



**Prince of Peace  
Lutheran Church  
Virginia Beach, VA**

**OPERATIONS MANUAL**

**March 19, 2024**



Prince of Peace Lutheran Church Operations Manual  
Table of Contents

**President ..... 1**  
**Vice President..... 5**  
**Secretary..... 7**  
**Financial Secretary ..... 9**  
**Treasurer ..... 11**  
**Board of Elders..... 13**  
**Board of Trustees ..... 16**  
**Christian Education Committee..... 19**  
**Stewardship Committee..... 22**  
**Outreach Committee ..... 24**  
**Personnel Committee ..... 26**  
**Fellowship Committee ..... 28**  
**Youth Committee ..... 30**  
**Finance Committee ..... 32**  
**Nominating Committee..... 34**  
**Assimilation Committee..... 36**  
**Social Ministry Committee..... 38**



## **OPERATIONS MANUAL: PRESIDENT**

### 1. Purpose

- a. The President is the Executive Officer of the congregation.

### 2. Relationships

- a. He presides over the meetings of the Voters Assembly.
- b. He serves as chairman of the Church Council.
- c. He is an *ex officio* member of all Boards and Committees.
- d. He represents the church at all official functions of the LCMS Southeastern District.
- e. He maintains an effective working relationship with the Pastor.

### 3. Required Functions

- a. Schedules and presides over monthly Council Meetings (normally the third Tuesday of each month).
- b. Schedules and presides over quarterly Voters Assembly meetings.
- c. Schedules and presides over any special or called meeting of the Council or Voters Assembly.
- d. Coordinates church activities and functions of Committees, Boards, the Council, and Pastor toward the goals of the congregation.
- e. Implements resolutions of the Voters Assembly through the Church Council.

### 4. Required Equipment

- a. Minutes of Council and Voters Assembly.
- b. President's monthly calendar (section 6).
- c. Prince of Peace Lutheran Church Constitution and Bylaws (latest draft adopted and ratified by LCMS Southeastern District, October 2012)
- d. Constitution and Policies of the Lutheran Church-Missouri Synod
- e. Records, financial reports, minutes, contracts, etc.

### 5. Overview of Tasks

- a. Annually:
  1. Initiate and ensure timely completion of the budget process

2. Select Nominating Committee members to prepare slate for Church Council election (March of each year)

b. Quarterly:

1. Prepare and submit reports to Voters Assembly

c. Monthly:

1. Prepare and submit report to Church Council

6. Amplifying Information

a. President's Monthly Calendar.

**January**

- Review excess funds and recommendations for distribution from Finance Committee, send to Voters
- Review Endowment Fund Interest and Contributions and develop suggestions for charitable organization recipients, send to Voters
- LCMS Triennium Nomination of Synod Officers, send to Voters (Once every three years)
- Set up agenda and date for First Quarter Voters Meeting
- Annual, Independent Financial Review

**February**

- First Quarter Voters Meeting
  - Excess Funds Distribution
  - Endowment Fund Disbursement
  - LCMS Triennium Nomination of Synod Officers (Once every three years)

**March**

- Establish Nominations Committee, begin seeking candidates for next July to June governing year
- Remind Congregation of All to the Glory (Building/Capital Improvement), Next Gen, Endowment, Fairchild-Pore, and other funds promoted in the Narthex for Easter Giving
- Remind Pastor to send a letter to each Pastor in the Circuit, informing them of the Fairchild – Pore Scholarship and including the application forms.
- Plan Spring Festival with Preschool
- AED and CPR Training

**April**

- Volunteer and Mission Day (Set up Volunteer and Mission Booths in Fellowship Hall and have representatives of each group explain what they do.)

**May**

- Review nominations for Officers, Board Members, and Committee Heads for upcoming July to June governing year and send recommendations to Voters, set Voters Meeting date.
- Review recommendations of Fairchild-Pore Scholarship Committee and send recommendations to Voters.

#### **June**

- Second Quarter Voters Meeting to:
  - Vote for Officers, Board Members, and Committee Heads for July to June governing year.
  - Review and approve candidates for Fairchild-Pore Scholarship

#### **July**

- Transition Council Meeting (Last year Officers, Board members, and Committee heads transition to newly elected and appointed Officers, Board members, and Committee heads.

#### **August**

- Planning meeting for upcoming year (usually 3 or 4 hours on the third Saturday)
- Plan Rally Day
- Plan October Rummage / Yard Sale and Reformation Day Celebration
- Review Preschool Budget, approved by Christian Education Committee
- Review Sunday School Program and Schedule for Fall
- Set agenda and date for 3<sup>rd</sup> Quarter Voters Meeting

#### **September**

- Rally Day and Installation of Pre-School and Sunday School Teachers
- 3<sup>rd</sup> Quarter Voters Meeting, Introduce new Church Officers

#### **October**

- Finance Committee develops draft Spending Plan for next year and gives to each Board and Committee for review and input
- Typical Rummage / Yard Sale time
- Reformation Sunday Celebration

#### **November**

- Council reviews next year's Spending Plan for sending to the Voters for approval.
- Discuss fundraising initiatives to be promoted in December
- Set agenda and date for fourth quarter Voters Meeting.

