



**ST. PAUL EVANGELICAL LUTHERAN CHURCH
CONTINUING RESOLUTION
BOARD OF WORSHIP**

WHEREAS, Section C12.01.02 of the Bylaws of St. Paul Evangelical Lutheran Church (hereafter the “Bylaws”) require the establishment of a Board of Worship; 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 Worship (hereafter the “Board”), to be organized and to operate as follows:

COMPOSITION: The Board shall consist of an elected Director and at least four (4) members.

MISSION: The Board shall ensure that worship services at St. Paul promote Christ’s teachings according to the Holy Scripture and are consistent with the Lutheran Confessions.

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.
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. Provide for worship services.
2. Approve new forms of worship, liturgies, and hymns for use in public worship.
3. Be alert to and make recommendations to the Board of Property regarding the physical comforts of the Congregation, such as lighting, dusting, temperature, sound amplification, video screens, etc.
4. Together with the Senior Pastor, plan the services for the year, including the number of communion services, and arrange special services as required.
5. Approve wedding policies and procedures, including fees charged, in conjunction with the Board of Property (when required).
6. Ensure all sanctuary decorations, paraments, etc. are set up in a timely manner.
7. Monitor special effects and seasonal displays for timeliness and propriety to enhance the worship atmosphere.
8. Receive and solicit suggestions which may improve the worship life of the Congregation.
9. Provide for the oversight and coordination of the following areas of service:

Acolytes
Adult Choir
Bell Choir
Children's Choir
Altar Guild
Audio-Video
Church Band(s)
Communion

Greeters
Ushers
Lay Ministry
Mimes
Organist
Puppet Ministry
Scripture Readers
Special Services

BRYAN BAESE
Congregation President

CYNTHIA RIFFE
Congregation Secretary