

EMMANUEL LUTHERAN CHURCH

THE FELLOWSHIP COMMITTEE

DESCRIPTION OF DUTIES

APPROVED BY THE CONGREGATION COUNCIL

APPROVED JANUARY 13, 2020

ESTABLISHMENT

This Committee was established by the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions, paragraph C13.07.01h

COMMITTEE RESPONSIBILITIES

This document is a more specific description of those duties outlined in paragraph C13.07.01h of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

The Fellowship Committee has the task of planning, organizing and carrying out programs and activities that bring members together in fellowship for the purpose of building community within the congregation. The committee plans events throughout the year that are recreational, inspirational, informational or service oriented in nature.

Fellowship Committee Mission Statement

The mission of the Fellowship Committee is to plan, organize and carry out programs and activities that bring members and potential members together in fellowship for the purpose of building a community within the organization.

AUTHORITY

To accomplish this task, this Committee is empowered to request from all other current or future committees of Emmanuel Lutheran Church to cooperate and support the work of the Fellowship Committee. This committee may also make requests to employees of Emmanuel Lutheran Church in the performance of its work. To the extent that a budget has been provided for the Fellowship Committee to perform its work, the committee may expend the budgeted funds as it determines necessary per the monthly budgeted allocation or has been accumulated at the time expenditures are made. The Fellowship Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

The Fellowship Committee is subject to the direction of the Congregation Council. This committee has no authority to make changes to its primary tasks or mission without the approval of the Congregation Council. The Congregation Council may revise, add to or withdraw any authority bestowed upon this committee at any time.

COMMITTEE MEMBERSHIP

The Fellowship Committee should have no maximum number of members with one Fellowship Committee member acting as Chairperson for the committee and with a minimum of one member being a member of the Congregation Council.

Initially, the Congregation Council shall appoint members to the Fellowship Committee. Fellowship Committee members may serve on this committee until she/he wishes to resign her/his membership. The Congregation Council may also remove a member(s) from this committee as it deems necessary. Vacancies on the Fellowship Committee may be filled by recommendations from committee membership or by signing the volunteer sheet for the Fellowship Committee during Commitment Week.

COMMUNICATION

On a monthly basis, or as otherwise requested by the Congregation Council, the Fellowship Committee Congregation Council representative is requested to provide an oral report of the Fellowship Committee's work during the previous month. During this report, the Congregation Council representative may include requests for changes with the committee's work, mission, or budgetary needs. New committee members are oriented into this committee by receiving a copy of this committee description and other information specific to the work of this committee.

DUTIES AND RESPONSIBILITIES

Develop a planning calendar for your committee's work and responsibilities, at a minimum, annually update this planning calendar and submit an informational copy of your planning calendar to the Congregation Council. By giving the Church Secretary a copy of your committee's planning calendar, this will ensure that a copy will be placed into the Congregation Council's meeting information packet.