

**The Continuing Resolutions
of
Kenwood Lutheran Church
Duluth, Minnesota
Edition Current as of January 13, 2021**

“Built on a rock, with Christ as our center, we serve the community and beyond.”

TABLE OF CONTENTS

PART I. GENERAL ORGANIZATIONAL MEMBER POLICY	p. 2
PART II. BOARDS (MINISTRY SUPPORT)	p. 3
Mutual Ministry and Stewardship Board	p. 3
Personnel Support Board	p. 3
Asset Management Board	p. 4
PART III. STANDING COMMITTEES (MINISTRY TEAMS)	p. 5
Worship Ministry Team	p. 5
Christian Education Ministry Team	p. 5
Fellowship Ministry Team	p. 6
Community Ministry Team	p. 6
Youth Ministry Team	p. 6
Kenwood Women of the Evangelical Lutheran Church in America (KWELCA)	p. 7
Long Range Planning Steering Committee	p. 7
Memorial Garden Committee	p. 8
Trust Fund Committee	p. 8
PART IV. APPOINTED COMMITTEES	p. 9
Altar Guild	p. 9
Memorial Committee	p. 9
PART V. OTHER ORGANIZATIONS	p. 11
Auditing Committee	p. 11
PART VI. REPORTS OF ORGANIZATIONS.	p. 11
Reports of Organizations	p. 11
PART VII. NOTES	p. 11

PART I. GENERAL ORGANIZATIONAL MEMBER POLICY

A. Each Board, Ministry Team Standing Committee and Appointed Committee (hereinafter sometimes each referred to as an "Organization" or all collectively referred to as "Organizations") shall have three or more members, unless otherwise noted.

B. Each Organization shall normally meet once a month at such time and place as it may determine.

C. If the Organization finds it needs additional members beyond its basic three membership, they shall advise the Congregation Council of this need. The Congregation Council shall act on this request at the same meeting the request is made. The Personnel Support Board shall then be advised.

D. If a member misses two consecutive meetings without notifying the Chairperson, the Chairperson of the Organization shall contact the person to determine if a problem exists. The Chairperson shall report the findings to the President of the congregation for any further action, if needed, at the next Congregation Council Meeting.

E. The Mission of Kenwood Lutheran Church is:

Built on a rock, with Christ as our center, we serve the community and beyond.

F. The supporting visions to the Mission are:

- **Provide a warm and friendly environment**
- **Provide inspirational worship opportunities**
- **Provide groups which minister to specific human hurts and hopes of the community**
- **Provide a strong Sunday School/Family Church and adult education opportunities**
- **Provide a comprehensive youth program**
- **Provide support to missions worldwide**

G. All Organizations shall conduct their activities to carry out and support the Mission Statement and supporting visions and commitments of Kenwood Lutheran Church. It shall be the general duty of each Organization to initiate and support new ministry teams and programs appropriate to further the Mission and visions and commitments of the Church.

H. All Organization memberships shall reflect the diversity of the congregation and the following Ministry Teams and Boards shall have youth representation whenever possible: Worship Ministry Team, Social Ministry Team, Christian Education Ministry Team, Fellowship Ministry Team and Youth Ministry Team.

I. Nothing shall restrict a member of any Organization from serving on another Organization.

J. Each Organization shall prepare and submit an annual budget request by November 1st each year to the Asset Management Board

PART II. BOARDS (MINISTRY SUPPORT)

A. Mutual Ministry and Stewardship Board

The specific duties of the Mutual Ministry and Stewardship Board shall include:

1. Oversee and coordinate all congregational worship practices and keep the Council advised on worship matters.
2. Advise the Pastor(s) and other personnel concerning the ministry needs within the congregation.
3. Provide the Pastor(s) with an annual evaluation and theological reflection upon the ministry and the spiritual growth goals, needs, expectations and climate of the Congregation in light of the mission statement of the Church.
4. Seek to discover any special needs of the Congregation and community beyond those identified in the annual budget and make recommendations for appropriate programs and ministry teams to address such special needs.
5. Engage the Congregation in scriptural principles regarding total stewardship and first fruits giving, including time, talents and possessions, toward the Mission, properties and needs of the Church.
6. Administer a program to discover, record and enlist for service the talents (artistic, business, professional and otherwise), spiritual interests and gifts God has given old and new members of all ages.
7. In coordination with the Trust Fund Committee, encourage the remembrance of the Church in gifts, wills, bequests, memorials and endowments.
8. Promote stewardship. Encourage stewardship through all ministries of the Congregation to support the annual budget of the Church as proposed by the Asset Management Board.