#### **December**

- Remind Congregation of All to the Glory (Building/Capital Improvement), Next Gen, Endowment, Fairchild-Pore, Fellowship, Outreach, Social Ministry, Youth, and other funds promoted in the Narthex for Christmas Giving
- Remind Elders to contact their Member Families and ask them to consider giving monetary gifts to Pastor, the Organist, the Music Director, and others who give their time to the Church.

- Review Sunday School Program and Schedule for Spring
- LCMS Triennium Nomination of Voting Lay Representative for Our Church (Once every three years)
- Prior to Fourth Quarter Voter's Assembly, review proposed spending plan.



## **OPERATIONS MANUAL: VICE PRESIDENT**

### 1. Purpose

The Vice President will:

- a. Act in the stead of the President due to his absence or inability to function.
- b. Represent the congregation as directed by the Council.
- c. Serve as the Chairman of the Finance Committee

### 2. Relationships

- a. The Vice President represents the congregation at the Circuit Meetings.
- b. The Vice President chairs the Finance Committee.

### 3. Required Functions

- a. Attend quarterly Voters Meetings.
- b. Attend monthly Council Meetings.
- c. Convene meetings of the Finance Committee as necessary.
- d. Attend meetings external to the church and represent the congregation therein, including but not limited to Circuit meetings.
- e. Organize and oversee an annual review of the church's finances.
- f. Oversee Finance Committee's preparation of a draft spending plan.
- g. Brief spending plan to October convening of the church Council.
- h. Brief spending plan to Fourth Quarter Voters Assembly, make requested changes.

### 4. Required Equipment

- a. Access to and training in the operation of the Shepherd Staff software.
- b. Access to and training in the Treasurer's financial record-keeping system.
- c. Vice President Position Book

### 5. Overview of Tasks

- a. Annually: Oversee review of the Church's finances in accordance with the LCMS Treasurer's Manual (January)  
  
Solicit budget inputs from standing committees and councils (September)  
  
Prepare draft spending plan and present to Council for approval (October)  
  
Brief and solicit ratification of spending plan from Voters Assembly (Fourth Quarter convening.)  
  
Lead Finance Committee in recommending to Council the proper disposition of excess funds at end of fiscal year (January).  
  
Brief and solicit ratification of disposition of excess funds to Voters Assembly (First Quarter convening).
- b. Monthly: Review Treasurer's monthly reports (concerning church and school) for accuracy and completeness. File reports in Vice President's Position Book and Church records (as maintained by the Secretary).

6. Amplifying Information

- a. Reserved

## **OPERATIONS MANUAL: SECRETARY**

### 1. Purpose

- a. The Secretary shall faithfully keep and sign the Minutes of the Voters Assemblies and the Church Council Meetings, and enters them in a permanent record.

### 2. Relationships

- a. Reserved.

### 3. Required Functions

- a. Keeps a record of those present and determines whether a quorum is present for the transaction of legal business at Voters Assemblies and Council Meetings.
- b. Records Minutes of meetings, submits Minutes to Church Council for approval, retains Minutes in Secretary Position Book and Church digital archives.
- c. Maintains official copies of the Constitution and Bylaws.
- d. Maintains Voter Registration records, and other records as required, in church office and digital archives.
- e. Conducts official correspondence for the Voters and Council, as directed by the President.
- f. Attends Voters and Council Meetings, and other functions as directed by the President.

### 4. Required Equipment

- a. Secretary's Position Book: Approved Minutes and related records.
- b. Congregational Book: Voter Registration (located in church office).
- c. Bulletin Board: Posted Minutes and announcements (passageway near classrooms).
- d. Church digital archives.

### 5. Overview of Tasks

- a. Annually: Assure the transfer of all Position, Board, and Committee books to newly elected members.
- b. Biannually: Review voter registrations

c. Quarterly: Record, prepare minutes of the Voters Assembly

Collect signatures of new voters

Submit minutes of previous meeting at each Voters Assembly

Post approved minutes for the congregation

d. Monthly: Record, prepare minutes of the Council Meetings

Submit minutes of previous meeting at each Council Meetings

Post approved Council Meeting minutes for congregation.

6. Amplifying Information

a. Reserved.

