equipment. Recruit volunteers to assist in the process.
4. Be the main point of contact between the Office and Music team for the communication of scheduled music.
5. Prepare a monthly "master list" of all scheduled music.
6. Under the supervision of the Senior Pastor maintain and assure payment of Trinity's copyright licenses.
7. Perform copyright reporting required under Trinity's copyright licenses.
8. Assist in the selection of music; prepare and duplicate song sheets for contemporary worship services.
9. Ensure that organ/piano music is scheduled for all worship services.
10. Assist in the selection of weekly worship hymns.
11. Serve as the liaison between the music team and the board of worship by preparing a monthly update report.
12. Other duties as assigned.

E. Director of Children's/Youth Music – This is a Part-Time Position

Staff Relationship:

The Director of Children's/Youth Music reports to the Senior Pastor and the Chairperson of the Board of Worship.

Specific Duties:

The Director of Children's/Youth Music will:

1. Direct and be responsible for all the children's/youth choir performances and rehearsals.
2. Direct and be responsible for all performances and rehearsals of children's chimes/youth bells.
3. Under the supervision and guidance of the VBS Director, be an active participant in the annual Vacation Bible School Program.

4. Under the supervision of and in cooperation with the Sunday School Superintendent, plan and carry out the inclusion of age-appropriate Christocentric music in weekly Sunday school opening/closings if requested.
5. Under the supervision and in cooperation with the Sunday School Superintendent, plan, promote, and carry out Christmas and Easter youth musical productions integrated with Trinity's worship life.
6. Under the supervision and guidance of the Senior Pastor, ensure the theological integrity of all music that is performed by Trinity's children's/youth choirs.
7. Assist the Music team in the selection of weekly worship hymns.
8. Have all purchases approved in advance by the chair of the Board of Worship.
9. Other duties as assigned.

F. Other Hired Positions.

Duties and responsibilities of any additional hired positions are the responsibility of the hiring authority to determine and submit through the Board of Directors for approval.

Periodically the president may establish a staffing review committee to determine if any additional positions are required, current positions need to be changed or discontinued. The Operations Manual will be appropriately amended to reflect the changes. The committee will, at a minimum, consist of the president, the chairperson of the appropriate board and the Senior Pastor or their designees.

V - APPOINTED POSITIONS

Secretary of the Congregation

Specific Duties

The Secretary of the Congregation will:

1. Take minutes, attendance, and maintains records of transactions of all congregational meetings in a permanent file.
2. Serve as the secretary of the CCC, Board of Directors and voters' meetings.
3. With the president, maintain custody of the Seal of the Congregation.
4. Ensure a substitute secretary is available if unable to attend any called meeting.
5. Produce the campus-planning calendar for the CCC.

VI - ADMINISTRATIVE GROUPS

A. Board of Directors

Specific Duties

1. Develop mid and long-range congregational plans for the expansion of Christ's work in our community.
2. Review the mid-range plan and long-range plan and submit it at the first Semi-Annual Congregational Voters' meeting, as appropriate.
3. Make decisions and act on behalf of the congregation in between voters' meetings.
4. Approve the use of Trinity facilities by non-Trinity groups.

5. Approve the list of nominees for elected positions before the second Sem-Annual Congregational Voter's meeting.
6. Fill vacancies in elected positions to serve until the second Semi-Annual voter's meeting.
7. Approve changes in allocation of resources within the work program as necessary.
8. Manage the day-to-day business affairs of the campus.
9. Monitor the cash position of the campus by authorizing purchases and disbursing funds in periods of low receipts and by saving and investing funds in periods of high receipts.
10. Ensure that adequate insurance coverage for the church's properties is continuously in force.
11. Authorize disbursements from Trinity's Memorial fund.
12. Set the agenda, date, and times for the Special, and Semi-Annual Congregational Voters' meetings.
13. Settle jurisdictional disputes between functional groups.
14. Regularly meet each month except December.
15. Maintain a permanent record set of minutes for each meeting and post a copy on the church bulletin board and in the Trinity Times newsletter.

