

CONTINUING RESOLUTIONS

To assist in carrying out its purpose, the congregation will staff and support the following Ministries:

Finance Ministry: The basic objectives of the Finance Ministry are to oversee and support the work of the Financial Secretary and the Treasurer; to develop an overall financial plan including the annual budget process; to arrange for the annual audits of all financial accounts of the congregation; and to oversee the general financial operations of the congregation.

Stewardship Ministry: The basic objectives of the Stewardship Ministry are to coordinate, with the assistance of the Pastor, stewardship of the time, talents and financial resources of members of the congregation.

Outreach Ministry: The basic objectives of the Outreach Ministry are to oversee the communication systems to the community; to identify, welcome and encourage prospective new members; to set policies and procedures for the website and video/audio tape ministry; to determine and respond to the diverse needs of the surrounding communities; to educate and involve the Congregation in social issues and global affairs of the church; to reach out to those in need through established programs of the ELCA Church or other similar programs; and to provide a semi-annual report to the Congregation on the actual and forecast expenditure of the T- Mobile Funds.

Worship & Music Ministry: The basic objectives of the Worship & Music Ministry are to see that the worship services are conducted regularly and according to Lutheran principles and confessions; to oversee the music program; to develop alternative and contemporary services and music; to develop prayer programs; to stir the congregation to more active participation in the liturgy; to arrange for the care of paraments, vestments, musical instruments; to evaluate current worship practices; to plan seasonal programs, i.e., Advent/Christmas, Lent/Easter.

Youth, Family & Education Ministry: The basic objectives of the Youth, Family & Education Ministry are to identify and develop programs to fulfill the educational needs of the congregation, while providing opportunities for all to grow in faith and service; to focus on the spiritual, as well as the physical, well-being of members of the Congregation and the greater community; to plan and structure congregational retreats; to offer educational, recreational and spiritual activities for all ages to promote and build relationships within and outside the Church walls.

Facilities Ministry: The basic objectives of the Facilities Ministry are to oversee the care, protection, repair, maintenance, and landscaping of all church property and grounds; to employ contract help when appropriate; and to plan and organize special work days.

Fellowship Ministry: The basic objectives of the Fellowship Ministry are to establish fellowship and outreach activities for current members of the congregation; to plan permanent and ad hoc activities such as the summer fair, auctions, retreats, congregational dinners; to oversee all internal communication, small group activities, the member visitation program and all hospitality activities.

Senior Ministry: The basic objectives of the Senior Ministry are to establish fellowship and outreach to seniors in and outside the congregation; to oversee senior lunch, senior exercise program, shut-in visitation program; to develop new programs and activities based on needs in the communities.

Social Justice Ministry: The objectives of the Social Justice Ministry are to educate and involve the Congregation in social issues. The ministry will work closely with all other ministries to ensure that our education, forums, worship, and spending align with our core spiritual beliefs of justice, equity and acceptance for all God's children, consistent with our commitment to follow the example and teachings of Jesus. The ministry team will work to build partnerships and relationships with other Christian and interfaith communities to collaborate on advocacy, service and education projects. The ministry intends to concentrate on a variety of social justice topics, including but not limited to racial justice, gender justice and disability rights. The ministry will also oversee our Reconciling in Christ initiative to ensure that we continue education and discussion to build an accepting faith community for our LGBTQIA+ siblings.

Committees currently commissioned by the Congregation Council include the following:

Executive Committee: The Executive Committee (a minimum of four members constitutes a quorum) may exercise all of the authorities of the Congregation Council between meetings. It may make decisions, by unanimous consent, which are not in conflict with actions taken by the congregation, the Congregation Council or which are precluded by the provisions of this constitution and bylaws of the congregation. The Executive Committee is responsible for establishing the Congregation Meeting agenda, council meeting agendas, the supervision of all other committees, the preparation of the long term strategy and mission, the planning of council retreats and other development sessions. The Executive Committee supports the Pastor in personnel decisions.

Nominating Committee: The Nominating Committee shall recommend qualified candidates for open positions as Officers for consideration and election by the congregation, as well as qualified candidates to serve as chairpersons of Ministries and Committees.

