

CONTINUING RESOLUTIONS
BETHANY LUTHERAN CHURCH
SPANAWAY, WASHINGTON

As approved by the Congregation Council
December 11, 2012

C5.05.A12 ENDOWMENT FUND COMMITTEE CONTINUING RESOLUTION
(revised December 2012)

ENDOWMENT FUND IMPLEMENTATION (from Original document 1987)

RESOLUTION TO IMPLEMENT THE ENDOWMENT FUND

“WHEREAS, Christian stewardship involves the faithful management of all the gifts God has given to humankind – time, talents, the created world and money, including accumulated, inherited and appreciated resources; and

WHEREAS, Christians can give to the work of the church through bequests in wills, charitable remainder and other trusts, charitable gift annuities, assignment of life insurance, and transfers of property (cash, stocks, bonds, real estate); and

WHEREAS, it is the desire of the congregation to encourage, receive, and administer these gifts in a manner consistent with the loyalty and devotion to their Lord expressed by the grantors and in accord with the policies of this congregation:

THEREFORE BE IT RESOLVED, that this congregation, in annual meeting assembled on January 25, 1987, approve and establish on the records of the church a new and separate fund to be known as THE ENDOWMENT FUND (hereafter called the “FUND”) of Bethany Lutheran Church of Spanaway, Washington, 98387.

The purpose of this **Fund** is to enhance the mission outreach of **Bethany Lutheran Church** apart from the general operation of the congregation; that no portion of the income generated by the **Fund** shall be used for the annual operating budget of the congregation except in particular, temporary, difficult circumstances, and where integrity of gift restrictions permit, may this congregation, by action in meeting assembled, use a portion of the **Fund** income for its own support services; that, except where authorized otherwise in the terms of the gift, **all principal amounts will be retained and only the income expended.**

The **Endowment Fund Committee** (hereinafter called the **Committee**) shall be the custodian of the **FUND**. The following **Plan of Operation** sets forth the administration and management of the **FUND**.

Plan of Operation

The committee shall consist of five members, all of whom shall be voting members of **Bethany Lutheran Church**. Except as herein limited, the term of each members shall be three (3) years. No member shall serve more than two consecutive three (3) year terms. After a lapse of one (1) year, former committee members may be reelected. The **Congregation Council** of the congregation shall nominate for the committee and report at the annual congregational meeting in the same manner as for other offices and committees. In the event of a vacancy on the committee, the **Congregation Council** shall appoint a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fulfill the term of the vacancy.

The **Committee** shall meet at least quarterly, or more frequently as deemed by it in the best interest of the **Fund**.

A quorum shall consist of three (3) members. A majority present and voting shall carry any motion or resolution.

The **Committee** shall elect from its membership a **chairperson, recorder and financial secretary**. The chair-person, or member designated by the chairperson, shall preside at all committee meetings.

The **recorder** shall maintain complete and accurate minutes of all meetings of the Committee and supply a copy to each member of the committee. Each member shall keep a complete copy of minutes to be passed on to his or her successor. The chairperson shall provide a copy of the minutes to the Congregation Council.

The **financial secretary** shall maintain complete and accurate accounts for the **Fund** and shall sign checks and all other necessary documents on behalf of the congregation in furtherance of the purposes of the **Fund**. The accounts shall be audited annually by a certified public accountant or other appropriate person who is **not** a member of the Committee.

The **Committee** shall report on a quarterly basis to the Congregation Council and, at each annual meeting of the congregation, shall render a full and complete audited account of the administration of the **Fund** during the pre-ceding year.

The **Committee** may request other members of the congregation to serve as advisory members and, at the expense of **Fund** income, may provide for such professional counseling on investments or legal matters as it deems to be in the best interest of the **Fund**.

Members of the Committee shall not be liable for any losses which may be incurred upon the investments of the assets of the **Fund** except to the extent such losses shall have been caused by bad faith or gross negligence. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence. Each member shall be liable only for his/her own willful misconduct or omissions, and shall not be liable for the acts of omissions of any other member. No member shall engage in any self dealing or transactions with the fund in which the member has direct or indirect financial interest and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interest of the **Fund**.

All assets are to be held in the name of the **Bethany Lutheran Church Endowment Fund**. Recommendations to hold, sell, transfer, convert, invest, reinvest and in all other respects to manage and control the assets of the **Fund**, as in their judgment and discretion they deem wise and prudent, are to be made by the **Committee**, with subsequent execution by the **Financial Secretary**.