B. Campus Coordinating Committee (CCC)

Specific Duties

1. Coordinate and integrate plans for the current year and one year beyond, referred to as the short-range plans.
2. Coordinate the monthly and annual campus activities calendar and events.
3. Regularly meet each month except December.
4. Maintain a permanent record set of minutes for each meeting and post a copy on the church bulletin board and the Trinity Times newsletter.
5. Approve the annual campus objectives to present to the voters at the first Semi-Annual Congregational Voters' meeting.
6. Ensure the annual campus work program integrates the approved objectives and develops the estimates of the resources needed to carry them out.
7. Review and approve the annual staff salary and benefit recommendations for inclusion in the annual work program.
8. Approve the annual work program to present to the voters at the second Semi-Annual Congregational Voters' meeting.

VII - FUNCTIONAL GROUPS

A. Board of Stewardship

Staff Relationship

The chairperson of the Board of Stewardship is responsible, through the president, to the congregation for all actions of the Board of Stewardship. The chairperson will work closely with the vice-president and the designated called advisor in all matters relating to stewardship activities within the campus. The chairperson of the Board of Stewardship is responsible for directing the efforts of the board members. The chairperson is a member of the CCC. In their absence, they will ensure there is Board of Stewardship representation at the CCC meeting.

Major Duties

The chairperson will plan, promote, and supervise the stewardship program. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote, and supervise the stewardship program for the entire congregation.
2. Recruit people to oversee the various activities of the board.
3. As part of a Stewardship education program work with the president of the congregation to provide periodic communication to the congregation giving a financial snapshot, identifying any pending issues that may affect the church.
4. Conduct an annual stewardship program (time, talent, and money) in the fall.
5. Complete a time and talent survey of the congregation. Through the CCC, coordinate communication outreach to those who have expressed an interest in board involvement.
6. Manage and provide recommendations for a Missions and District Support program.
7. Provide for the collecting, counting, and depositing of offering gifts.
8. Serve as coordinator for fund raising activities of the campus.
9. Maintain records of individual gifts to include mailing semi-annual statements.
10. Provide all confirmed members with envelopes or access to E-Giving for contributions toward the work of the campus.
11. Act as or work with the Salary Review Committee each year to develop salary/benefit input for the annual work program.
12. Work with the Endowment Fund Committee (if established) on developing long-term financial support to the church.
13. Annually review ways to expand and enrich stewardship activities.
14. Develop short-range stewardship objectives not later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
15. Develop resources (time, talent, money) required to execute the short-range plan, not later than the August CCC meeting for inclusion in the proposed campus work program.
16. Ensure that any stewardship pledge to the Kansas District/LCMS, Mission Support, the debt retirement amount (if applicable), and any CCC/Board of Directors requirements are in the annual work program.
17. Integrate all board work programs (time, talent, money) into the annual work program for submission at the November CCC meeting and for approval at the second Semi-Annual Congregational Voters' meeting.
18. Maintain an accurate record of all meetings and provide copies to all CCC members.
19. In conjunction with the president and Board of Directors, ensure the church's accounting firm is providing accurate and timely financial reports.

B. Board of Elders

Staff Relationship

The chairperson of the Board of Elders is responsible, through the president, to the congregation for all actions of the Board of Elders. The chairperson will work closely with the vice-president and the designated called advisor in all matters relating to the elders' efforts within the campus. The chairperson is a member of the CCC. The chairperson of the Board of Elders is responsible for directing the efforts of the board members. The chairperson will be selected by the currently serving elders at the first meeting of the new year.

Major Duties

The Board of Elders will oversee church doctrine and the ministry of the called staff, matters

of church discipline and membership, and assist in attending to the spiritual welfare of the members of Trinity. The chairperson will ensure that the specific duties below are accomplished. The specific number of elders will be determined by the Board of Elders based on Trinity's needs. The elders of Trinity Evangelical Lutheran Church are to be men of God who demonstrate the love of Christ by word and deed.