Audit Committee: The Audit Committee shall be responsible for conducting an annual audit of the Church's financial accounts.

Call Committee: When a pastoral vacancy occurs, the Call Committee, with the assistance of staff from the New England Synod, shall identify and interview candidates to fill the vacancy and after conducting such interviews shall recommend a specific candidate to the Congregation Council to fill the vacancy.

Memorial Committee: The basic objectives of the Memorial Committee are to record and properly acknowledge all memorial contributions to the church and to discover, research and suggest the expenditure of funds for appropriate memorial gifts for the congregation. There will be at least three, and no more than five, members of the Memorial Committee. They will be appointed by the Congregation Council. There will be no specific term of appointment.

Pastor-Parish Relations Committee: The primary objective of the Pastor-Parish Relations Committee is to serve the Congregation, Pastor and Council in the smooth onboarding of a new Pastor. In this role the Committee will support Pastor and Council in creating an onboarding plan with a focus on congregational priorities and actions. The Committee will provide support for the Pastor or Council President in addressing organizational or congregational conflicts and the resolution thereof. The Committee will also provide a forum for congregation members when input and feedback are not adequately addressed by the Pastor or Council. There will be no specific term of appointment. This resolution was affirmed at the Congregational Meeting on 2/7/2021 and the Church Council meeting on 2/16/2021 and replaces the previous continuing resolution for the "Mutual-Ministry Committee".

Endowment Committee: The basic objectives of the Endowment Committee are to educate the congregation regarding the use of endowments as a method to extend their Christian Stewardship; to conceive and implement programs to secure assets through the use of endowments for the various ministries of the church; and to oversee and administer the endowment fund. There will be at least four members, each with two-year terms. The Endowment Committee shall be guided by the following Endowment Statement and Policy:

ENDOWMENT STATEMENT AND POLICY

WHEREAS, Christian stewardship requires the faithful management of all the gifts God has given to humankind including accumulated assets; and

WHEREAS, Christians can give to the work of St. John Evangelical Lutheran Church of Sudbury, Massachusetts (hereinafter, the CHURCH) through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire and intention of this congregation to provide resources for future generations and members of this CHURCH:

BE IT RESOLVED, that the congregation council in a meeting assembled on March 10, 1997 approved and established on the records of the CHURCH a separate fund, now known as the Ministry Endowment Fund of St. John Evangelical Lutheran Church (hereinafter referred to as the FUND).

BE IT FURTHER RESOLVED, that the purpose of the FUND is to provide for the support of the CHURCH and its mission in the future.

PLAN OF OPERATION

1. COMMITTEE

BE IT FURTHER RESOLVED, to establish an endowment committee to receive, manage and dispose of funds or other property received by the congregation and so designated for the FUND.

The general purpose of the Endowment Committee (hereinafter called the COMMITTEE) is to educate the congregation regarding the use of endowments as a method to extend their Christian Stewardship; to conceive and implement programs to secure assets through the use of endowments for the varied ministries of the CHURCH; to oversee and administer the FUND.

The COMMITTEE shall consist of at least four members all of whom shall be voting members of the CHURCH. Except as herein limited, the term of each member shall be two (2) years. Upon adoption of this resolution by the congregation, it shall elect members of the COMMITTEE; two (2) for a term of two (2) years; two (2) for a term of one (1) year. Thereafter, at each annual meeting, the congregation shall elect the necessary number for a term of two (2) years. No member shall serve more than two (2) consecutive two (2) year terms. After a lapse of one year, former COMMITTEE members may be re-elected. The congregation council nominating committee shall nominate members for the COMMITTEE and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the COMMITTEE, the congregation council shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The COMMITTEE shall meet at least quarterly, or more frequently as deemed by it in the best interest of the FUND. A quorum shall consist of three (3) members. A committee majority shall carry any motion or resolution.