## **OPERATIONS MANUAL: FINANCIAL SECRETARY**

### 1. Purpose

The Financial Secretary will:

- a. Keep an accurate record of all contributions on Shepherd Staff software.
- b. Serve on the Finance Committee
- c. Provide financial data to Treasurer as needed

### 2. Relationships

- a. Recruits Counters to perform counting of offering.

### 3. Required Functions

- a. Attend Voters Meetings (quarterly).
- b. Attend Council Meetings (monthly).
- c. Attend Finance Committee Meetings (as needed).

### 4. Required Equipment

- a. Access to and training in the operation of the Shepherd Staff software
- b. Records related to tithe envelope-boxes and their issuance
- c. Counters' Cabinet, Counter Instructions, Counter Reports

### 5. Overview of Tasks

- a. Annually: Prepare envelope boxes for yearly distribution (December)  
  
Prepare individual contribution statements for members (January)  
  
Correct contribution statements per member comments and close preceding year contributions records (February).  
  
Start new year of Envelopes each March.  
  
Submit report of preceding year's giving to Council (January).
- b. Monthly: Enter giving from on-line giving and Counter Reports into Shepherd Staff

- c. Issue serialized tithe envelopes to new members on an as-needed basis. Assign Envelope Numbers
- d. Train Counters and update Counter Instructions and Counter Reports as necessary to maintain accurate records

## **OPERATIONS MANUAL: TREASURER**

### 1. Purpose

The Treasurer is responsible for all financial transactions of the congregation.

### 2. Relationships

- a. Reports the financial status of the congregation to the church Council and Voters Assembly.

### 3. Required Functions

- a. Make disbursements of funds in accordance with the annual spending plan approved by the Voters Assembly, or upon direction of the Voters Assembly.
- b. Serves on the Finance Committee
- c. Attend Finance Committee Meetings
- d. Attends Voters Assembly
- e. Attends Council Meetings

### 4. Required Equipment

- a. Access to and training in the operation of the Shepherd Staff software
- b. Three-tier check books
- c. Tax software appropriate to small non-profit organizations
- d. LCMS Treasurer's Manual

### 5. Overview of Tasks

- a. Annually: Prepare/submit income tax information concerning the Pastor and Guest Pastors paid more the \$600 to the Social Security Administration (January)  
  
Review year-end statement from the Paychex program for all non-called workers.  
  
Distribute W-2 statements to all workers.
- b. Quarterly: Prepare and submit financial report to Voters

Review tax information from the Paychex program for all non-called workers.

- c. Monthly: Summarize ledger and check register

Prepare monthly report of income and disbursements for Council

Balance checkbook; reconcile to bank statement.

Prepare monthly checks for recurring and emergent bill payment

Distribute/mail checks

Submit payroll information to Paychex (or other approved payroll) program.

Review tax information from the Paychex, etc. program for all non-called workers.

- d. Bi-weekly: Prepare payroll check for Pastor

Post all checks written to Shepherd Staff

- e. Weekly: Distribute / mail checks

Obtain report from weekly offering counters and enter into Shepherds Staff. Post bank deposit to checking.

## 6. Amplifying Information

- a. Payroll period for Pastor is 1 to 15 and 16 to end of Month. Payroll checks are distributed on the 14th and /29th of each month.
- b. Payroll period for non-called workers is 1 to the end of each month.



## **OPERATIONS: BOARD OF ELDERS**

### 1. Purpose

This Board, as assistants to the Pastor, shall concern itself with the spiritual life of the congregation, and ministering to its need.

### 2. Relationships

- a. All five members of the board are elected with alternating termination of office as described in the Bylaws. In the event of an early termination (e.g. resignation or illness), a new Elder will be elected by the Church Council to fill the unexpired term.
- b. Elders will elect, upon their first meeting, a Head Elder to represent them in all Council functions. A Recording Secretary will also be elected.
- c. Elders will evaluate the Pastor and other called personnel in accordance with LCMS guidelines
- d. Under the Pastor's discretion, the Board will supervise the public worship, church discipline, and church publications, including but not limited to:
  - (1) Bulletin and pre-Service announcements.
  - (2) Church Marquee.
  - (3) Website information.
  - (4) Facebook information.
  - (5) Church newsletter.
  - (6) Outdoor banners.
- e. Elders will lead the congregation by active participation in the activities of the congregation.

