



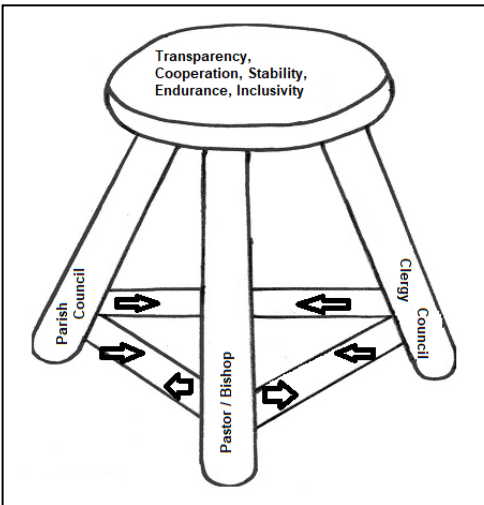
Parish Council Orientation Handbook

	Page
Customs, Traditions and Guidelines.	2
Member Responsibilities.	3
Council Chairperson Responsibilities.	4
Guidelines for Meetings.	5
Ministries	6
Cyclical Responsibilities	10
Reference Sources	11



We represent the laity.

Together we strive to accomplish common goals that benefit Saint Matthew Church & the community



We work with the Pastor / Bishop, Clergy Council to achieve and promote Transparency, Cooperation, Stability, Endurance and Inclusivity



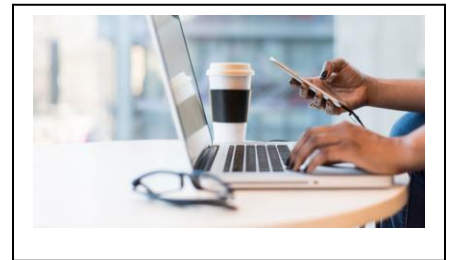
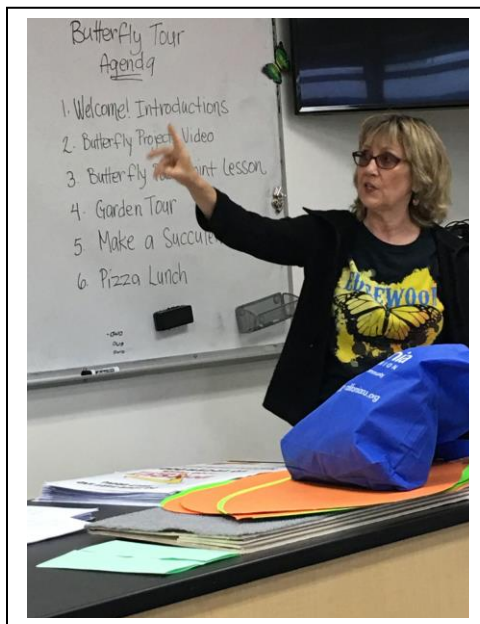
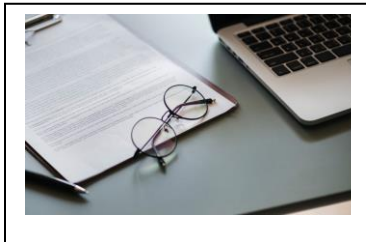
Customs, Traditions and Guidelines

- Meetings scheduled monthly on second Tuesday
- Meetings follow Robert's Rules of Order
- Members rotate bringing snacks, refreshments (when meeting in person)
- Members should notify Chairperson of absences. (Attendance is recorded.)
- Members should respect the responsibilities of parish council membership as defined in Saint Matthew Constitution and this Orientation Guide.
- Chairperson will solicit topics for meeting agenda which will be distributed to members and others a few days prior to each meeting.
- Two Parish Council members count donations after church service and deposit donations in the safe located in the storage room off the sacristy.
- Council members serve a three-year term. The terms are usually staggered among the twelve members such that four members complete their term and are replaced each year. Upon completing a single term, members are ineligible to serve on the PC again for one year. There is no limit to the number of terms one may serve. Exiting PC members shall end their terms and newly selected members begin their terms with the last Council meeting of the year. The last Council meeting of year shall include an orientation for newly selected members.
- Appointment of a Council Chairperson and Assistant Chairperson:
 - At the last Council meeting of the year, the Council shall nominate a candidate for an Assistant Chairperson from among the four first-year incoming members, using secret written ballots. Prior to the balloting, each of the first-year members shall be allowed to withdraw their names from consideration. The Chairperson shall count the ballots, and the member with the most votes shall be the Assistant Chairperson in the new year.
 - The Assistant Chairperson will serve one year and shall normally assume the duties of Chairperson in the following year.
 - The current Assistant Chairperson shall assume the duties of Chairperson in the new year. If there was no Assistant Chairperson serving during any given year or if the Assistant Chairperson is unable to assume the duties of Chairperson in the new year, the Chairperson may be selected from current Council Members (excluding existing Chairperson) to serve the following year.