Distribution: Four percent of the last five years average year-end balance may be allocated annually to accomplish the following purposes:

1. Up to thirty percent for education:
 - A. For scholarships or grants to members of Bethany Lutheran Church for the purpose of attending college or seminary.
 - B. For Church related youth or adult leadership conferences, or such other training which enables members of this congregation to grow in Christian Faith and service to God's people.

2. Thirty percent for Mission outreach:
 - A. For outreach into the community including, but not limited to, grants to Lutheran institutions and agencies to which this congregation relates.
 - B. For missions of the Evangelical Lutheran Church in America.
 - C. For special services designed to assist those persons in our parish area who are in Spiritual and/or Economic need.
3. Up to thirty percent for capital improvements, equipment, or building programs of Bethany Lutheran Church.
4. Up to ten percent: For any one or all of the above designated areas in any proportion as determined by the committee, or for the causes and programs which at the discretion of the committee are consistent with the fund purpose of enhancing the mission outreach of Bethany Lutheran Church.

Any monies not distributed at the end of the year shall remain in the Fund.

Any monies granted to a request, but not used at the end of a 12 month period will remain in or be returned to the fund, unless a request to extend the grant has been approved.

Programs for support will be solicited from the congregation. All requests for grants will be written, and it is recommended that a request be presented in person to the Committee by the interested party or parties. The Committee, as Custodians of the Fund, Shall act upon the request, and may approve a request for funding, following the distribution guidelines above.

Any amendment to this resolution, **which will change, alter or amend the purpose for which the Fund is established** shall be adopted by a two-thirds vote of the members present at an annual meeting of the congregation or at a special meeting called specifically for the purpose of amending this resolution. Any amendment which does NOT affect a change to the purpose of the Fund shall be presented to the Congregational Council for approval, as is normal procedure for Continuing Resolution Amendments.

In the event that Bethany Lutheran Church of Spanaway ceases to exist, either through merger or dissolution, disposition or transfer of the FUND shall be at the discretion of the Church Council in conformity with the approved congregational constitution, and in consultation with the Bishop of the synod to which this congregation belongs at such time. Consultation with the Evangelical Lutheran Church in America may be desirable for continuation of the Endowment Fund obligations.

C12.01.A12 Youth Council Member

Guidelines for Student Representative to Bethany Lutheran Congregation Council:

Qualifications:

1. Confirmed, member of Bethany Lutheran Church
2. High school student
3. Active member of Bethany Youth Group

Nomination Process: Nominating committee seeks and selects a Student Representative candidate for presentation on the ballot for congregational vote in January of each year.

Term: The term of office for a Student Representative will be one year. The Student Representative will not be expected to hold an office on the Council.

Membership:

1. The Student Rep will be assigned to a regular Council member who will act as a mentor for one month at a time.
2. The role of the mentor will be to offer information on up-coming agenda items, without bias or prejudice.
3. The mentor will place special emphasis on the need for confidentiality on delicate/sensitive issues presented and discussed at Council meetings.
4. All Council members are reminded of the need to act as positive role models for the Student Rep.

Voting Privileges: The Student Rep will be responsible for casting an informed vote on all issues before the Council, with the exception of matters prohibited by state statute, i.e., financial matters of the church, unless 18 years of age.

C13.02.A00 Nominating Committee

The purpose of the Nominating Committee is to identify the most qualified voting members of the congregation to fill vacant positions, which must be filled by vote of the congregation. They may be called upon to assist the church council in identifying persons to fill positions vacated in mid-term. The church staff secretary will keep current records of those positions to be filled at subsequent congregational meetings. The secretary will provide that information to the Nominating Committee at their request.

They should begin identifying possible candidates no later than April 1. They must make every effort to identify at least one qualified person to fill each vacating position.

They will provide a slate of best-qualified candidates, who are willing to fill vacating positions, to the Congregation Council no later than the December council meeting.

C13.03.A00 Audit Committee

The Audit Committee is required to look at and verify the financial transactions of the Church. The Audit Committee is to track contributions and match them up with deposits to checking and savings accounts of Bethany. The committee also tracks all money to any designated accounts and money that is spent by the designated funds to make sure the money is spent as intended by the donor. The committee also looks to see if the bills of the church match the checks written to pay them.

Audit includes records of:

1. Treasurer
2. Financial Secretary
3. Youth Organization
4. Building Fund Treasurer (if separate)

Funds audited include:

1. Current or General
2. Memorial
3. Special
4. Others

Verification is made of:

1. Regular Checking
2. Regular Savings
3. Others

The Audit Committee meets only once a year before the end of February and is required to submit a Certificate of Financial Compliance Review of Congregation Records. The committee usually has three members.