B. Personnel Support Board

The specific duties of the Personnel Support Board shall include:

1. Solicit appropriate candidates willing to serve as Officers, Council Members and on Boards and Ministry Teams specified in the Bylaws.
2. Nominate one candidate for each office or position to be filled. Take care to see that candidates are active, confirmed members of the Congregation and fully understand the responsibilities of the position for which they are nominated. Ensure that they would be willing to serve if elected and understand the general organizational member policy of these Continuing Resolutions.
3. Submit a ballot of all nominees to the Congregation at least two weeks prior to the annual meeting where a vote will be taken upon this ballot. Nominate a candidate to fill any vacancies that may occur during the year to the Council for approval (this candidate will only be for the remaining term of any vacant position).
4. Interview and hire all non-Pastoral staff and Pastoral staff, who are contracted for services, considering input from each and all Board(s) or Ministry Team(s) to which each staff person is responsible.

5. Maintain and annually update job descriptions and personnel policies for all staff positions as appropriate. Keep such materials in a Handbook that will be available to staff, Boards, Ministry Teams, and members of the Congregation upon request.
6. Recommend salaries and benefits in coordination with the Asset Management Board and Council for the annual budget or as necessary for new hires during the year.
7. Conduct performance appraisals with all staff and Pastors using input from Boards and Ministry Teams, self-evaluations, and supervising Pastor, as appropriate. Any staff or Pastor employee may take appeal of appraisals to the Officers of the Congregation and supervising Pastor.
8. Maintain supportive relationships and foster a positive spirit of cooperation among the staff and the Congregation.
9. Maintain personnel records for all employees, including dates of employment, compensation, advancement, separation and evaluation.

C. Asset Management Board

The specific duties of the Asset Management Board shall include:

1. Be responsible for the continued operation, maintenance and repair of the church property.
2. Make an annual audit, inspection and inventory of all Church property (including real property, equipment, accounts, insurance policies, deeds, and other important documents) and supplies in coordination with the Treasurer's cost accounting records
3. Assess and recommend to the Council any necessary purchases, repairs, improvements, or replacements with an estimated cost up to or exceeding \$5,000 (this Board has the authority to approve necessary expenditures up to \$5,000).
4. Provide for care, upkeep, insurance and security of the properties of this Church.
5. Conduct an orderly budgeting process. Review budget requests for Organizations within the Church. Prepare, after appropriate clarification and consultation with Organizations, an annual budget and submit annual Church wide budget to the Council by December 1, within the guidelines of the Bylaw, of each year for review and approval. Administer the Churchwide budget, approved by the Congregation.
6. Coordinate with the Trust Fund Committee to account for the fiduciary activities of other church assets.
7. The Chairperson of the Asset Management Board, the Financial Secretary, the Treasurer, and the senior Pastor may, as they unanimously agree, have confidential access to all financial data of the congregation including pledge and actual giving information, visitors and special donors. This access shall only be to advise the Boards and Ministry Teams of general matters relating to Church finances. Prior to this access, these persons must sign a written pledge of confidentiality, promising to keep all pledge and giving information of members and visitors strictly confidential. These original, signed pledges must be kept on file in the Church office.

PART III. STANDING COMMITTEES (MINISTRY TEAMS)

All other existing Standing Committees and Committees shall remain in existence until they are replaced or superceded with a Ministry Team or other Organization having oversight over their respective ministry areas as approved by the Council, except for the Trust Fund Committee, which shall continue to exist as established and governed by the Certificate of Resolution dated January 25, 1987.

