

Welcome To The Congregation Council at King of kings!

THIS GUIDE is meant to provide you with a basic orientation to service on the Congregation Council at King of kings. **Serving on the Council is a high calling in the church.** Duties are spelled out in Chapter 11 of the Constitution. You are expected to be a model for membership and leadership at King of kings.

WHO IS ON THE CONGREGATION COUNCIL? - There are eight members who serve on the Council: the Senior Pastor along with the President and six Support Team Leaders with assigned responsibilities. One of the Support Team Leaders also serves as Vice-President. The Vice-President serves in the President's absence. There are two officers appointed by the Council who may attend with voice and no vote on the Congregation Council: the Secretary and the Treasurer.

MONTHLY COUNCIL MEETINGS - The Council normally meets on the **third Monday of each month**, at 7:00 p.m. Special Congregation Council meetings are called as needed. Meetings follow a loose Roberts Rules of Order, encouraging discussion and input. We usually work on a consensus basis. **Most of the work of the Council is done at the Ministry Team level and by Ministry Team Members.** Congregation Council meetings are open to members of the Congregation.

REPORTS TO THE CONGREGATION COUNCIL - Each of the Core Ministry Teams and each of the Council Support Teams are to submit a written report on the second Sunday, listing pertinent details for Council review and information. The Council has empowered the Core Ministry Team Leaders to oversee the work of the individual Ministry Teams. Council will normally address broader and more significant issues. You may use the appropriate **Report Form**, available in the office, to list items for information and action to the **Council File in the Council Secretary's Mailbox by the second Sunday**, prior to the Council meeting. When possible, we prefer that you prepare your report on disk saved to Word Perfect for Windows 3.1 or other compatible format. Leave a 3.5" disk in the Council Secretary's mailbox and it will be returned to you each month.

READING THE COUNCIL AGENDA AND REPORTS - An agenda and packet of reports is placed in your mailbox the Sunday before the meeting. Reading this packet **in advance** facilitates shorter and more effective meetings. If you will miss a meeting, please call the President in advance of the meeting to provide notice.

MINISTRY TEAM MEETINGS - Duties of the standing Core Ministry Teams (Welcome, Grow, Care) and the Council Support Teams (Leadership, Policy, Existing Ministry, New Ministry, Facilities, and Finance) are specified in the Constitution. You can meet together with others who work with you as you sense the need. Some teams meet monthly. Others use less formal contacts during the month and seldom meet together as a group.

GETTING STARTED - Previous Team Leaders and team members may want to meet with newly elected leaders at times of transition to discuss Ministry goals and priorities along with current projects. The Church Office can make files, reports, handbooks, and other information available to you to assist you in carrying out your duties. It is best that team meetings be held on the first or second week of the month, so that team meetings precede the Council meeting, but this schedule may vary. Sign up in the office for regular meetings dates, times, and rooms.

NEWSLETTER AND BULLETIN articles should be written by you or your team leaders as needed and turned into the Newsletter and Bulletin files in the church office according to the following schedule:

Bulletin - articles should be turned in by **Wednesday at 12:00 noon**

Newsletter - articles submitted by **15th of month** are mailed by the 25th. Complete articles are preferred. Outlines with complete information (including what, where, when, who is invited, and who is the contact person) are acceptable. You may also highlight your Council Report with items you want in the newsletter and place it in the newsletter or bulletin boxes in the church office. Holidays and vacations of the staff may affect some deadlines.

REGULAR CONGREGATION MEETINGS are held two times each year. The **First Quarter** meeting will present a comprehensive report to the congregation. You will be asked to submit an annual report to the Secretary at the end of the year detailing the year's activities. We also elect Council members at the First Quarter Meeting. The **Fourth Quarter** meeting will review and approve the Spending Plan for the coming year. In the late summer, the Finance Team will ask you to submit budget requests for the coming year so the Spending Plan can be prepared for the Fourth Quarter Congregation Meeting. Special Congregation Meetings will be called as necessary. Council members should plan to attend Congregation Meetings.

CHURCH BUILDING USE - If you will use the building for a meeting or other activity, **you must place it on the calendar in the Church Office** . The calendar operates on a first come, first served basis in case of schedule or space conflicts. All Council members carry keys to the Church Building.