The COMMITTEE shall elect from its membership a chairperson, and a fund treasurer-secretary. The chairperson, or designated member, shall preside at all COMMITTEE meetings. The FUND treasurer-secretary shall maintain complete and accurate books of accounts for the FUND and shall maintain complete and accurate minutes of all meetings of the COMMITTEE and supply a copy thereof to each member of the COMMITTEE and to the congregation council of the CHURCH. All meetings of the COMMITTEE are open to the congregation and the meeting date shall be made public.

The COMMITTEE may request other members of the congregation to serve as advisory members and, at the expense of the FUND income and with congregation council approval, may provide for such professional counseling on investments or legal or accounting matters as it deems to be in the best interest of the FUND.

The COMMITTEE shall be empowered but not limited to or restricted to the following: hold, sell, exchange, rent, lease, convert, invest, reinvest, and in all other respects to manage and control the assets of the FUND, including stocks, bonds, debentures, mortgages, notes, or other securities or real property as in their judgment meets the criteria set forth by this document.

The COMMITTEE may appoint an individual or corporate fiduciary as its agent and may at any time, with or without cause, remove its agent and appoint a successor or act without an agent. Also an agent may be nominated by a donor subject to approval by the congregation council. If an agent is appointed, the agent shall have custody of the property for which it is acting as agent and shall make all investment decisions pursuant to such policies as may be prescribed by the donor's estate or otherwise determined by the COMMITTEE.

The COMMITTEE (*Amended June 25, 2023*) shall have its books audited annually by an outside auditor or by the Church's Audit Committee for presentation with its annual report to the congregational meeting. Said report must include fund performance, investment transactions, disbursements, and receipts. Members of the Audit Committee may not be involved with the management or operation of the Endowment.

Members of the COMMITTEE shall not be held liable for any losses which may be incurred upon the investments of the assets of the FUND except to the extent such losses shall have been caused by bad faith, intentional wrong doing, or gross negligence. Members shall not be liable for the acts or omissions of any other member. No member shall engage in any self-dealing or transactions with the FUND in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the FUND.

2. FUND MANAGEMENT

All assets are to be held in the name of the FUND.

Property of any type transferred to the CHURCH by assignment, conveyance, devise, beneficiary designation, testamentary or inter vivo appointment or otherwise, so designated for the FUND, shall be segregated from the CHURCH'S operating funds and shall be held in the FUND.

Bequests or gifts received in the form of real property may be converted into cash at its fair market value as soon as deemed practical. These funds and the conversion of such property will be administered by the COMMITTEE.

If property so transferred is designated for a specific purpose or is given subject to conditions or restricted in any way, it shall be accepted by the COMMITTEE only after approval by the congregation council. In all cases the COMMITTEE reserves the right to accept or reject any gift because of an unacceptable restriction.

The FUND shall be managed by the COMMITTEE but always subject to any conditions by a donor which are herein permitted to be made.

The FUND shall be managed with a diversified portfolio utilizing asset allocation in such a manner as to reasonably protect the principal from both financial and inflationary loss. In addition, the investment vehicles need to take into consideration “socially responsible investing.”

3. **DISBURSEMENT POLICY** (Amended June 25, 2023)

The policy for disbursement of moneys from the FUND deals with the tension between short-term and long-term needs. This policy should be reviewed at least every five years, but more often if needed.

No disbursement will be made until the market value of total gifts reaches \$25,000. Disbursement will be made up of total return of portfolio considering yield, capital appreciation, expenses, and inflation. Disbursements should be made annually. Disbursement requests shall be made by the congregation members or the congregation council. Disbursements will be approved by the congregation council.

Disbursements should be made to:

- People and programs not covered in the annual budget of the CHURCH;
- Missions and benevolence; and
- Renovation and/or capital improvements, and
- (6/25/2023) Support for the operating budget or any other expenses when deemed appropriate by Church Council.

If such an expense exceeds \$10,000 the expense will require approval by a simple majority of the Congregation at a Congregation meeting.

Disbursement of designated gifts:

1. If a gift is designated for a specific purpose, that wish will be carried out as long as the specific purpose exists.

Changes and Amendments:

Any changes or amendments to this policy will require approval of the congregation council and a majority of the congregation at a regularly scheduled congregational meeting.