A. Worship Ministry Team

The specific duties of the Worship Ministry Team shall include:

1. Be responsible for planning, scheduling, publicizing and coordinating all congregational worship events, and including all music, artistic involvement and supporting persons to serve as greeters, acolytes, readers, communion servers and ushers.
2. Recommend persons, in consultation with the Pastor(s) for preaching and administration of the sacraments in the limited situations where the Pastor(s) will be absent.
3. Approve all forms of worship, including liturgies, hymns, and musical offerings.
4. Provide all worship supplies and keep records of worship attendance.
5. Provide suitable and appropriate church decorations, flowers, seasonal altar linens, hangings and vestments for the occasion of each worship, wedding, funeral and other services.
6. Be responsible for promoting and arranging van transportation to worship for members requesting such services.
7. Be aware of the worship needs and preferences of the diverse age groups of the Congregation and form Ministry Teams to develop worship to serve the special needs of the elderly, middle-aged and youth members.

B. Christian Education Ministry Team

The specific duties of Christian Education Ministry Team shall include:

1. Responsible for the Christian education of children, youth, families, and adults in the congregation and, through them, in the community and beyond.
2. Establish objectives, set policies, plan, and supervise the total educational program for the Church.
3. Encourage the creation of ministry teams for specific educational programs and activities.
4. Keep a record of its financial activities.
5. Continually review existing programs to determine whether all age groups are being served and make recommendations and revisions as appropriate.
6. Enlist and train lay teachers and leaders, as educational needs require.
7. Plan, organize, and supervise Family Church, Vacation Bible School, Confirmation, Child In your Hands, L.O.G.O.S., and similar programs.

C. Fellowship Ministry Team

The specific duties of the Fellowship Ministry Team shall include:

1. Be responsible for planning, encouraging, scheduling, publicizing and coordinating all congregational fellowship events.
2. Promote goodwill, attract new members, and retain old members by building fellowship and fellowship outreach programs within the Congregation.
3. Plan and prepare for follow up with prospective members and receptions for new members.
4. Arrange for new member photos to be taken and displayed.
5. Develop and implement a plan to integrate new members into the life and Mission of the Congregation. Follow and shepherd new members through their first year of membership.
6. Provide for a friendly, personal welcome to visitors at worship.
7. Remain conscious of the continuing need for an atmosphere of friendliness in the Congregation toward all members and visitors. Strive to continually improve this atmosphere of care.
8. Plan and coordinate for continuation of past fellowship programs, such as the Men's Breakfast, Men's Retreat, Steak Fry, Easter Breakfast and other such programs. Develop new programs and activities where members may enjoy themselves and their fellowship with other members and visitors.

D. Community Ministry Team

The specific duties of the Community Ministry Team shall include:

1. Take the lead in the Congregations' role and interrelationships within the community and develop useful means to better serve community needs.
2. Maintain contact with benevolent and charitable agencies in the community, state, nation and world and inform the Congregation of opportunities to provide service.
3. Encourage participation in the educational opportunities beyond the Congregation dealing with social concerns.
4. Encourage gifts by the Congregation to the Duluth Emergency Food Shelf, C.H.U.M and other local missions.
5. Review and assess the Northeastern Minnesota Synod and E.L.C.A.'s position papers and resolutions dealing with social concerns.
6. Build awareness of peace and justice issues within the Congregation.
7. Plan, organize, and oversee community ministry programs such as the Quilters, and World Hunger Relief and encourage participation.

E. Youth Ministry Team

The specific duties of the Youth Ministry Team shall include:

1. Promote the special needs of the youth of the Congregation, ages 12 through 21.

2. Promote the interests, fellowship, and special needs of the youth to help them understand themselves and provide opportunities for them to serve the Mission of the Church and contribute to the needs of our Church and society.
3. Oversee development of a youth musical worship group (W.I.N.D. or similar group), youth retreats and service projects, Junior and Senior High School aged youth forums, Bible Camp. Prepare and coordinate for youth to raise funds and attend the National Youth Assemblies and Gatherings.