Parish Council Member Responsibilities

1. Attend the Parish Council retreat(s) during Council term.
2. Attend and participate in all monthly Council meetings or notify Chairperson in advance.
Depending upon Saint Matthew's need, additional meetings may be required in the course of a month. If additional meetings are called, members are expected to attend.
3. Review and approve Council minutes prior to each meeting.
4. Be accessible and responsive by phone or email for discussion on council topics.
5. Serve on a Parish Ministry team during the Council term and participate with ministry team members on assigned tasks that fall within the charter of that ministry.
6. Attend, as you are able, one or more PC sponsored events.





Council Chairperson Responsibilities

The duties of the Chairperson include, but are not limited to:

1. Scheduling and notifying members and the Community of Council meetings.
2. Assembling and distributing Council meeting agendas and minutes.
3. Moderating Council meetings.
4. Communicating to the Bishop/Pastor and/or Clergy Council all issues regarding the Council, including participation and attendance of Council members.
5. Administering the voting process within the Council.
6. Delegating tasks to Assistant Chairperson or Council members.
7. Facilitating the annual Council Retreat in January.
8. Preparing and scheduling Council retreats, as needed.
9. Calling upon Ministry teams to submit annual budgets.
10. Facilitating nominations for new Council members.
11. Facilitating selection of Assistant Chairperson.
12. Ensuring each Ministry team has a liaison on the Council.
13. Ensuring Council members fulfill Council-member responsibilities during their term.

Duties of Assistant Chairperson:

The duties of the Assistant Chairperson shall include:

1. Ensuring that minutes are taken at each Council meeting.
2. Assuming Chairperson responsibilities in the absence of the Chairperson.
3. Coordinating an orientation meeting for new Council members at the end of the year.
4. Planning and coordinating the Parish Council annual retreat held in the new year when the Assistant Chairperson has become Chairperson.
5. Completing other tasks as delegated by the Chairperson.



Guidelines for Meetings

Council meeting agendas shall include, but are not limited to, the following:

1. Opening prayer.
2. Mission statement and meeting objectives.
3. Approve minutes of prior meeting (if not already done by phone or email).
4. Old Business.
5. New Business.
6. Report from the Parish Bishop/Pastor.
7. Lay Ministry Team Discussions which includes:
 - a. Escalated items, concerns, or requests for assistance or resources beyond the capacity of the Lay Ministry Team.
 - b. Requests for funding from the church budget.
 - c. Oral Ministry reports (at the discretion of Chairperson) time permitting. If not delivered orally during the meeting, then written ministry reports shall be submitted to the Chairperson. Reports may include, but are not limited to, items such as, projects/activities that are planned, projects/activities recently completed, funds needed from the church budget, and requests for assistance or resources beyond the capacity of the Lay Ministry Team.
8. Open forum / participation / discussion / Q&A by all attendees.
9. Closing prayer.



Ministries

Purpose for each Lay Ministry Team is detailed below.

1. **BUILDING AND PROPERTY MAINTENANCE**

- To ensure the proper maintenance, repair, improvements and security of all property and contents of Saint Matthew Church.
- To support both long and short-term plans.

2. **COMMUNICATION, PUBLIC RELATIONS and MEMBERSHIP**

- To create an awareness and presence of Saint Matthew Church on local, national, and international levels.
- To ensure communication within our community.
- To grow the membership of Saint Matthew Church community

3. **COMMUNITY LIFE, HOSPITALITY, FUNDRAISING**

- To create and enhance social life in the community and provide venues for interaction.
- To welcome visitors and provide hospitality.
- To create ongoing opportunities to raise funds for the benefit of Saint Matthew Church

4. **FINANCE, STEWARDSHIP**

- Encourage member support and create the annual church budget for Parish.
- Monitor income and expenditures to ensure the correct financial treatment and financial well-being of the church.
- Advise Parish Council on the purchase and disposal of real property.
- Ensure the financial record keeping can pass an audit and appropriately represent Saint Matthew Church.

5. **SOCIAL JUSTICE AND OUTREACH**

- To create and support organizations and activities that serve our brothers and sisters in need.
- To participate with organizations that promote equal economic and social rights and opportunities.
- To promote solidarity with each other and our community, respect the dignity of others, and care for God's creation.

6. **ENVIRONMENTAL STEWARDSHIP**

- To create awareness in our congregation about caring for our earthly home.
- To look at the spiritual aspect of environmental stewardship as a call from our Creator to care for the Earth.





Ministry Responsibilities

Responsibilities of Ministry Teams / Ministry Team Members:

The following responsibilities apply to all Ministry Teams. Additional responsibilities may be included under the specific Ministry.

1. Designate a Ministry Team Chairperson each year. It is up to each team to determine the best process to accomplish this requirement within the guidelines of the by-laws.
2. Fulfill the purpose of the Ministry as defined in these By-Laws.
3. Attend ministry meetings and actively participate in ministry work.
4. Submit donation amounts used in ministry to Business Office Manager.
5. Invite new team members from the laity, as needed.