Specific Duties

1. Plan, promote, and supervise the elder program for the campus.
2. Recruit and train elder candidates.
3. Watch over the life and official conduct of the pastors and staff and their adherence to church doctrine and report discrepancies to the congregation and the President of the Kansas District/LCMS.
4. Act on all matters regarding church membership.
5. Decide all matters of church discipline, except for those decisions reserved for the congregation as assembled in a duly called voters' meeting according to the Constitution and Bylaws of the congregation and report their resolution to the congregation.
6. Care for their worship communities, sharing with the called staff in the spiritual well-being of the campus.
7. Elect a chairperson and secretary from among the board members at the first meeting of the new year.
8. Coordinate to fill the pulpit in the absence of the Called Pastoral staff.
9. Appoint a staff support committee to provide care and concern for the staff.
10. Provide communion assistants for each communion service.
11. Continuously review ways to expand and enrich elder activities.
12. Develop short-range objectives not later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
13. Develop resources (time, talent, money) required to execute the short-range plan. Submit it to the Board of Stewardship not later than the August CCC meeting for inclusion in the proposed campus work program.
14. Maintain an accurate record of all meetings and provide copies to all CCC members.
15. In the absence of the chairperson, ensure an elder attend each CCC meeting.

Individual Elder

Major Duties

The elder is responsible for the spiritual care of his worship community and serves as his community's representative on the Board of Elders. Each elder will ensure that the specific duties below are accomplished.

Specific Duties

Each elder will:

1. Establish a personal relationship with his worship community to enhance their spiritual growth and to provide care.
2. Serve as the representative of his worship community on the Board of Elders in spiritual oversight of the campus.
3. Make certain that all members of his worship community know who their elders are.
4. Respond to special needs of active and inactive members in his worship community, such as hospitalization or deaths in the family.
5. Contact those members of his community who do not worship regularly or participate in regular Bible studies.

C. Board of Outreach

Staff Relationship

The chairperson of the Board of Outreach is responsible, through the president, to the congregation for all actions of the Board of Outreach. The chairperson will work closely with the assigned vice-president and the designated Called advisor in all matters relating to the outreach activities within the campus. The chairperson is a member of the CCC. The chairperson of the Board of Outreach is responsible for directing the efforts of the board members.

Major Duties

The chairperson will plan, promote, and supervise the outreach program. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote, and supervise the outreach program for the campus and the community.
2. Recruit and train people to oversee the various activities of the board.
3. Provide outreach education programs.
4. Develop appropriate public relations and advertising programs to promote Trinity in the community.
5. Recruit and provide greeters for every worship service.
6. Recruit 36-hour callers and provide a visitation program for new and prospective members.
7. Support the Lutheran Women's' Missionary League (LWML) and American Heritage Girls (AHG) activities as needed.
8. Continuously review ways to expand and enrich outreach activities. Develop additional outreach activities as opportunities arise.
9. Develop short-range outreach objectives no later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
10. Develop resources (time, talent, money) required to execute the short-range plan. Submit it to the Board of Stewardship no later than the August CCC meeting for inclusion in the proposed campus work program.
11. Maintain an accurate record of all meetings and provide copies to all CCC members.
12. In the absence of the chairperson, ensure an Outreach member attends each CCC meeting.

D. Board of Worship

Staff Relationship

The chairperson of the Board of Worship is responsible, through the president, to the congregation for all actions of the Board of Worship. The chairperson will work closely with the assigned vice-president, Senior Pastor, and the music staff in all matters relating to worship. The chairperson is a member of the CCC. The chairperson of the Board of Worship is responsible for directing the efforts of the board members.

Major Duties

The chairperson will plan, promote, and coordinate the worship services. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Schedule, coordinate, and promote the worship services with the Senior Pastor and, the music staff. The Senior Pastor has the final say in the scheduling and content of worship services.
2. Recruit people to oversee the various activities of the board.
3. Ensure the worship service plan includes altar care, ushers, acolytes, lay readers, decorations, and other appropriate matters deemed important for the conduct of the worship service.
4. Evaluate the effectiveness of the worship services and make recommendations to the Senior Pastor and the music staff.
5. Ensure special provisions are made for high attendance services such as: Easter, Christmas Eve, Thanksgiving and Anniversaries.
6. Ensure support for special services such as: funerals, weddings, and music/concerts, etc.
7. Coordinate special events conducted by staff and other boards within worship services, such as: baptism, confirmation, first communion, reception of new members, and installation of church staff, and board members.
8. Provide information to promote worship activities to members and the community.
9. Support and oversee Altar Guild activities.
10. Develop and submit worship goals and objectives no later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
11. Identify resources (time, talent, money) required to execute the annual work program. Submit the work program to the Board of Stewardship not later than the August CCC meeting for inclusion in the proposed campus work program.
12. Maintain an accurate record of all meetings and provide copies to all CCC members.
13. In the absence of the chairperson, ensure a Worship member attends each CCC meeting.