### 3. Required Functions

- a. Elders will attend quarterly Voters' Assemblies and provide a report.
- b. The Head Elder or his representative will attend monthly Council meetings.
- c. The Elders will meet monthly, in accordance with the needs of the congregation.
- d. The Elders shall supervise and assist with the following tasks:

- (1) Administration of Sacraments.
  - (2) Reading of Scripture
  - (5) Regular conductance of services in absence of the Pastor.
- e. The Elders will monitor and advise an organized Worship Committee to ensure properly trained people are assigned to carry out tasks necessary to conduct worship services, and to maintain an atmosphere of reverence and devotion. This sub-committee is comprised of representatives from the following groups: Pastor, music directors, organist, choir directors, altar guild, and Elders. The sub-committee is responsible for maintaining all worship aids in its inventory.
- f. The Elders will organize and administer the Deacon/Deaconess Program to assist with ministering to the members. This program shall be charged with:
- (1) Visiting all members of the congregation.
  - (2) Maintaining regular contact with assigned families.
  - (3) Informing the Board of Elders of all Member concerns.
  - (4) Visiting members hospitalized or shut-in.
  - (5) Visiting new members and bringing them into the life and work of the congregation.
  - (6) Promoting Christian hospitality among members.
- g. The Elders shall assist the Pastor in admonishing members in need of Christian discipline in accordance with the Scriptures.
- h. The Elders will maintain the following budgeted items:
- (1) Benevolence.
  - (2) Missions at home.
  - (3) Missions outreach.
  - (4) Worship needs.
  - (5) Salaries/allowances due called staff and other personnel under Elders cognizance.
- i. All bills incurred by the Elders shall be signed by the Head Elder or designee and turned over to the Treasurer for payment.

4. Required Equipment

- a. Board of Elders Operating Manual
- b. Elder's Handbook (One Head Elder Handbook and four Elder Handbooks)
- c. Annexes to Elders Operating Manual (Duties of the Elder of the Day, Communion Servers, Acolytes, Ushers, and Readers).

5. Overview of Tasks

- a. Annually: Prepare and submit a budget to the Finance Committee to include all items above.
- b. Monthly:
  - (1) Prepare and submit rosters of personnel for the performance of worship duties.
  - (2) Prepare and submit articles for the newsletter.

## **OPERATIONS MANUAL: BOARD OF TRUSTEES**

### 1. Purpose

This Committee shall be charged with the custody, control and supervision of all church property (physical or intellectual) and related financial activities as budgeted and authorized by the congregation.

### 2. Relationships

- a. Ten (10) members of the Board are elected with alternating termination of office, as described in the Bylaws (§III.B.3).
- b. At their first annual meeting, the Trustees shall elect a Head Trustee to represent them to the Council. A Recording Secretary may also be elected.
- c. The Board has authority to appoint such officers and committees as necessary to carry out its duties.
- d. When necessary, three members of the Board shall be appointed to sign legal documents, make contracts, and represent the congregation in court.

### 3. Required Functions

- a. Trustees shall attend quarterly Voters Assemblies. The Head Trustee or designee shall offer a report.
- b. The Head Trustee or designee shall attend monthly Council meetings and offer a report.
- c. The Board shall meet monthly, according to the needs of the congregation.
- d. The Board shall schedule Work Days as necessary to support special projects, and solicit assistance from the congregation at large.
- e. The Board shall maintain an inventory of all property and equipment owned, leased, or otherwise held by the church, and shall update the same annually.
- f. The Board shall submit a budget to the Finance Committee not later than the October Council meeting pertaining to, but not limited to the following matters:
  - (1) Mortgage
  - (2) Utilities: electricity, water/sewer, carting, internet and telephone, fire/security alarms

- (3) Insurance, not to include Workman's Compensation
- (4) Building, Grounds, and equipment
- (5) Custodial Staff
- g. Funds may be directed to non-budgeted items designated as "emergencies" by the Board not to exceed \$3,000.00 per event without prior approval by the Voters' Assembly, but must be reported at the next meeting of the Council and Voters' Assembly.
- h. All bills incurred by the Board shall be signed by the Head Trustee (or designee) and turned over to the Treasurer for payment.

4. Required Equipment

- a. Board of Trustees Operating Manual (one per member)
- b. Annexes to Trustees Operating Manual
  - (1) Facilities Use Policy
  - (2) Wedding Policy
  - (3) Instructions for Heating & Cooling Systems
  - (4) Instructions for Audio-Visual Systems

5. Overview of Tasks

- a. Annually: Prepare and submit budget request (October).
  - Review policies and fees for use of facilities.
  - Review contracts and job descriptions.
  - Conduct performance evaluation of Custodian.
- b. Quarterly: Prepare and submit report to Voters Assembly.
- b. Monthly: Prepare and submit report to Council.
  - Submit information for newsletter as needed.
  - Conduct routine maintenance chores.
- b. Weekly: Make church building ready for worship.

Submit notices to bulletin, as needed.

6. Amplifying Information

- a. Reserved

## **OPERATIONS MANUAL: CHRISTIAN EDUCATION COMMITTEE**

### 1. Purpose

The Chair of the Christian Education Committee shall be responsible for the growth of the congregation in Christian Education at all age levels.

