

POLICY MANUAL  
ST. PAUL'S LUTHERAN CHURCH

I. BOARD DESCRIPTIONS AND DUTIES

A. Board of Spiritual Life

1. The Board of Spiritual Life shall meet regularly with the pastors to discuss matters pertaining to the spiritual care of the congregation. Particular attention will be given to the congregation's worship life, with thought given as well to the effectiveness and direction of all congregational programs and ministries.
2. The Board shall work toward good order, safety, hospitality and leadership at all worship services. To these ends the Board is encouraged to enlist the services of volunteers and/or paid helpers to serve under the direction of the Board. In cases of pastoral absence, the board shall work with Circuit and District leaders to secure pastors who can lead the services and provide care and assistance to the congregation as needed.
3. The Board shall promote the spiritual and physical care of all members, especially through programs of Christian caregiving and the referral of individual needs to the pastors, as appropriate. The Board shall also promote active involvement of the members in the life of the congregation and lead by example.
4. The Board shall exercise particular concern for the spiritual and physical welfare of pastors and other professional staff members, supporting them with prayer and counsel.
5. The Board will supply members to work with the Vice President and Senior Pastor as a Personnel Committee to address staffing needs. This Committee will also investigate any complaints made against a pastor or other professional, dealing in a Christian manner with both the accuser and accused so that all things may be made right unto the Glory of God. If decisions need to be made as to the continued service of called workers, these will be made by the congregation in consultation with pastoral leaders of the Circuit and District.
6. The Board shall regularly review the status of communicant members with the pastor and carry on a program of calling on those who have not fully accepted their responsibilities as members as defined in the Constitution – doing so according to criteria established by the Board and the pastor and keeping all matters of a private nature strictly confidential. In cases where discipline may be necessary, the pastor will work with “two or three others” (Matthew 18:16) from the board to address the issues and make the needed decisions.
7. The Board shall ensure that the administration, operation, and perpetual care of St. Paul's Memorial Garden be maintained within the interests and contractual obligations of this congregation, and that all concerns and recommendations of the Memorial Garden Committee (the principal operating agent for the Garden) be brought before Council and the Voters' Assembly.

8. The Board shall recruit and oversee a Safety Committee to promote a safe environment for gatherings of the congregation.

B. Board of Property Management:

1. The Board of Property Management shall ensure that St. Paul's facilities and equipment are available, properly controlled, maintained, insured, and managed in the name of, and as stewards of, the congregation.
2. The Board shall be responsible for keeping all buildings, property, and equipment of this congregation in good condition and appearance and shall make a thorough inspection of the buildings and properties and report the condition thereof to the Voters' Assembly at least once a year.
3. The Board shall keep an inventory of all church property and revise it as necessary.
4. The Board shall coordinate with the Treasurer and church staff to see that the property of this congregation is at all times adequately insured against liability, loss and damage and shall report to the Council for approval, any actions to be taken in this regard.
5. The Board shall prescribe and coordinate the duties of maintenance and custodial personnel.
6. The Board may spend amounts for such facility and equipment repairs, replacement, and maintenance as approved in the annual budget, except that emergency and unusual expenditures for such purposes may be authorized by the Council.
7. The Board shall obtain estimates for and, on approval of the Council, manage the improvement or extension of facilities or equipment as required to support the long-range plan of the congregation

C. Board of Education

1. The Board shall encourage the congregation to participate in educational opportunities such as Sunday School, youth groups, and adult groups.
2. The Board shall coordinate the efforts of the educational staff members in order to promote the overall excellence of the educational programs.
3. The Board shall administer all educational agencies of the congregation subject to the approval of the Council and shall ensure that all educational agencies of the congregation maintain proper records of attendance and finances.
4. The Board shall regularly review and appraise the educational needs and progress of this congregation and shall make such recommendations to the Voters' Assembly as are necessary and desirable.

5. The Board shall foster discipline and good order in the operation of all educational activities.
6. The Board shall ensure that a library is maintained for use of the congregation.
7. If so directed by the Council, the Board shall see that a Church nursery is staffed and maintained

D. Board of Evangelism and Community Service

1. The Board shall identify and participate in service, outreach and evangelism opportunities in the Falls Church community and beyond.
2. The Board shall coordinate with the church staff to manage and support community-based programs such as hypothermia prevention week and food pantry donations.
3. The Board shall provide educational programs or other resources to prepare congregational members to share their faith with the unchurched and shall encourage members to seek opportunities to further Christ's Kingdom.

E. Board of Finance and Stewardship

1. The Board shall support the Treasurer and the Business Manager as needed in order to promote the smooth execution of the financial operations of the congregation.
2. The Board shall solicit input from the church membership for purposes of determining special needs of this congregation and shall plan and lead any special pledge drives deemed necessary by the Voters' Assembly.
3. The Board shall plan an annual stewardship program for pledges of time, talent, and resources and shall provide information on time and talents to the Nominating Committee, Boards, and other organizations of St. Paul's to ensure matching of members' interests with opportunities for involvement in the programs and administration of the congregation.
4. The Board shall coordinate with the other boards and the Council to develop the proposed annual budget. The Board shall present the proposed budget to the Council for approval; shall present the Council-approved budget to the Voters' Assembly for adoption; and shall monitor execution of the voter-approved budget, with particular attention to the management of cash flow.
5. The Board shall annually recommend to Council nominees for an Audit Committee, consisting of voters appointed by Council which shall audit the congregation's financial records.
6. The Board shall keep the Council and Voters' Assembly aware of anticipated future financial needs of the congregation.

7. The Board shall coordinate with the Board of Property Management for the purpose of reviewing insurance policies on church property and ensuring the secure handling of congregational finances.
8. The Board shall prescribe and coordinate the duties of the Business Manager.
9. The Treasurer shall serve as an ex officio member of the Board.

F. Board of Youth

1. The Board of Youth shall coordinate with the Youth Director to maintain a comprehensive program to serve the particular needs of the youth of the congregation and their families and shall coordinate the same with programs of other Boards, the Southeastern District, the Lutheran Church Missouri Synod, and the community, as appropriate.
2. The Board shall provide adult leadership and counselors for the youth of the congregation, coordinating with the Youth Director to ensure a positive environment, relaxed atmosphere, and relevant information for dealing with spiritual and social issues.
3. The Board shall work with the Youth Director to provide the youth with opportunities for peer leadership and help them to develop their spiritual gifts and skills to prepare them for leadership in congregational life as the Spirit leads them.
4. The Board shall encourage the involvement of youth in all aspects of congregational worship, service, and fellowship.
5. The Board shall oversee, coordinate and support the efforts of the Youth Director in order to promote the overall excellence of the youth program.

G. Board of Fellowship

1. The Board shall take as its basic objective the strengthening of the fellowship between congregation members spiritually and socially, the integration of new members into the life of the congregation, and the general fostering of mutual cooperation, trust and enjoyment among the members of the congregation.
2. The Board shall plan, supervise and conduct gatherings of the congregation from time to time through the year which will further the goals of the congregation. It shall maintain constant contact with other boards, both suggesting to them ways of using fellowship to enhance the work of their boards and drawing from them suggestions for fellowship activities.
3. The Board shall maintain a calendar of fellowship events in coordination with other Boards and organizations of the Church, including but not limited to Sunday morning coffee fellowship and mid-week Lenten suppers.
4. The Board shall coordinate with church staff to maintain a current address and phone directory of members.

