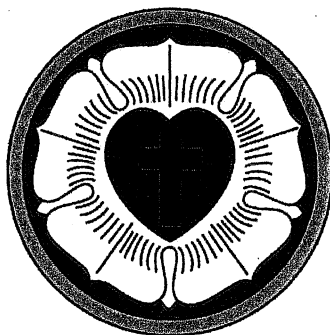


Redeemer Lutheran
Church
Mandeville, Louisiana



OPERATIONS MANUAL



Date: 10/30/2022

**Responsibilities of Pastors -
Pastoral Duties- Diploma of Vocation**

In the name of the Triune God and by His authority, In order that we may carry out His mission to the world, we hereby authorize and obligate you:

1. To administer to us the Word of God in its full truth and purity as contained in the Sacred Scriptures of the Old and New Testaments as to set forth in the confessional writings of the Evangelical Lutheran Church as found in the Book of Concord.
2. To administer the holy sacraments in accordance with their divine institution.
3. To demonstrate the mind and spirit of Christ as you serve the members of the congregation and equip them for Christ's mission to seek and save the lost.
4. To equip and enable the members of the congregation to serve one another and those outside the fellowship of the congregation.
5. To perform the function of a pastor in an evangelical manner, to aid, counsel, and guide members of all ages and social conditions, to visit the sick and the dying, to admonish the indifferent and the erring, to support the members of the congregation as they extend that evangelical ministry to others.
6. To guard and promote faithfully the spiritual welfare of the members of this congregation, in particular to see the instruction of the catechumens, both children and adults, in the Word and thus prepare them for communicant membership in the church.
7. To guide the congregation in applying the divinely ordained discipline of the church according to the Word of God and to assist and lead the members of the congregation in practicing the forgiven life with one another.
8. To promote and guide the mission activities of the congregation as it is related to the local community and to endeavors of the Synod and its Districts, in particular to train workers and guide them in evangelism and to enlist the support of the congregation for mission work.
9. To serve as a resource and guide for members of the congregation as they participate in the ministry of Christian education, and to train parents to teach the Christian faith to their children.
10. To assist the Congregation in adopting administrative policies and procedures that will help it carry out the mission of a Christian congregation.

11. To serve the congregation as an example of Christian conduct, to endeavor earnestly to live in Christian unity with the members of the congregation, fellow workers, and sister congregations in the Synod, and by the grace of God and do everything possible for the edification of the congregation and the up building of the church in Christ.

Installation Vows (amended 02/2023)

At Ordination and repeated at Installation, the Pastor promises with the help of God to:

1. Believe and confess the Canonical Scriptures to be the inspired Word of God and the only infallible rule of faith and practice.
2. Believe and confess the three Ecumenical Creeds as faithful because they are in accord with the Word of God and reject all the errors that they condemn.
3. Confess the Unaltered Augsburg Confession to be a true exposition of Holy Scripture and a correct exhibition of the doctrine of the Evangelical Lutheran Church. Confess that the Apology of the Augsburg Confession , The Small and Large Catechisms of Martin Luther, the Smalcald Articles, the Treatise on the Power and Primacy of the Pope, and the Formula of Concord as these are contained in the Book of Concord are also in agreement with this one scriptural faith.
4. To perform the duties of the office in accordance with these Confessions and that all preaching and teaching and administration of the Sacraments will be in conformity with Holy Scripture and these confessions.
5. Faithfully teach both young and old in the chief articles of Christian doctrine, forgive the sins of those who repent and promise to never divulge the sins confessed. To minister faithfully to the sick and dying, and demonstrate to the Church a constant and ready ministry centered in then Gospel. To admonish and encourage the npeople to a lively confidence in Christ and holy living.
6. To honor and adorn the Office of the Holy Ministry with a Holy life. To be diligent in the study of Holy Scripture and the Confessions and be constant in prayer for those under my pastoral care.

Congregation Commitment at Installation: (amended 02/2023)

With the help of God, we will;

1. Receive then him, show him love, honor and obedience in the Lord that you owe to the shepherd and teacher placed over you by your Lord Jesus Christ.
2. To support him with our gifts and fervent prayer.
3. To honor and uphold the pastor as he serves Christ in all his God-pleasing responsibilities.

4. To aid him as he cares for his family.
5. To be diligent to “put the best construction on everything” recognizing that “love covers a multitude of sins”.

