



May, 2023

**President – Eric Randall**

1. Chair all meetings of the congregation and the Congregation Council.
2. Serve as the point of coordination of all committees and organizations in the congregation and be welcome at their meetings either in person or as represented by a Council member.
3. Coordinate the plans, functions and activities of the congregation in conjunction with the Pastor and the Congregation Council.
4. Provide direction to committee chairpersons based on Congregation Council input.
5. Assist in coordinating the assembly and publication of information to be presented at the November Congregational Meeting.

**Vice President – Sherri Kumle**

1. Act for and in the stead of the president in his or her absence.
2. Assist the Council President in coordinating the assembly and publication of information to be presented at the November Annual Congregational Meeting.
3. Serve as Chair of Nominating Committee and maintain file of Member term dates.
4. Serve as a non-voting member on the Endowment Fund Committee.
5. Serve as a member of the Stewardship of Life Committee.
6. Serve as Council Liaison to the Personnel Committee.

**Financial Secretary – Eileen Hurlbut**

1. Responsible for the accurate counting, recording and depositing of all receipts for the congregation.
2. Store bank deposit slips attached to the listing of individual contributions in a secure locked facility in the church office.
3. Furnish the treasurer with a paper account of receipts and a weekly breakdown of the Sunday contributions.
4. Provide weekly notification to the church office staff of the Sunday contributions.
5. Provide regular statements to church members showing their offerings.
6. Prepare reports for the Congregation Council and congregational meetings.

**Secretary – (Vacant) Must be Verified Member**

1. Receive emailed reports from Council members prior to Council Meetings.
2. Record attendance, reports, motions and other actions at Council Meetings.
3. Compile Council meeting minutes from emailed reports and meeting notes.
4. Distribute minutes to Council members prior to subsequent meeting and record corrections or changes received.
5. Correct minor changes prior to final distribution for subsequent meeting. Offer major changes as minute amendments at subsequent meeting.
6. Record, present and keep the minutes of the annual and semi-annual congregational meetings.
7. Maintain an ongoing file of dated motions and actions passed

8. Be responsible for all official correspondence of the Congregation Council.
9. Prepare highlights of Congregation Council meetings for the November annual report.

**Treasurer – Paul Klein**

1. Manage and record the monies and accounts of the congregation subject to the order of the Congregation Council.
2. Present a monthly financial report for the Congregation Council meeting.
3. Present a written financial report at the November Annual Congregational Meeting.
4. Prepare the annual church budget for review by and approval of the Congregation Council and the congregation.
5. Pay and/or oversee the timely payment of payroll and routine expenses.
6. Submit permanent financial records for annual audit.
7. Prepare and submit IRS, FICA, and State of South Carolina quarterly tax reports, the annual ELCA financial report, and such other financial reports as necessary.

**Assistant to the Treasurer- (Vacant) Must Be Verified Member**

**Discipleship of Education – Bill Freiberg**

The Discipleship of Education Committee shall work closely in conjunction with the pastor to oversee the development, implementation, and evaluation of Christian education opportunities through Sunday school, Bible studies, confirmation, teacher training, newcomer classes, and retreat programs so as to aid the congregation and individuals to grow in their knowledge, understanding, commitment and living out of the gospel of Jesus Christ.

**Discipleship of Evangelism – Denise Uitto**

The Discipleship of Evangelism Committee shall be responsible for the development, implementation and evaluation of programs and opportunities to promote, encourage and equip individuals and groups to participate in the mission of reconciling all people to God by sharing the good news of Jesus Christ.

**Fellowship Leader – JoAnn McEvoy**

The Fellowship Committee shall be responsible for setting the church fellowship calendar and initiating, coordinating, and implementing fellowship events. WELCA will work with Fellowship Leader regarding their special events.

**Servant Leadership – Jeanne Thayer**

The Servant Leadership Committee shall be responsible for promoting outreach programs of social care and services in the congregation, the community and worldwide. This includes LWM, LMM, PrimeTimers, Stephen Ministry and Souper Bowl Sunday, GriefShare, Caregivers, Backpack Ministry

**Stewardship of Life –Candy Zimmerman**

The Stewardship of Life Committee shall be responsible for the annual pledge campaign, and the direction of time, talent and treasure programs.

**Stewardship of Property – Bill Kumle**

The Stewardship of Property Committee shall be responsible for insurance, custodial care, overall maintenance of the church and grounds, landscaping, and use of the building.

**Worship Leader – Donna Irmis**

The Worship Committee shall be responsible for promoting the worship life of the congregation through the altar guild, ushers, lectors, communion servers, choir, banners and decorations.

**LMM – Bill Freiberg/Bill Kumle**  
**LWM – Karen Flynn**  
**Pastor Sue Johnson**

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