### 2. Relationships

a. The Head of this committee is elected by the Voters, and the Preschool Director shall be a standing member. The committee may appoint a recording secretary. The Chair appoints Coordinators to the following positions (with the approval of the President):

- (1) Director of Adult Education
- (2) Sunday School Superintendent
- (3) Director of Senior High Sunday School
- (4) Director of Vacation Bible School
- (5) Lead and Assistant Nursery Caregivers

b. The committee will review the contracts and job descriptions of the Preschool Director and teachers on an annual basis, in conjunction with the Personnel Committee. The Pastor will conduct a performance evaluation of the Preschool Director each July. This evaluation will be submitted to the Personnel Committee in August.

c. The Committee will prepare an annual budget to be submitted to the Finance Committee not later than the October meeting of the Church Council.

d. The Pastor will review all Preschool teachers' applications prior to hiring.

### 3. Required Functions

a. The Committee Chair shall attend quarterly Voters Assemblies. The Chair or representative from the Committee will present a report to the Assembly.

b. The Chair or a representative from the Committee shall attend monthly Council meetings and submit a report.

c. The Committee shall meet as necessary to carry out its duties:

- (1) Help the Preschool Director with decisions about personnel, scholarship applications, tuition, and operating procedures.
  - (2) Review the Sunday School program. Help generate ideas and curriculum.
  - (3) Oversee and advise the adult education program in coordination with Pastor.
  - (4) Assure that manpower and materials are available for education activities.
- d. The Committee is responsible for the following budgeted items:
- (1) Sunday School
  - (2) Vacation Bible School
  - (3) Adult Bible Study
  - (4) Confirmation Class
  - (5) Nursery
- e. All bills incurred by the Committee shall be reviewed and signed by the Chair or their designee and turned over to the Treasurer for payment.

#### 4. Required Equipment

- a. Christian Education Committee Operating Manual
- b. Annexes to Committee Operating Manual:
  - (1) Reserved.
  - (2) Sunday School Policies
  - (3) Vacation Bible School Guidance
  - (4) Adult Bible Study Guidance
  - (5) Preschool Policies and Contracts
- c. Chair's Handbook
- b. Classroom Key assigned to the Chair

#### 5. Overview of Tasks

- a. Annually:
  - (1) Prepare and submit annual budget (October)



- (2) Review Preschool Policies and Fees (January)
  - (3) Review Contracts and Job Descriptions (As needed)
  - (4) Conduct performance evaluation of Preschool Director and hired teachers (May and as needed)
  - (5) Select a VBS Coordinator (January).
  - (6) Select and order VBS materials (not later than March).
  - (7) Conduct Sunday School teacher workshop (August).
  - (8) Order Sunday School lesson materials (As needed).
- b. Quarterly:
- (1) Review all Educational Programs.
- c. Monthly.
- (1) Hold Committee meetings.
  - (2) Report to Council.
  - (3) Submit information for newsletter to Secretary, as appropriate.
- d. Weekly.
- (1) Track expenditures to Christian Education budget.
  - (2) Answer Committee (e)mail
  - (3) Disburse ideas and materials to Coordinators.
6. Amplifying Information
- a. Reserved

## **OPERATIONS MANUAL: STEWARDSHIP COMMITTEE**

### 1. Purpose

- a. This committee is responsible for inspiring the congregation to use its time, talents, and financial means in support of its mission statement.

### 2. Relationships

- a. This committee includes an elected head and additional members as necessary to perform the tasks of this committee.
- b. The primary function of the head of this committee is the coordination of resources in the execution of an effective stewardship program. Coordination is required among the following:

Worship service schedule  
Worship service format  
Sunday School hour  
Church calendar  
Fellowship hall and sanctuary availability  
Availability of stewardship resource materials  
Committee members and helpers

### 3. Required Functions

- a. The committee head should assemble a working committee of sufficient size to organize and carry out the stewardship program. Generally, 3 to 5 people are needed to plan and coordinate the program.
- b. The most important function of the head of this committee is to motivate the congregation through the working of the Holy Spirit to use its time, talents, and financial means in support of the Church's Mission Statement. The Stewardship Program must be centered upon the Holy Scriptures.
- c. The most effective Stewardship Programs occur on the same day as a Stewardship Sermon given by Pastor (i.e. Stewardship Sunday).
- d. Before running a Stewardship event, the committee head will present the event proposal to the Council for approval.

### 4. Required Equipment

- a. Stewardship program aids and resources from LCMS SED, Concordia Publishing House, or other Council-approved source.

5. Overview of Tasks

- a. Annually: Review potential Stewardship Programs with Pastor and the committee (July-August).

Obtain Council approval of the proposed Stewardship Program (September)

Prepare and submit a budget for the Stewardship Program. (October)

Facilitate the Stewardship Program (January-February)

- b. Quarterly: Prepare and submit a report to Council regarding the Congregation's commitment in terms of service to the Church.

