

Where Might I Best Serve at Mt. Olive?

"Just as a body, though one, has many parts, but all its many parts form one body, so it is with Christ. For we were all baptized by one Spirit so as to form one body."

1 Corinthians 12:12-13a

Last year proved to be a fantastic year for volunteers stepping up to serve in special projects and committees from VBS to the Finance Committee to Journey to Bethlehem to updating the lighting in the sanctuary! The Holy Spirit has gifted every Christian with at least one spiritual gift for the common good of the church so it will function as the body of Christ. As spring approaches, please prayerfully consider where you might serve.

THE PRESIDENT OF THE CONGREGATION

The President of the Congregation presides at the quarterly Voters' Assemblies the monthly Church Council, and other called meetings of the church membership. All boards, committees, and groups in the congregation shall be responsible to the President, and he/she is welcome to attend any board meeting as an ex officio member. The President will endeavor to coordinate the functions, plans, and activities of the congregation for the total furtherance of the work of Christ's Kingdom. In an emergency, when the Treasurer is unable to act, the President has the authority to sign checks.

THE VICE PRESIDENT OF THE CONGREGATION

The Vice President shall, in the absence of the President, act for and in the stead of the President. He/she will serve as the Chairperson of the Nominating Committee, February to May, and will be a member of the Finance Committee, helping to prepare the budget for the coming year. The Vice President is welcome to attend any board meeting as an ex officio member.

THE COUNCIL SECRETARY

The Council Secretary shall record accurate minutes of the meetings of the Church Council, Voters' Assembly, and other meetings of the church membership. The Secretary is responsible for recording attendance at these meetings as well. (Note: There are sign-in sheets at the congregational meetings.) The secretary will maintain the minutes and provide written copies for the congregation in accordance with the By-Laws.

THE TREASURER

The Church Treasurer is responsible for accurate recording of congregational receipts and disbursements, both budgeted and actual, according to proper accounting procedures. The Treasurer will coordinate with the Financial Secretary and Parish Administrator to ensure the accuracy and detail of the income and expenditures. The Treasurer will present monthly, written financial reports at meetings of Church Council and Voters' Assembly. He/she will be responsible for the prompt payment of bills and salaries in accordance with the yearly budget. He/she will coordinate the allocation and expenditures of monies to the various Boards. The Treasurer will be responsible for signing all checks. The Treasurer is the Chairperson of the Finance Committee.

THE FINANCIAL SECRETARY

The Financial Secretary shall be responsible for the prompt and accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution, and providing the Treasurer with a duplicate deposit slip for each deposit. The Financial Secretary will act with strict confidentiality in every duty. He/she will be responsible for issuing the semi-annual giving statements to members. The Financial Secretary will be responsible for providing members with offering envelopes. He/she will be responsible for the selection and training of weekly offering counters. He will be a member of the Finance Committee and an ex officio member of the Board of Stewardship.

BOARD OF ELDERS - 9 MEN

The Elders are lay spiritual advisors of the congregation who encourage the Pastor and ensure that Lutheran doctrine and Christian discipline are preserved. They will assist the Pastor in matters pertaining to spiritual welfare of the congregation and will use their good office to adjust differences and dissensions in the congregation and restore peace. They will make every effort to encourage members who have been absent from worship to return to church. They will, together with the Pastor, investigate financial needs making recommendations for use of the love fund. They will assist with the weekly worship services.

BOARD OF TRUSTEES – AT LEAST 3 MEMBERS

Trustees will make provisions for maintaining the congregation's buildings, grounds, and equipment, securing contracts for maintenance and service, recommending alterations, improvements, and additions as it deems wise and/or necessary in accordance with the authorized annual budget. The Trustees are responsible for contracting for custodial and grounds care, defining the duties, and supervising the work. They will supervise any repairing, painting, and cleaning of the congregation's buildings, and planning for maintenance of the church grounds.

BOARD OF CHRISTIAN EDUCATION – AT LEAST 3 MEMBERS

The Board of Christian Education, in conjunction with the pastor, will supervise all Christian education of the church including Sunday School, Vacation Bible School, Confirmation Classes, Bible Classes, Youth Groups, and all other educational opportunities. Every three years, the board will coordinate the planning and fundraising for the teens attending the National Youth Gathering. The board will recommend to Church council and the voters the educational policies and procedures.

BOARD OF PUBLIC RELATIONS – AT LEAST 3 MEMBERS

The board is responsible for publicizing the work of and activities of the congregation through various media. The publicity shall reflect favorably on the congregation and its commitment to the Gospel of Christ. It produces a monthly newsletter, and maintains the website, Facebook page, and other social media. It makes use of photographs of the congregation in the media and the pictorial directory. It assists with maintaining the church bulletin boards to display current events.

BOARD OF EVANGELISM – AT LEAST 3 MEMBERS

The Board of Evangelism works in the fields of evangelism and missions. Included in its scope are the congregational mission efforts, including personal witnessing, canvassing, visiting guests, and the integration of new members. It will foster a climate of evangelism that encourages congregational members informally and spontaneously to share Christ with one another and in the community. The board will greet guests before or after worship services to assist in their acclimation to worship, opportunities for Christian education, and offering them the current newsletter and guest brochure.

BOARD OF PARISH FELLOWSHIP – AT LEAST 3 MEMBERS

The Board of Parish Fellowship is responsible for strengthening Christian fellowship within the congregation, both spiritually and socially. It plans, supervises, and implements larger gatherings of the congregation throughout the year including Advent and Lenten lunches, Easter breakfast, 5th Sunday potlucks, and other meals and receptions. Together with the Parish Administrator, it approves requests for the use of the church's facilities based on the policies and procedures outlined in the constitution.

BOARD OF SOCIAL MINISTRY – AT LEAST 3 MEMBERS

The Board of Social Ministry is responsible for promoting and reaching out to help those in need within the congregation and in the community at large. It collects monthly donations for the local ministry, Sharing God's Love, and presents opportunities for the congregation to donate items for several area ministries throughout the year. The Christmas Giving Tree is coordinated by the Board of Social Ministry.

BOARD OF STEWARDSHIP – AT LEAST 3 MEMBERS

The Board of Stewardship is responsible for the fostering of total stewardship in the congregation including time, talents, and treasures. This includes the development of good stewardship attitudes in the congregation to ensure the financial stability of the church and its work through a developed program of dedicated, proportionate, and first fruits giving. The board has developed a Time and Talents survey to point the congregation members toward areas where they might be best suited to serve.

BOARD OF WORSHIP – AT LEAST 3 MEMBERS

The Board of Worship, with the pastor, oversees all matters pertaining to worship services. With approval of Council, it shall be responsible for contracting for services of choir director, organist, and nursery attendant. Together with the Parish Administrator, it appoints ushers and coordinates the work of the ushers, choirs, musicians, acolytes, and altar guild. At the beginning of Advent, the board coordinates the decorating, and undecorating in January, of the church sanctuary, fellowship hall, and narthex.

PRESCHOOL BOARD – 7 MEMBERS

The Preschool Board oversees all phases of the Mt. Olive Lutheran Preschool keeping the mission and philosophy in accordance with the congregation's mission and to ensure that the program is Christ-centered. The board develops policies to guide the director to ensure that the program exceeds state requirements and fulfills its purpose and goals. It works with the Board of Christian Education to coordinate activities. It conducts an annual examination of their facilities and makes recommendations to the Board of Trustees for upkeep and repairs, and arranges for the cleaning of the facilities. It is responsible for the hiring of the Preschool Director and approves the hiring of teachers and assistants recommended by the Director.