C13.07.A00 Budget Committee

The purpose of the budget committee is to prepare a preliminary annual budget for consideration by the Congregation Council at its December meeting.

Committee chairs will submit their next year's budget requirements to the Budget Committee no later than November 1. The proposed next year's budget will reflect **only** those amounts provided to them by committee chairs.

The budget committee will prepare the proposed budget in a format reflecting the present year budget, the proposed next year budget and the changes. It will not be the committee's responsibility to justify other committee's budget requests.

C13.07.A08 Mutual Ministry Committee

The Mutual Ministry Committee is committed to affirm, evaluate and strengthen the ministry of both leaders and congregational members of Bethany Lutheran Church. To meet these commitments this committee shall:

1. Serve as an open communication channel regarding attitudes, perceptions and concerns within the congregation.
2. Provide early warning of misunderstanding with the congregation.
3. Be a "listening post" for the pastor, paid staff and congregation.
4. Serve as agents of reconciliation in time of conflict within the congregation.
5. Review the ministry of the pastor, paid staff and the congregation.
6. Serve as personal and confidential support group to the pastor/paid staff.
7. Indicate concern for the financial needs of the pastor/paid staff.
8. Identify continuing education that would assist the ministry of the pastor/paid staff and the goals of the congregation through recommendations from the review process.
9. Review annually the details of compensation, housing, pension, and other benefits provided for the pastor/paid staff. ("Clergy Compensation Guidelines" from the Southwestern Washington Synod.)

C13.07.A12 Fellowship Growth Committee

The Fellowship Growth Committee shall have the responsibility of promoting activities which strengthen the discipleship of the believers at Bethany, and to encourage others to become disciples, following our Lord Jesus Christ. To this end this committee shall:

1. Foster a climate which encourages discipleship at Bethany through commitment to and promotion of the Marks of Discipleship.
2. Coordinate congregation dinners, picnics, and other fellowship activities.
3. Work with the Pastor to enhance and enrich the Discipleship Orientation and Discipleship Commitment Sunday experiences.
4. Work with the Pastor to coordinate Sunday morning first-time attendee recognition and follow-up.

C13.07.A91 Property Committee

This committee shall see to the proper maintenance and protection of all property of the congregation and shall take care that it is kept in good repair and is adequately insured.

A. Purpose of the Committee

The Church Property Committee is established to accomplish the following:

1. To study problems, assess the needs and evaluate the adequacy of the physical plant property connected with Bethany Lutheran Church.
2. To study the recommendation of other committees of the church and make recommendations to the Church Council regarding these proposals.

3. To investigate the future requirements of the congregation and make recommendation to the council as to what they consider best for the long-range program of this church.

B. Areas of Responsibility

The Church Property Committee shall consider the following areas their responsibility.

1. The major additions and changes in connection with the church proper, the Christian education building and church grounds.
 - a. Remodeling and refurbishing
 - b. Equipment changes and additions
 - c. Yards and grounds, including parking facilities
 - d. Church furnishings
2. Any property or real estate that the church may wish to acquire or dispose of.
3. Any specific function that the council may direct them to investigate, e.g. annual budget.

C. Duties and Functions

The Committee will:

1. Meet as often as necessary to discuss and evaluate problems that may be current in the operation of the church.
2. Investigate and discuss the future needs of the church and make their recommendations to the Church Council.
3. Provide guidance on major items of maintenance and repair.
4. Review current operations and the use of church property to assure maximum utilization and benefit to the congregation.
5. Work closely with other committees of the church in carrying out the objectives of the church.
6. Prepare and keep current a list of possible projects with estimated costs for each. The list is to be made available to any interested persons and the Church Council.

D. Membership

1. The composition of the committee shall consist of a chairman and at least six other members. Members shall be chosen to represent a cross-section of the church and in as many different vocations as possible.
2. The chairman of the committee may or may not be from the Church Council. At least one member shall be a member of the Church Council.
3. The Pastor or Pastors of the church are considered as voting members of the committee and also the President of the Church Council to be included as a voting member but not to be included in the six basic members.
4. The term of a member of this committee shall be for a period of two years. Each member can succeed himself, if appointed for another term.

The President of the Church Council may add members to the committee as he/she feels necessary or on the recommendations of the committee chairman.

C13.07.A98 Bethany Lutheran Youth Group

1. The youth group will be open to all Bethany Youth from 7th through 12th grades.
2. The name of the group will be Bethany Youth.
3. The youth group will have at least one adult director.
4. Selected members from the junior high and senior high school classes, the Youth Group Treasurer and the Youth Group Director(s) will make up the Bethany Youth Group Committee. Committee meetings will include a Congregation Council liaison.