Additional Duties and Responsibilities

1. To conduct regular Sunday Morning services, any special Mid-week Services and other Special Worship opportunities.
2. To shepherd and serve in an efficient and compassionate manner all members of this Congregation as an overseer of their souls to show special care in visiting ill and shut in members.
3. To spiritually guard the welfare of the Congregation and instructing them in the Christian doctrine according to Luther’s Small and Large Catechisms.
4. To make personal visitations to members, especially those who no longer participate frequently in church services and communion, and church visitors by special request.
5. To perform baptisms, marriage services and burials, and oversee that the records of official actions of the congregation are properly recorded and preserved.
6. To guide the Congregation in applying the divinely ordained discipline of the church.
7. To serve as an example of Christian conduct and for the up-building of the Congregation for the Kingdom of Christ.
8. To provide a quarterly written report on Pastoral activities to the Voter’s Assembly quarterly.

As the baptized people of God we partner with you to accomplish His mission to the world, and we hereby obligate ourselves:

1. To receive you as a servant of Jesus Christ, to give you the honor and love and obedience that the Word prescribes, to aid you by word and deed, and to support you with all diligent, faithful assistance and prayers.
2. To make faithful and regular use of the means of grace.
3. To work with you to equip God’s people to glorify Him and extend His kingdom by living out our baptism.
4. To make appropriate arrangements for your continuing education as a professional person in the ministry of the Gospel.

5. To provide for your proper maintenance according to our ability and to review your salary, housing arrangements, and all allowances periodically.

Church Council- Duties and Responsibilities

1. It will be the duty of the Church Council to schedule a meeting monthly to consider and discuss all matters pertaining to the general welfare of the congregation. If the President determines that no business is to be discussed, the meeting will be deferred to the next Counsel meeting.
2. It shall act in matters assigned to it by the Voters Assembly and shall have the authority to handle such routine business that may arise in the performance of duties. During emergencies, the Church Council shall have the power to act on behalf of the congregation between Voter Assembly meetings.
3. If a majority of council members are present it shall constitute a quorum.
4. The President shall chair the meeting or in his absence a selected designee.
5. The Church secretary or designee shall record and keep a record of Council meetings.
6. It shall have supervisory oversight of all committees.
7. It shall plan the programs for the calendar year, draw up a church calendar and coordinate the scheduling of meetings for the various groups of the congregation.

Duties of Church Officers

President

1. The President of the congregation is also the Chairman of the Voters Assembly.
2. The President or his designee shall preside at all Voters' Assembly, Special / Congregational meetings and Church Council meetings.
3. The President shall enforce the Constitution and By-laws of this Congregation and carry out the directives of the Voters Assembly.
4. The President shall be an ex-officio member of all Boards, (with the exception of the Board of Elders) committees and auxiliary groups of this Congregation.
5. The President, Vice President or Treasurer shall be authorized signatories on contracts /agreements approved by the Voter's Assembly.
6. The President shall prepare items to be added to the agenda for the regular Voter Assembly meeting

Vice President

1. The Vice President of the Voter's Assembly shall in the absence of the President, act for and in the stead of the President.
2. The Vice President will be available for whatever duties the President shall assign to him as his representative.
3. The Vice President shall be elected by the Voter's Assembly from the Board of Elders to serve as Chairman of both Board of Elders and if convened the Pastor call committee

Secretary

1. The Secretary or designee shall submit the recorded minutes for the approval at the next Voter's Assembly meeting and shall promptly enter these minutes in a permanent signed record.
2. The Secretary shall conduct all official correspondence of the Voter's Assembly. The Secretary shall record a list of all voters present at each meeting and have available a current list of the voting membership.
3. The Secretary shall send notice to each voting member who have been delinquent in attendance in accordance to Article 4.0, section 4.3.4 in the church constitution.
4. The Secretary will perform such additional duties as the Voter's Assembly or the President may delegate.
5. The Secretary or designee shall record and keep a record of Church Council meetings.

Treasurer

The Treasurer shall be the Chairman of the Finance Committee and be responsible for the following duties.

1. Keep accurate records of congregational receipts, disbursements, budgeted and non budgeted expenses.
2. The Treasurer shall present a written financial report quarterly at the Voter's Assembly meeting.
3. The Treasurer shall prepare and submit a permanent financial annual report.
4. The Treasurer shall be responsible for the prompt payment of salaries and authorized expenses

5. The Treasurer and Church President shall be authorized to co-sign all checks.

Note: If the President and Treasurer are related (by blood or marriage), check co-signing will revert to the Vice President, financial secretary or another member of the financial committee so authorized.