E. Board of Education

Staff Relationship

The chairperson of the Board of Education is responsible, through the president, to the congregation for all actions of the Board of Education. The chairperson will work closely with the vice-president and the designated called advisor in all matters relating to education activities within the campus. The chairperson is a member of the CCC. The chairperson of the Board of Education is responsible for directing the efforts of the board members.

Major Duties

The chairperson will plan, promote, and supervise the education program. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote, and supervise the education program for the campus in coordination with the Senior Pastor or his designee.
2. Recruit and train people to oversee the various activities of the board.
3. In coordination with the Senior Pastor or his designee assure an adult education program is available for Trinity's adult learners.
4. Provide Sunday school, and Vacation Bible School. Provide financial resources and financial oversight for First Communion and Confirmation classes. (Note: The Senior Pastor or his designee is responsible for the theological content of these classes).
5. Determine annually the participation by each group of the total membership in

educational programs and provide information, along with previous years', at the annual planning retreat.

6. Encourage participation of every worshiper in Bible study.
7. Provide superintendents for Sunday school.
8. Administer the scholarship fund.
9. Develop additional educational activities as opportunities arise.
10. Continuously review ways to expand and enrich education activities. Develop short-range education objectives no later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
11. Develop resources (time, talent, money) required to execute the short-range plan. Submit it to the Board of Stewardship no later than the August CCC meeting for inclusion in the proposed campus work program.
12. Maintain an accurate record of all meetings and provide copies to all CCC members.
13. In the absence of the chairperson, ensure an education member attends each CCC meeting.

F. Board of Youth Ministry

Staff Relationship

The chairperson(s) of the Board of Youth Ministry is responsible, through the president, to the congregation for all actions of the Board of Youth Ministry. The chairperson(s) will work closely with the vice-president and the designated called advisor in all matters relating to youth ministry activities within the campus. The chairperson(s) is a member of the CCC. The chairperson(s) of the Board of Youth Ministry is responsible for directing the efforts of the board members.

Major Duties

The chairperson will plan, promote, and supervise the youth ministry program. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote, and supervise the youth ministry program.
2. Recruit and train youth and adults to oversee the various activities of the board.
3. Recruit leaders for the senior youth, junior youth, and pre-teen youth programs as needed.
4. Provide/support a youth ministry education program.
5. Provide/support a youth evangelism program.
6. Provide/support a youth fellowship and recreation program.
7. Stay abreast with Lutheran Youth, District and Synodical boards, camps, and other programs that would be of benefit to the youth.
8. Develop additional youth ministry activities as opportunities arise.
9. Continuously review (with input from youth, parents, and adult leaders) ways to expand and enrich youth ministry activities.
10. Develop short-range youth objectives no later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
11. Develop resources (time talent, money) required to execute the short-range plan. Submit it to the Board of Stewardship no later than the August CCC meeting for inclusion in the proposed campus work program.
12. Maintain an accurate record of all meetings and provide copies to all CCC members.
13. In the absence of the chairperson, ensure a Youth Ministry member attends each CCC

meeting.

G. Board of Properties

Staff Relationship

The chairperson of the Board of Properties is responsible, through the president, to the congregation for all actions of the Board of Properties. The chairperson will work closely with the vice-president and the designated called advisor in all matters relating to property activities within the campus. The chairperson is a member of the CCC. The chairperson of the Board of Properties is responsible for directing the efforts of the board members.