F. Kenwood Women of the Evangelical Lutheran Church in America (KWELCA)

1. All confirmed women members are automatically members of KWELCA. A KWELCA organizing committee shall consist of three or more members elected at the KWELCA annual meeting. The term of office shall be for one year and no member shall be eligible for election for more than two consecutive terms.

2. The duties of KWELCA shall include:

- a. Responsible to the Congregation Council and to the Women of the ELCA church wide organization under which KWELCA performs its mission work.
- b. Elect a President, Vice President and Secretary/Treasurer from its members, who shall conduct and record all committee meetings.
- c. Conduct regular meetings at least quarterly.
- d. Keep a record of income and expenses, in cooperation with the Treasurer, and report its activities at the Annual Meeting of the congregation.
- e. Responsible for all church social functions, including weddings, funerals, receptions and other social functions.
- f. Establish a fee schedule by a joint committee consisting of KWELCA President, Pastor, and Chair of the Asset Management Board and submit to the Council for approval.
- g. Except for funerals, two weeks advance notice and a maximum of 175 guests are a general guideline.
- h. Notify the Custodian at least one week in advance of an event if his/her services will be required (floor maintenance not being a requirement of KWELCA).
- i. Advise the Asset Management Board of any necessary kitchen repairs needed.
- j. Take an annual inventory of dishes, chairs, and tables for the Asset Management Board.

G. Long Range Planning Steering Committee

1. The Long-Range Planning Steering Committee shall consist of eight members
2. The Long-Range Planning Steering Committee shall meet as necessary to plan and implement a yearly long-range planning retreat.
3. The duties of the Long-Range Planning Steering Committee shall include:
 - a. Study the congregational long range planning process.
 - b. Recruit a large, diverse group of the congregation to be involved in the process of developing a long-range plan.

- c. Host an annual update of the long-range plan.
- d. Report and recommend for the Council's action, the results of the annual planning process.
- e. Present long-range planning recommendations to the congregation for congregational action.

H. Memorial Garden Committee

1. Purpose

- a. The Memorial Garden Committee exists to oversee the Gethsemane Memorial Garden of Kenwood Lutheran Church.
- b. The Gethsemane Memorial Garden exists for the burial of cremated ashes. The Gethsemane Memorial Garden is not a cemetery.

2. Use of the Garden.

- a. Current or former members of Kenwood Lutheran Church and their immediate family may use the memorial garden.
- b. Immediate family is defined as members (current and former) and their spouses and children of Kenwood Lutheran Church.
- c. Exceptions to this use will be considered by the Memorial Garden Committee on a case-by-case basis at the time of the request.

3. Membership

- a. The Memorial Garden Committee will consist of four (4) members.
- b. The Pastor shall be an ex-officio member.
- c. The Memorial Garden Committee will meet at least twice each year.

4. The Memorial Garden Committee will establish policies with respect to the burial of ashes, placement of trees and shrubs, etc.

- a. Funds for the establishment, maintenance, and improvement of the Gethsemane Memorial Garden will come from designated gifts to the Gethsemane Memorial Garden. The treasurer for the fund shall be the congregation's Treasurer.
- b. Funds designated to the Gethsemane Memorial Garden, which, at the committee's determination, may be in excess of that needed for the maintenance, and improvement of the garden, may be used for improvement of the grounds surrounding the memorial garden with the advice and consent of the Board of Trustees.
- c. The Memorial Garden Committee shall report to the Board of Trustees at least twice each year and make an annual report to the congregation.

I. Trust Fund Committee

- 1. See Resolution of the Congregation, dated January 25, 1987.