Prepare and submit a quarterly newsletter regarding the status of our Congregation's time and talents.

- c. As needed: Develop written, visual, and audiovisual means to communicate the principles of stewardship and the Scriptural basis for it.

6. Amplifying Information

- a. Reserved.

## **OPERATIONS MANUAL: OUTREACH COMMITTEE**

### 1. Purpose

This Committee shall be responsible for planning and implementing programs which encourage membership.

### 2. Relationships

a. This Committee is comprised of an elected Chair, appointed head of the Greeter Subcommittee, appointed head of the Assimilation Subcommittee, and additional members serving as Outreach Teams. Members are appointed by the Chair, as necessary to perform the tasks of the Committee, with the approval of the President.

### 3. Required Functions

- a. The Chair shall submit a report at quarterly Voters' Assemblies.
- b. The Chair shall submit a report at monthly Council meetings.
- c. The Committee shall prepare and submit an annual budget to the Finance Committee not later than the October Council meeting.

### 4. Required Equipment

- a. Outreach Committee Operating Manual
- b. Annexes to Committee Operating Manual:
  - (1) Greeters
  - (2) Assimilation
  - (3) Outreach Teams (when formed)
- c. Committee Handbook

### 5. Overview of Tasks

- a. Annually:
  - (1) Submit budget to Finance Committee not later than the October Council meeting.
- b. Quarterly:

(1) Attend Voters Assemblies

c. Monthly:

(1) Attend Council meetings.

(2) Attend and Chair committee meetings.

(3) Submit information for newsletter to secretary, as appropriate.

(4) Supervise Subcommittees.

(5) Assist Pastor with new-member welcome.

d. Weekly:

(1) Submit greeter schedule to Office Secretary.

6. Amplifying Information

a. Instructions to Greeters: Welcome visitors to the church as they enter.

(1) Be on station not later than 8:15 and 10:45 for Early and Late Services, respectively.

(2) Assist visitors with registering in the Visitor Book.

(3) Orient visitors to the church and worship service, as needed.

(4) After service, continue a warm dialogue with visitors, introducing them to other members, and bidding them farewell.

(5) Report to Head Greeter the names of all visitors each week.

(6) Head Greeter submits to Chair of Outreach Committee a list of visitors after each worship service, to include name, address, and phone number.

## **OPERATIONS MANUAL: PERSONNEL COMMITTEE**

### 1. Purpose

- a. This committee is responsible for the management of non-called staff members.

### 2. Relationships

- a. This committee includes an elected head, the Treasurer, an Elder, a Trustee, the Christian Education Committee Chair, and additional members appointed by the President.

### 3. Required Functions

- a. Establish policies, procedures, and salary guidelines for non-called church staff members.
- b. Liaison with representatives of area churches to benchmark decisions.
- c. Recruit and hire non-called staff as directed by the Council, or to fill vacancies resulting from resignations.
- d. Review and act upon the grievances of all non-called staff members.

### 4. Required Equipment

- a. Copy of Prince of Peace Preschool (PoPPS) and Church Personnel Manual
- b. Original Job descriptions and contracts.
- c. Copy of PoPPS Personnel Policies & Procedures

### 5. Overview of Tasks

- a. Annually: Prepare and submit budget for all non-called staff

Coordinate with Christian Education Committee concerning the Preschool Director, Teachers, and classroom equipment.

Coordinate with the Church Council and Elders concerning Musicians

Negotiate directly with other paid church staff

Ensure that performance review of Church administrative personnel is performed by the employee's supervisor

- b. Quarterly: Prepare and submit a report of personnel activities to Voters Assembly.

- c. Monthly: Prepare and submit a report of personnel activities to the Council.
- d. As needed: Submit job postings to the church newsletter.

6. Amplifying Information

- a. Files are saved on the Church network digitally and in the cabinet marked "Personnel."

## **OPERATIONS MANUAL: FELLOWSHIP COMMITTEE**

### 1. Purpose

- a. This committee is responsible for promoting and organizing activities which foster fellowship within the congregation.

### 2. Relationships

- a. The chairperson will recruit additional members to serve on this committee.

### 3. Required Functions

- a. The chairperson ensures fellowship coffee is available during Sunday School hour and events.
- b. The chairperson will recruit volunteers to set up/cleanup events.
- c. Maintain plans and records for special fellowship functions, including but not limited to, Annual Summer Picnic, Confirmation Reception (Pentecost), Anniversary Dinner.

### 4. Required Equipment

- a. Fellowship Committee Operating Manual (To be created)
- b. Calendar of recurring events (To be developed by the Committee and approved by Council)
- c. Hallway Bulletin board & poster board (Event announcements, sign-up sheets, and photos).