Major Duties

The chairperson will plan, promote, and supervise the properties maintenance program. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote, and supervise the properties maintenance program for the campus.
2. Recruit, and train people to oversee the various activities of the board.
3. Provide a maintenance program, which includes a monthly maintenance inspection.
4. Ensure a complete inventory of all church properties is conducted by June and an exception report is provided at the July CCC meeting.
5. Develop policies for the use of Trinity's facilities and equipment.
6. Purchase, repair, and replace church property as necessary.
7. Provide custodial care to include, recruiting volunteers and/or hiring/contracting caretakers and budgeting for their services.
8. Serve as advisor on all maintenance and acquisition contract negotiations.
9. Develop additional property activities as opportunities arise.
10. Continuously review ways to expand and improve our property.
11. Develop short-range property objectives no later than April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
12. Develop resources (time, talent, money) required to execute the short-range plan. Submit it to the Board of Stewardship no later than the August CCC meeting for inclusion in the proposed campus work program.
13. Maintain an accurate record of all meetings and provide copies to all CCC members.
14. In the absence of the chairperson, ensure a properties member attends each CCC meeting.

H. Board of Social Concerns

Staff Relationship

The chairperson(s) of the Board of Social Concerns is responsible, through the president, to the congregation for all actions of the Board of Social Concerns. The chairperson(s) will work closely with the vice-president and the designated Called advisor in all matters relating to the social concern activities within the campus. The chairperson(s) is a member of the CCC. The chairperson(s) of the Board of Social Concerns is responsible for directing the efforts of the board members.

Major Duties

The chairperson(s) will plan, promote, and supervise the social concern program. The chairperson(s) will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote, and supervise the social concerns program.
2. Recruit and train people to oversee the various activities of the board.
3. Recruit volunteers, manage, and operate the Trinity House program (food and clothing pantry).
4. Provide a card ministry for the ill, hospitalized, and homebound.
5. Provide a funeral/hospitalization dinner program for members and families.
6. Provide a Portals of Prayer program.
7. Provide Thanksgiving/Christmas dinners to selected needy members of the campus.
8. Provide support and ministry for Diamond members (members over 75 years of age).
9. Provide a visitation support program to help provide spiritual and emotional support.
10. Continuously review ways to expand and enrich social concern activities.
11. Support the Prayer Shawl ministry.
12. Develop additional social concern activities as opportunities arise.
13. Encourage and support material, volunteer and financial support from other Christian Churches in the community for Trinity House.
14. Develop short-range social concern objectives no later than the April CCC meeting for the first Semi-Annual Congregational Voters' meeting.
15. Develop resources (time, talent, money) required to execute the short-range plan. Submit it to the Board of Stewardship no later than the August CCC meeting for inclusion in the proposed campus work program.
16. Maintain an accurate record of all meetings and provide copies to all CCC members.
17. In the absence of the chairperson, ensure a Social Concerns member attends each CCC meeting.
18. Provide "Meal Train" program for those in need of meal support.
19. Annual October winter coat drive to be distributed through Trinity House.

I. Board of Fellowship

Staff Relationship

The chairperson of the Board of Fellowship is responsible, through the president, to the congregation for all actions of the Board of Fellowship. The chairperson will work closely with the vice-president and the designated called advisor in all matters relating to the fellowship activities within the campus. The chairperson is a member of the CCC. The chairperson of the Board of Fellowship is responsible for directing the efforts of the board members.

Major Duties

The chairperson will plan, promote, and supervise the fellowship program. The chairperson will ensure that the specific duties below are accomplished.

Specific Duties

1. Plan, promote and supervise the fellowship activities for the campus.
2. Recruit people to oversee the various activities of the board.
3. Schedule, clean, and provide supplies for the campus kitchen facilities.
4. Provide nursery care for worship services and other activities as needed.
5. Coordinate support for Lenten, Advent, and Voters' Meeting meals as requested.
6. Support Men's Club, Bundles of Joy, and Young Mom's Support Group activities as needed or requested..

7. Provide information on fellowship activities to members.
8. Continuously review ways to expand and enrich fellowship activities.
9. Develop additional fellowship activities as opportunities arise.
10. Develop short-range fellowship objectives no later than the April CCC meeting for the first Semi-annual congregational voters' meeting.
11. Develop resources (time, talent, money) required to execute the short-range plan.
Submit it to the Board of Stewardship no later than the August CCC meeting for inclusion in the proposed campus work program.
12. Maintain an accurate record of all meetings and provide copies to all CCC members.
13. In the absence of the chairperson, ensure that a Fellowship member attends each CCC meeting.