The Treasurer will update Bank signature cards annually or when needed to add new signatories and remove prior signatories who no longer are authorized by the congregation to co-sign checks. (#5 amended 01/22/2022)

6. The Treasurer shall submit to the Voter's Assembly at the November meeting a proposed annual budget for the next calendar year
7. Provide to each congregational member an annual statement of their contributions.

Financial Secretary

The Financial Secretary shall be a member of the finance committee and be responsible for the following duties:

1. The accurate counting, recording, and depositing of all receipts for the congregation in a local financial institution(s).
2. Schedule 2 or more persons (if needed) from the Finance committee to assist in counting all received offerings in the church facility.
3. Furnish the Treasurer a duplicate deposit slip of each bank deposit.
4. The requisitioning and distribution of offering envelopes to Congregation members.

General Duties and responsibilities of Boards and Committees

1. Each Board or Committee shall submit a report of its activities at each Voter Assembly meeting. Such reports should include specific recommendations for Voter's action and/or approval.
2. Each Board and Committee shall be empowered to administer all funds budgeted for its work, or by special resolution of the voters. The Voter's Assembly may restrict such expenditures to conform to the actual financial conditions of the congregation at any given time.

Organization and Meeting of Administrative Boards

1. Each Board or Committee shall be under the direct control and supervision of its Chairman.
2. Each Board or Committee will select a Chairmen from its current committee members.
3. The Chairman of each Board or Committee may designate and appoint from among its members, those individuals who are to be responsible for various work phases of their group.
4. The time and frequency of Board and Committee meetings shall be at the discretion of the Chairman.
5. The President and/or Pastor may call a meeting of any Board or Committee at any time. Meetings thus called shall be classified as special meetings and each person involved shall be notified of the date, time, and meeting purpose.

Board of Elders

The Board of Elders consists of a minimum of five (5) male members including the Vice President of the Congregation. The Pastor (in consultation with the Board of Elders) makes appointment of Elders for a two (2) year term. The term of the Elders will be staggered to provide continuity of the Board. Elders may succeed themselves with no term limits. When an Elder's term expires, the Pastor may or may not reappoint.

Duties of the Board of Elders

1. The Board of Elders shall Pray for and assist the Pastor in assuring the general spiritual welfare of the congregation in word and action.
2. Be concerned with the spiritual, emotional and physical health and welfare of the Pastor and his family. See that the congregation provides for adequate compensation including health care, housing and related benefits. Provide assistance with his work to guarantee sufficient free time for personal responsibilities, study and relaxation.
(amended 02/2023)
3. Assist the Pastor with difficult problems of the ministry and ensure that the congregation functions in accordance with the established doctrine of the Congregation according to Article 3.0 of the Constitution.
4. They shall encourage and seek to stimulate a high level of spirituality in the Congregation , cultivating a constant spirit of harmony among church members.

5. The Board of Elders shall meet at least every quarter for the purposes of conducting Elder business and of Biblical and Confessional study.
6. They shall assist the Pastor to call on in active members in a timely manner,
7. Encourage and endeavor to improve worship services so that they are meaningful and helpful in accordance with scripture.
8. The Board of Elders shall assist the Pastor with regards to Article 3.0 and 4.0 of the Constitution.
9. They shall ensure that the traditional / liturgical order of worship will not be replaced with modern, non traditional services or alternative music services.
10. Supervise the Altar Guild and/or Sextons in. the care, use and maintenance of the sacred vessels, the alter and its furnishings, and vestments. To provide staff, training, scheduling and supervision of ushers and acolytes.
11. Review pastoral responsibilities and congregation commitments with reference to the Pastoral Diploma of Vocation, Installation Vows, Congregation commitment at Installation, additional responsibilities and congregation obligations annually to ascertain if there are any areas where the Elders and/or congregation can assist the Pastor or congregation in fulfilling their commitments. (amended 02/2023)
12. The Elders shall solicit feedback from members as to the congregation meeting its purpose with reference to Article 2 of the Constitution, God's purpose of this Congregation. (amended 02/2023)
13. Monitor and enforce Marriage, Funeral , Baptismal and Sexual Abuse church policies

Board of Trustees

The Board of Trustees shall be responsible for the proper maintenance and repair of all church property

Duties of the Board of Trustees

1. Review and comment all church contracts involving church property and facilities.
2. Bring before the Voter's Assembly for consideration and approval any new church facility contracts
3. Review proposals regarding use of church property and facilities – refer to facility use policy.