### 5. Overview of Task

- a. Annually: Prepare calendar of Fellowship activities.  
Prepare budget for submission to Finance Committee (October).  
Assist confirmation groups with Pentecost reception.  
Coordinates Advent and Lenten suppers.
- b. Monthly: Assure supplies are available for fellowship coffees & other functions.  
Provides fellowship announcements for newsletter.
- c. Weekly: Verify setup/cleanup volunteers, remind them of their assignment.



Overall responsibility for fellowship coffee on Sunday.

d. As planned: Prepare posters and sign-up sheets for Fellowship Events.

6. Amplifying Information

a. Reserved

## **OPERATIONS MANUAL: YOUTH COMMITTEE**

### **1. Purpose**

This committee is responsible for the spiritual growth of the youth of the congregation.

### **2. Relationships**

- a. The head of this committee is elected by the Voters Assembly. This committee is comprised of the elected head, youth counselors (junior and senior), and a called or hired Youth Director.
- b. This committee will coordinate with youth ministry programs within Circuit 12 of the LCMS Southeastern District.

### **3. Required Functions – Youth Committee**

- a. Prepare a yearly calendar of tentative activities for the youth (September)
- b. Update and revise calendar on a quarterly basis or as necessary.
- c. Publicize all youth activities on the Youth Bulletin Board, in the Church newsletter, and on separate announcements boards, as necessary.
- d. Assign financial responsibility (Treasurer duties) to one committee member.
- e. Assign Secretary duties to one committee member.

### **4. Required Functions - Senior Youth Counselors**

- a. Involve senior youth in development of tentative activities for the year (September)
- b. Update and revise calendar on a quarterly basis or as necessary.
- c. Ensure adequate supervision of all activities.
- d. Obtain signed parental consent and release forms for all out of town and overnight activities.
- e. Facilitate election of youth leaders.
- f. Examples of activities: Easter Vigil, Christmas Program, Worship Service at the Annual Church Picnic, assist with Fellowships, Ushers, Community Outreach (homeless, environment, forum with youth and parents, survival camp {ROPES}, various fund raising activities such as car washes, garage sales, Mother's Day Flowers, Valentine's Day Flowers, Talent Show, Spaghetti Dinner, Super Bowl Sunday Subs, babysitting, Christian concerts, LCMS National Youth Gathering (Once every three years in July)

### **3. Required Functions – Junior Youth Counselors**

- a. Involve junior youth in development of tentative activities for the year (September)

- b. Update and revise calendar on a quarterly basis or as necessary.
- c. Ensure adequate supervision of all activities.
- d. Obtain signed parental consent and release forms for all out of town and overnight activities.
- e. Examples of activities: Easter Vigil, Christmas Program, Worship Service at the Annual Church Picnic, assist with Fellowship, Community Outreach (homeless, environment, forum with youth and parents, survival camp {ROPES}, various fund raising activities such as car washes, candy and food sales, garage sales, Mother's Day Flowers, Valentine's Day Flowers, Talent Show, Spaghetti Dinner, Super Bowl Sunday Subs, attend concerts and other activities with Parents, Junior youth Christian events (bible studies, sleep-ins, camping, food drives, game nights, etc.), LCMS Circuit and regional events.

4. Required Equipment

- a. Youth Operations Manual (To be developed by Youth Committee)

5. Overview of Tasks

- a. Annually: Determine calendar of tentative activities with youth (September)  
Prepare and submit budge to Finance Committee (October)
- b. Quarterly: Report past and upcoming activities to the Voters Assembly.  
Update Youth Activities Calendar
- c. Monthly: Youth Committee Head reports past and upcoming activities to Council.  
Yourh Committee Meeting.
- b. Weekly: Provide newsletter articles and web site info about youth activities.

## **OPERATIONS MANUAL: FINANCE COMMITTEE**

### 5. Purpose

This committee is responsible for keeping the financial affairs of the congregation in good order.

### 6. Relationships

- a. This committee shall be composed of the Vice President, as chairman, Financial Secretary, Treasurer, Stewardship Committee head, and other members appointed by the President.

### 3. Required Functions

- a. The committee shall prepare and submit to the Council an annual spending plan which meets the financial goals of the Congregation in support of the Mission Statement. This shall be done after soliciting input from all committees and boards responsible of their portions of the spending plan
- b. The committee shall annually examine all financial records and submit a written report to Council.
- c. The committee shall assist the Treasurer, Financial Secretary, and Stewardship Chair in developing and implementing systems and structures to ensure the smooth and orderly operation of their offices.
- d. The committee shall review periodic out-of-budget requests and provide their recommendation to Council.

### 4. Required Equipment

- a. Treasurer's reports.

### 5. Overview of Tasks

- a. Annually: Review draft, compile spending plan for presentation during October Council Meeting  
  
Review excess funds for proper disposition (To be presented during January Council Meeting).
- b. As needed: When in deficit, determine actions to be taken to reduce spending (Plan will be developed and presented to Council by the Vice President).