Funding for the youth group will come from the general budget as well as fund drives and any special contributions members of the congregation wish to make.

C13.07.B91 Social Concerns Committee

The Social Concerns Committee shall have the responsibility with the support of the pastor, of discovering and serving the needs of people in this congregation, the community, and the world and considering ways to meet those needs. To carry out these objectives, this committee shall:

1. Review committee responsibilities and establish immediate and long-range goals yearly.
2. Be a resource for the pastor in determining use of discretionary funds.
3. Support community agencies helping the homeless and unemployed; the food bank and its drives, World Hunger through mission efforts and Lutheran World Relief.
4. Develop relationships with helping agencies within the community such as Lutheran Social Services and Good Samaritan Hospital, and other programs which come to the committee's attention.
5. Develop an awareness of caring for the earth, which is God's creation, which would include an emphasis on recycling.
6. Provide information to this congregation on social issues.
7. Provide this congregation's representatives to appropriate community agencies.
8. Be prepared to meet special needs within the congregation, i.e. assist the elderly, single parents, fire damage, visit shut-ins.
9. Be prepared to aid in the event of a disaster.

C13.07.B12 Thrivent Financial for Lutherans

In the early 20th century, two grassroots groups—German Lutherans in Appleton, WI and Scandinavian Lutherans in Minneapolis, MN—were concerned about the security and well-being of their fellow Lutherans. Each group started a fraternal benefit society that would help Lutherans protect their families with life insurance.

Aid Association for Lutherans (AAL) was chartered for business in Wisconsin in 1902. Lutheran Brotherhood (LB) was organized in 1920 in Minnesota. From the beginning, AAL and LB offered similar products and services. In June 2001, after close consideration of how combining the two organizations would benefit members, AAL and LB agreed to merge. Following the merger, a new operating name was approved by members: Thrivent Financial for Lutherans.

Thrivent Financial for Lutherans brings together a combined 185-year history of two fraternal benefit societies and draws upon the experience and rich heritage of each. The organization now has the resources and tools to make even more of a difference in the lives of members and their families, faith communities and beyond.

As the country's largest fraternal benefit society, Thrivent Financial for Lutherans does much more than offer financial services. We offer programs and outreach opportunities where members can connect with each other, learn new things, and help their communities and congregations.

Our volunteering programs provide resources to Thrivent Financial members who come together to help individuals and communities. Bethany Lutheran Church is a member of the Thrivent West Pierce County Chapter. We have a Congregational Advocate to assist with questions and to promote activities and opportunities.

C13.07.C12 Constitution Review Committee

The Constitution Review Committee is required to obtain the latest version of the ELCA model constitution for congregations and review it against the Bethany Lutheran Church constitution. To meet these requirements this Constitution Review Committee shall:

1. Obtain a copy of the latest version of the ELCA model constitution available at the Southwest Washington Synod Office.
2. Review the constitution of Bethany Lutheran Church with the model constitution after the church-wide assembly.
3. Revise and update text as required by the ELCA.
4. Review existing constitutional bylaws and continuing resolutions for currency and applicability to the congregation's current operations.
5. At least two people to serve on this committee.
6. Visit congregational council each year in March with any needed changes.

C13.07.D12 Stewardship Committee

The Stewardship Committee shall provide leadership in formulating and coordinating ongoing stewardship programs. They shall, in a loving way, encourage generous giving to do the work of the Church (Christ's Great Commission) at home and in the world. To accomplish this the committee will:

1. Provide continuing stewardship education to emphasize growth-in-giving, commitment of time, talent and money and stewardship of the environment.
2. Assist the Pastor in communicating the mission of the ELCA and supporting that mission through continuing benevolence education.
3. Encourage pledging as a way of making a commitment to do God's work.
4. Coordinate special fund requests.
5. Provide a quarterly reports on giving to the congregation.
6. Determine the method to be used and conduct the annual stewardship drive.
7. Encourage participation of members, including youth, in the Stewardship Committee

C13.07.E12 Learning Committee

The Learning Committee oversees the Christian education program of Bethany Lutheran by establishing focus and direction of the program, determining priorities, and providing general guidance. Specific actions include the following:

1. Prepare the Christian Education annual budget. This budget includes funding for the church library.
2. Prepare guidelines and recommend priorities for allocation of budgeted funds.
3. In cooperation with the pastor, select a Sunday School Director for Church Council approval. The Director coordinates with the Learning Committee in selecting assistant directors.
4. Assist the Sunday School Director in recruiting the Sunday School staff.
5. Select the curriculum, curriculum materials, audiovisual aids, and educational supplies for Sunday School, Vacation Bible School, Adult Education, Confirmation Classes, and other educational programs and experiences.
6. Select the Vacation Bible School Director and/or Task Force.
7. Select lay teachers to conduct educational seminars and classes (e.g.: Confirmation Classes, Adult Bible Studies, parenting classes, spiritual growth and development experiences).
8. Select a Library Director.
9. Provide guidelines to the Library Director on books, periodicals, videos, and tapes for the library.
10. Assist in selecting the Youth Director.
11. Select the Music Director for the Sunday School.
12. Select a Director and/or Task Force for the Christmas program, Easter Program, and other seasonal programs and celebrations identified by the Learning Committee and/or the Sunday School Director.

C13.07.F12 Worship and Music Committee

Shall assist the church council in seeing that the services of God's house are conducted regularly and in accordance with the liturgy of the Evangelical Lutheran Church in America.

To accomplish this, the committee shall:

1. Review committee responsibilities and establish immediate and long-range goals yearly.
2. Supervise the organization and promotion of choirs and coordinate the duties of the musicians and choir directors.
3. Make plans and arrangement with pastor for regular and special worship services.
4. See that organ and pianos are properly maintained.
5. In the absence of the pastor, be responsible during regular and special services for meeting with guest pastors and others and provide for their needs.
6. Make recommendations to the Church Council as to the purchase of music, equipment and supplies over and above the yearly budgeted amounts.
7. Be responsible for soliciting and training lectors, ushers, greeters, acolytes and cantors.
8. Supervise altar guilds activities, i.e., responsible for the care and changing of the altar paraments and robes of the pastor, cantors and acolytes and the purchasing of the elements for our communion services as well as to arrange for the annual cleaning and polishing of the interior of the sanctuary.
9. Include within its membership representatives from the choirs, altar guild, and the music staff.

C13.07.G12 College Kid Program

The purpose of the program is to help strengthen a spiritual bond of caring, concern, and love to the Bethany young adults who are away from their homes.

The program consists of a group of Bethany parents and friends who through a monthly box filled with spiritual literature, letters and cards of encouragement, food and school supplies, reach out to bridge the gap of separation. Each person on the program is given one specific student who they personally contact and pray for. This is a means of helping them with things that come up in their lives when they feel they need special support or prayers. It is also to let them know that they can turn to one person who can intercede for them.

C14.01.A12 Bethany Lutheran Preschool

Bethany Lutheran Preschool is an outreach ministry of Bethany Lutheran Church whose mission is to provide a quality Christian Academic Program for children ages 3-5 in a nurturing and healthy environment.

To this end, the preschool staff shall endeavor to:

1. Teach, support and provide each student with opportunities that nurture a desire to learn about God while emphasizing each child's unique and special place in God's kingdom.
2. Provide a quality academic experience utilizing a developmentally appropriate curriculum and other learning experiences.

Bethany Lutheran Preschool is an organization with the congregation, established and governed by the constitution and bylaws of Bethany Lutheran Church. As such, the preschool shall:

1. Be, as much as possible, financially self-sustaining through the tuition and fees collected, as well as any fund-raisers conducted by the preschool Leadership Team or staff. Additional support from the congregation will be provided as needed.
2. Be governed by a Leadership Team of at least 3 and no more than 5 members of the congregation, along with the Pastor, and a liaison from the congregation council.
3. Make use of the Mutual Ministry Team for annual staff evaluation.

The Preschool Leadership Team shall direct all policies and administration of the preschool. The team shall:

1. Develop and maintain any preschool documentation (parent handbooks, etc.).
2. Work closely with the staff to enroll and register incoming students.
3. Publicize any preschool activities to the congregation and community through appropriate means such as newspapers, church bulletins, newsletter, etc.
4. Make regular reports throughout the school year to the congregation council, as well as an annual report to the congregation.

The preschool teacher and other paid staff shall be hired by the Congregation Council, with representatives from the Mutual Ministry Team and Preschool Leadership Team. The Leadership Team is initially appointed by the Pastor and Congregation Council, with ongoing appointments made by the Pastor and Leadership Team with input from the Congregation Council.

Changes to the overall operations of the preschool (tuition increase, staff changes, etc.) shall not be made without input from the pastor and council liaison. However, the daily operation of the preschool (curriculum preparation, daily routine, parent communication, etc.) shall be under the direction of the teacher. Further details are outlined in the preschool documents (handbook and job descriptions).