FINANCIAL CONCERNS - Each Core Ministry Team oversees the expenditure of some line items in the approved budget of the Congregation. The Business Manager works with the Finance Team to over see the remainder of the spending plan. You are to work within the constraints of the budget, as approved by the Congregation. Requests to exceed budgeted line items may be made to the Finance Team Leader. Special financial gifts from members may be approved by the Finance Team and used by your Ministry Team to meet goals and pursue ministry projects. Check Requisition Forms (available in the Office) should be completed in advance, when possible, and submitted to the Business Manager for payment and planning. The church **federal tax number is #38-2953150**. When there is money to be collected and paid for an event, be sure all money, both income and expenses, moves across the church books. Income envelopes are available in the church office to assist in the proper record keeping. Council members are not expected to pay for items from their own funds, but utilize the budgeted funds of the Congregation. You may submit receipts to the Business Manager for reimbursement, when personal funds are used. (If you wish to donate items and want to receive credit for income tax purposes, the simplest way to do it is to submit receipts to the Business Manager, indicating that you wish to donate the items. A check will be written to you, which you can endorse and return to the church. Put it in an offering envelope with a note on it, and place in

the offering plate.)

ANNUAL MINISTRY PLANNING is done by the Council for the coming year. A copy of our planning objectives from last year are enclosed. We usually meet off site for the better part of a day, not too long after elections. God's Word, the Holy Spirit, our Congregation Constitution with our stated Values, Mission, and Vision, suggestions from members, and our personal goals work together to guide the work of our Congregation.

VALUES - *what we believe*

- The Bible is the inspired Word of God.
- We are called to:

live with integrity according to biblical principles
reach outside our four walls speaking Christ's word of welcome to all

people

follow Jesus as both Savior and Lord
practice biblical hospitality, meeting the real life needs of others
grow in faith and encourage each other in living lives of faith
use our God given gifts as participants in the ministry of the church
carefully use personal and congregational resources entrusted to the

church

- Success is people doing ministry, teamwork with accountability, leaders who develop other leaders, and faithfulness to our mission.

MISSION - *what we do*

We are people loved by God.

We welcome all people to experience and accept God's love.

We grow together in faith as the family of God.

We go into the world sharing God's love and caring for people.

VISION - *what we are becoming*

We are people working toward putting Christ first in our life

Specific ministry goals will be worked out at the Ministry Planning Retreat and periodically by each Ministry Team in consultation with the President, the staff of the Congregation, and members of the Congregation. You should periodically evaluate goals and progress toward meeting them and engage in a continuous process of reviewing our ministry.

IF AT ANY TIME, you need support or help with anything - please do not hesitate to contact the Lord, our President, the Pastor, other staff members, present and past leaders, other Council members, and members of the Congregation.

REPORT TO COUNCIL - COUNCIL SUPPORT TEAM

EACH MONTH YOU SHOULD PREPARE A REPORT TO THE CONGREGATION COUNCIL
YOU MAY USE THE FORM BELOW OR PREPARE A FORM THAT WORKS FOR YOU
WE PREFER THAT ALL REPORTS BE SUBMITTED ON DISK
PLEASE SAVE IN A WORD PERFECT FOR WINDOWS 6.1 OR SOME COMPATIBLE FORMAT
PLEASE PLACE YOUR DISK IN THE COUNCIL SECRETARY'S BOX
REPORTS ARE USUALLY DUE THE SECOND SUNDAY OF THE MONTH

WHAT MONTH ARE YOU REPORTING FOR?

TEAM MEETING

IF THERE WAS A TEAM MEETING, PLEASE LIST MEETING DATE:

WHO WAS PRESENT for the meeting?

ITEMS FOR INFORMATION

Please report on ministry areas that have been worked on by you or your Team in the past month:

(Include dates/times of events and other details)

ITEMS FOR COUNCIL ACTION

Please report on ministry areas where you need Council discussion or a Council decision:

(We ask that you bring solutions to the Council, rather than problems)

NEXT MEETING IS SCHEDULED FOR: _____ AT _____
A.M./P.M.

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