Review out-of-budget requests and provide recommendations to Council.

## **OPERATIONS MANUAL: NOMINATING COMMITTEE**

### 1. Purpose

This committee is responsible for preparing a slate of candidates to be presented to the Voters Assembly during the second quarterly meeting. (See paragraph III.A.1. of the Bylaws).

### 2. Relationships

- a. This committee is appointed by the President. All activities of this committee as currently performed by the Outreach Committee.
- b. The committee is composed of three voting members with one to serve as chairman.
- c. This committee will frequently liaison with the Outreach and Fellowship Committees.

### 3. Required Functions

- a. The committee will select people who can fulfill areas in which they are competent, not where they fill a slot.
- b. The committee will determine which positions must be filled and ask incumbent members who are eligible to serve another term if they wish to be placed on the slate. (See paragraph VIII of the Constitution).
- c. The committee will make a concerted effort to determine candidates who desire to serve and are truly committed to perform the job. This can be done through review of time and talent reports or through observation of individual interest to serve the church, etc.
- d. Suggested procedure for interviewing a candidate in person:
  - state purpose of meeting
  - short prayer
  - describe duties - review and leave a copy of job description from the Bylaws and operations manual.
  - answer questions
  - tell candidate one doesn't have to make a decision on the spot.
  - set a date for the candidate to respond or for the interviewer to get back to him.

- b. The committee will develop a slate of officers and board members for presentation to the Council.
- c. A member of the nominating committee will conduct the election at the Voters Assembly in accordance with Bylaws paragraphs III.A.1 and II.A.2.

4. Required Equipment

- a. None

5. Overview of Tasks

- a. Annually:
  - (1) Hold first committee meeting in March.
  - (2) Determine slate of candidate officers by May Council Meeting.
  - (3) Conduct election during June Voters Assembly.

6. Amplifying Information

- a. Reserved

## **OPERATIONS MANUAL: ASSIMILATION COMMITTEE**

### 1. Purpose

This Committee is responsible for planning and implementing programs which encourage the congregation members to actively participate in the activities of the congregation.

### 2. Relationships

- a. All activities of this committee are currently performed by the Outreach Committee.
- b. When a separate committee, the committee is comprised of an elected head and additional members as necessary to perform the tasks of the committee.
- c. This committee will frequently liaison with the Outreach and Fellowship Committees.

### 3. Required Functions

- a. Assist new members to become part of the congregation's life as quickly as possible.
- b. Once assigned to a potential or new member, the Assimilation Sponsor or shepherd will contact the potential or new member to ensure that the family or person is aware of Church activities, will offer assistance, as needed, and will continue to make the new member or member family feel welcome.
- c. Coordinate the photography of new members for inclusion in the Church photo directory.

### 4. Required Equipment

- a. Committee book (As developed by the Committee)
- b. Church newsletter and calendar.

### 5. Overview of Tasks

- a. Annually:
  - (1) Submit Annual Budget to Finance Committee (October)
- b. Monthly:
  - (1) Prepare and submit reports to the Church Council.
- c. Quarterly: Prepare and submit reports to the Voters Assembly.



6. Amplifying Information

a. Reserved

## **OPERATIONS MANUAL: SOCIAL MINISTRY COMMITTEE**

### 1. Purpose

This Committee strives to meet the needs of the local community.

### 2. Relationships

- a. Provides donations of food and money to Hope Lutheran Church, Virginia Beach, food pantry.
- b. Provide for special request food needs, as requested by the Pastor.
- c. Collect contributions for Thanksgiving food baskets and arrange pick-up by the recipient(s).

### 3. Required Functions

- a. Attend quarterly Voters Assemblies.
- b. Attend monthly Council Meetings and provide report.
- b. Take food donations to the pantry at Hope Lutheran Church, Virginia Beach.

### 4. Required Equipment

- a. Committee book (As developed by the Committee)
- b. Designated drop-off location for food donations.

### 5. Overview of Tasks

- a. Annually:
  - (1) Submit Annual Budget to Finance Committee (October)
- b. Monthly:
  - (1) Prepare and submit reports to the church Council.
  - (2) Deliver food to Hope LCMS
- c. Quarterly: Prepare and submit reports to the Voters Assembly.
- d. Thanksgiving and Christmas: Food baskets for needy families (Arrange through VB Social Services)
- e. Advent Season: Stocking stuffers for Salvation Army

- f. Lenten Season: 30 Pieces of Silver fundraiser (For Community Outreach, etc.)
  - g. As needed: Submit announcements and requests to the Church Office Secretary for publication in the Newsletter or worship bulletins, as needed.
6. Amplifying Information
- a. Reserved