

**ST. PAUL EVANGELICAL LUTHERAN CHURCH
CONTINUING RESOLUTION
BOARD OF PUBLIC RELATIONS**

WHEREAS, Section C12.01.02 of the Bylaws of St. Paul Evangelical Lutheran Church (hereafter the “Bylaws”) require the establishment of a Board of Public Relations; and

WHEREAS, Section C12.01.02 specifies that the authority of such Board should be outlined in a continuing resolution of the Congregation Council of St. Paul Evangelical Lutheran Church (hereafter the “Congregation Council”); and

WHEREAS, the Congregation Council met on September 28, 2010, and affirmed its desire to establish said Board and to vest in it certain responsibilities and authority;

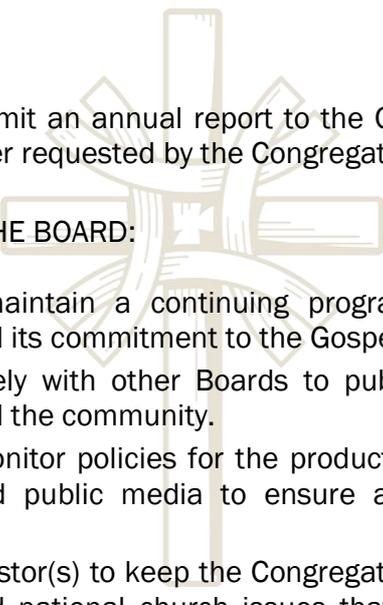
NOW, THEREFORE, BE IT RESOLVED, that the Congregation Council does hereby establish a Board of Public Relations (hereafter the “Board”), to be organized and to operate as follows:

COMPOSITION: The Board shall consist of an elected Director and at least three (3) members. The Congregational Life Coordinator shall serve as an advisor to the Board.

MISSION: The Board shall be responsible for publicizing the work of the Congregation through various media to showcase this Congregation’s commitment to Christ and his church in the life of the community.

RESPONSIBILITIES OF THE DIRECTOR: The Director of the Board shall be responsible for the following :

1. Ensure meetings are conducted in accordance with *Robert’s Rules of Order*, latest edition (see Section C10.07 of the Constitution of St. Paul Evangelical Lutheran Church).
2. Ensure minutes are taken at every meeting of the Board where there is a quorum.
3. Ensure Conflict of Interest statements are completed annually by each Board member and submitted to the Congregation President or the Church Administrator annually as required by Section C12.05.01 of the Bylaws.
4. Call meetings of the Board with sufficient regularity to ensure its business is conducted efficiently and in a timely manner.
5. Prepare and submit an annual budget request in the form and at the time requested by the Congregation Treasurer and the Finance Committee.
6. Appoint an Assistant Director to the Board.

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7. Prepare and submit an annual report to the Congregation at the time and in the manner requested by the Congregation Council.

RESPONSIBILITIES OF THE BOARD:

1. Establish and maintain a continuing program of publicity for the Congregation and its commitment to the Gospel of Christ.
2. Work cooperatively with other Boards to publicize their work in the Congregation and the community.
3. Establish and monitor policies for the production of church literature, publications, and public media to ensure a consistent image and message.
4. Work with the Pastor(s) to keep the Congregation informed of changes in both local and national church issues that may affect our church image within the community.

BRYAN BAESE
Congregation President

CYNTHIA RIFFE
Congregation Secretary