Responsibilities of the Ministry Team Chairperson include:

1. Schedule monthly team meetings to fulfill ministry objectives.
2. Invite new team members from laity, as needed.
3. Ensure that:
 - a. an annual ministry budget is submitted to Parish Council Finance Committee.
 - b. an accurate accounting for all events and expenses.
 - c. additional monetary proposals (expenses and/or costs) not in the approved budget, are submitted in advance (of spending) to the Finance Committee for approval.
4. Ensure that ministry monthly team meeting minutes are recorded. Minutes/reports may include: annual team objectives, listing of activities in progress, listing of activities/tasks completed since last meeting, names of members attending monthly ministry meetings, name of "back-up" person in charge if the Ministry Team Chairperson is unavailable.
5. Ensure that meeting minutes/reports/relevant data are delivered to the Parish Council Chairperson.
6. Collaborate and/or coordinate with other Ministry Team Chairpersons and the Clergy Council members as necessary to accomplish team objectives.



7. Gather ideas from team members, clergy, or through research, for fulfilling ministry objectives within ministry charter. Facilitate, assist, encourage and advise team members on ministry activities, as needed.

Responsibilities of Parish Council Liaison to a Ministry:

The Liaison is a Parish Council member and is assigned by Parish Council Chairperson to a Ministry team. The Liaison acts as a participating member of the team and represents the Parish Council in the ministry meetings.

Responsibilities of the Parish Council Liaison:

1. Ensure monthly minutes/reports are communicated to the Parish Council. The minutes each month, are the primary ministry report for the church council and are the method by which the Parish Council is informed about the activities of the ministry.
2. Elevate any ministry issues to the parish council and act as communicator between the team and the Parish Council. (Note: Parish Council meetings are open to the Community and Ministry Team members.)

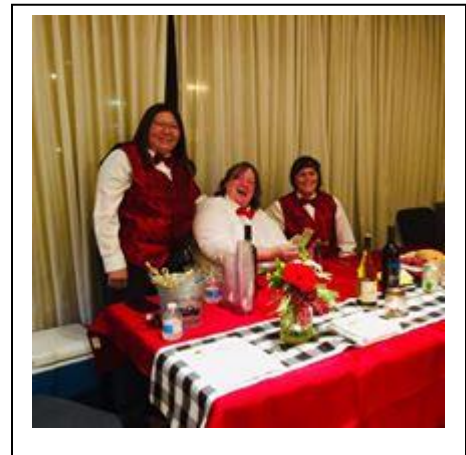


Removal or Resignation of Ministry Team Members:

1. A Ministry team member may be considered for removal for cause including, but not limited to, the following:
 - a. Behavior that is not consistent or representative of the mission of the team ministry.
 - b. Behavior that is in direct opposition to the vision of the Ministry; continuously undermining the objectives of the Ministry.



2. The Ministry Chairperson and Bishop/Pastor shall be responsible for the counseling of a team member. If the Ministry Chairperson is the team member in question, then the Parish Council Liaison and Bishop/Pastor shall be responsible for the counseling of the Ministry Chairperson.
3. Removal of a Ministry team member requires a 2/3 vote of the Ministry.
4. Resignation of a Ministry team member must be submitted to the Council in writing.





Cyclical Responsibilities

Beginning of the Year

- Council Retreat (January / February)
- Define Parish Council Annual Goals and Objectives

End of Summer / Autumn

- Recruitment of New Council Members
- Selection of Synod Observers and Delegates (if applicable)

Late Autumn / End of Year

- Stewardship Pledge Drive
- Preparation of New Year Budget
- Orientation New Parish Council Members
- Selection of New Assistant Chairperson



Reference Sources

Saint Matthew Website

<https://saint-matthew.org/>

Saint Matthew Constitution

<https://saint-matthew.org/parish-council/>
Scroll down the page to “Downloads”

Publication of Parish Council Minutes

<https://saint-matthew.org/parish-council/>
Scroll down the page to “Downloads”

Publication of Ministry Reports

<https://saint-matthew.org/ministries/reports/>

Publication of Weekly Church Bulletins

<https://saint-matthew.org/letters/>
Scroll down the page to “Bulletins”

Staff Directory and Contact Information

<https://saint-matthew.org/about/staff/>

Robert’s Rules of Order

https://assembly.cornell.edu/sites/default/files/roberts_rules_simplified.pdf

Meeting Minutes (recording) as per Robert’s Rules

<https://bizfluent.com/how-5873965-meeting-minutes-robert-s-rules-order.html>



Reference Sources (Continued)

Guidelines on Setting Goals and Objectives

S Specific	M Measurable	A Attainable	R Realistic	T Time-bound
<p>Do: Set real numbers with real deadlines.</p> <p>Don't: Say, "I want more visitors."</p>	<p>Do: Make sure your goal is trackable.</p> <p>Don't: Hide behind buzzwords like, "brand engagement," or, "social influence."</p>	<p>Do: Work towards a goal that is challenging, but possible.</p> <p>Don't: Try to take over the world in one night.</p>	<p>Do: Be honest with yourself- you know what you and your team are capable of.</p> <p>Don't: Forget any hurdles you may have to overcome.</p>	<p>Do: Give yourself a deadline.</p> <p>Don't: Keep pushing towards a goal you might hit, "some day."</p>