4. Consult with the President and Treasurer on any non-budgeted emergency spending needs for upkeep of church facilities
5. Enforce and monitor facility Use Policy

Evangelism Committee

1. The Evangelism Committee shall cooperate with the Pastor in creating ways and means for an effective outreach toward un-churched souls in the community.
2. They shall constantly evaluate the congregation as a mission force and seek to stimulate and activate the entire congregation into a witnessing group.
3. They shall provide a system of greeters for worship services and provide evangelism literature for the congregation and visitors.
4. They shall assist the Pastor with visitor records.

Board of Christian Education

The Chairman of the Board of Christian Education shall be a member of the voters assembly and assist the Pastor in overseeing the spiritual feeding of every soul in this congregation

1. The Board provides supervision of Sunday School, Vacation Bible school, youth confirmation, non-adult bible classes, pre-school any other programs devoted to youth Christian education and instruction.
2. With Pastoral assistance the Chairman shall supervise and appoint a Sunday school superintendent and/or committee to conduct the planning, organization, and keeping records of the Sunday school program.
3. The Chairman shall assist the Pastor with ideas involving the children in Sunday morning worship, and aid in recruitment and training of Sunday school teachers.

Sunday School Superintendant

This person shall be any Communicant member of the congregation to direct the operation of Sunday school, Vacation bible school, and Pre-school to provide and promote children's Christian education.

Stewardship Committee

1. The Stewardship committee shall seek ways to provide Boards and Committees with a list of talents and resources God has distributed among members of the congregation.
2. They shall provide literature,(some of which may be provided from District or Synod), discussing the principles, responsibilities, and opportunities for God pleasing stewardship.
3. They shall be aware of the responsibility of giving to missions, District, and Synod.
4. They shall seek to benefit the congregation with programs and information on such subjects as memorials and special goals.

Youth Ministry

The Youth Director shall assist the Pastor by being present at all youth group activities, developing a program of Christian growth and fellowship to be carried out by the youth, and encourage their participation both in the congregational life, and fellowship with other youth of sister congregations

Finance Committee

The Finance Committee,(chaired by the congregation Treasurer), is responsible for the safe handling and recording of funds, payment of authorized bills, salaries, taxes, oversight and coordination of church funds. The financial secretary and others as defined in the Financial Secretary duties shall be additional members

Fellowship Committee

The Fellowship Committee is responsible for the strengthening of the congregation member's spiritually and socially, the integration of new members into the life of the congregation, and the building of member's mutual cooperation, trust, and enjoyment.

Subcommittees and Working Groups

Each Board and Committee is authorized to form Subcommittees and Working Groups, and to appoint Communicant members to serve on them. Such Subcommittees or Working Groups shall be under the direct supervision of the Parent Board or Committee chairman

Amendments to the Operations Manual (amended 02/2023)

Amendments to this Operations Manual may be adopted Semi-annually at the June and December voters assembly meeting with a 2/3 majority in favor of the voting members present, except as hereinafter provided:

1. Proposed amendment and reason for amendment shall be provided to the President no later than the end of April or October. The President will forward the proposed amendment to the respective chairman of the board/committee of the subject duty/responsibility.
2. The chairman of the board/committee will review the amendment with the respective board and if needed speak with the author of the amendment for clarification and/or recommendations.
3. The Respective board will make recommendations to the President and provide any proposed amendments to the submission by the board.
4. The President in consultation and discussion with the Church Council will add the amendment to the Voters assembly agenda for the June or December meeting and provide a copy of the amendment to the voters present for review and action.
5. Pastoral Responsibilities with regard to the Diploma of Vocation, Installation Vows, and Congregations Commitment at installation of the Pastor are irrevocable and shall not be amended to alter their essential meaning. These documents take precedence over any and all additional responsibilities that may conflict with the aforesaid documents.

CHURCH POLICIES

The following policies are under review. They will be presented at a later date to the Voters Assembly when completed

Facility Use Policy

Marriage Policy

Funeral Policy

Baptismal policy

Sexual Abuse Policy