PART IV APPOINTED COMMITTEES

A. Altar Guild

1. The Altar Guild is composed of twelve or more volunteer members. These members are solicited by the Altar Guild from the Congregation.
2. The duties of the Altar Guild shall include:
 - a. Responsible to the Worship Ministry Team and the Pastor.
 - b. Submit a budget for the Altar Guild by November 1st of each year to the Asset Management Board for consideration for the church's annual budget.
 - c. Purchase Communion wine, bread, paraments, candles and candelabras, altar flowers and confirmation flowers and corsages.
 - d. Purchase and place a rose on the altar the Sunday following a new birth in the congregation. Ensure this information gets published in the bulletin.
 - e. Decorate the Church Christmas tree,
 - f. Obtain an Advent Wreath.
 - g. Administer and coordinate the Easter Garden program of the potted flowers donated by congregation members for Easter display in the altar area.
 - h. Prepare for the Lord's Supper on Communion Sundays.
 - i. Clean the sacristy room and upkeep of its supplies.
 - j. One member of the Altar Guild should be in the Sacristy room during Communion to assist the Pastor if a shortage occurs.

C. Memorial Committee

1. The Memorial Committee shall consist of three persons. A Chairperson shall be selected.
 - a. The Church Office Secretary
 - b. One Asset Management Board representative (Appointed by the Chairperson of the Asset Management Board)
 - c. One person appointed by the Congregation President
 - d. The Pastor shall be an advisory member.
2. Term of office:
 - a. Secretary - on continuing basis until replacement of Secretary.
 - b. Asset Management Board representative - one-year term.
 - c. Appointed congregation member - three-year term with succession to second term permitted.
3. Committee to keep updated records on all Memorial Gifts:
 - a. Committee to receive information on memorial contributions from its Asset Management Board member. Records would include memorial amount given, donor name and donor designation, if any.
 - b. Donation should be confirmed with family to determine its specific designation, or if money is undesignated, the family understands this.
4. The duties of the Memorial Committee shall include:
 - a. Responsible to the Congregation Council.

- b. Meet quarterly and check with Asset Management Board records to compare account balance.
- c. Recommend items to be purchased with undesignated or designated funds. These purchases require Asset Management Board and Congregation Council approval.
- d. Memorial Book to be kept in church office.
- e. Send thank you notes to givers of Memorial gifts.
- f. Give an account of designated and undesignated money in annual report. This account may be a verbal report at annual meeting stating the amount of memorial money received for the year and how it was spent
- g. Memorials to be dedicated annually by Pastor at Sunday service in November or December with gifts listed in bullet

PART V. OTHER ORGANIZATIONS

B. Auditing Committee

1. Two or more Auditors shall be elected at the annual meeting for a three-year term and shall not be eligible for election to more than two consecutive terms.
2. The Auditors shall be elected in such a way that no two auditor's terms shall expire in the same year.
3. The auditing committee shall be responsible to the congregation and President.
4. The duties of the auditing committee shall include:
 - a. Review all the Treasurer's books, records, and reports.
 - b. Review all savings accounts.
 - c. Review financial reports and minutes of all organizations. (A copy of all such financial reports and minutes shall be retained on the church premises.)
 - d. Verify proper authorization for all disbursements.
 - e. Verify authorized bank signatures.
 - f. Submit a semiannual audit report to the Congregation Council (approximately June 30th and January 1st of each year).

PART VI. REPORTS OF ORGANIZATIONS

A. Reports of Organizations

All Organizations handling funds within the congregation shall submit a statement of accounts to the Treasurer or the Church Office by January 10, prior to the annual meeting, and the Treasurer shall include such statement of accounts in their report to the annual meeting.

PART VII. NOTES

A. No Amendments to Constitution.

No changes or revisions are intended or hereby made to the Constitution of Kenwood Lutheran Church. Said Constitution shall remain in full force and effect as currently written.

B. RESOLUTION AMENDING KENWOOD LUTHERAN CHURCH CONSITUTION ALLOWING FOR ALTERNATIVE MEETING FORUMS.

WHERE AS, the Kenwood Lutheran Church (KLC) Constitution does not allow for church meetings to be held other than in person;

WHERE AS, there may be circumstances that require alternative meeting forums for KLC members to hold a meeting;

BE IT RESOLVED, that KLC Constitution be amended to authorize KLC Council to decide on an alternative meeting forum to occur other than in person meetings.

STATEMENT OF PUROSE: This resolution will authorize the KLC Council to change a meeting forum if circumstances arise so that members of the congregation would not be able to meet in person at church. An example would be meeting through a virtual format such as ZOOM.