

# **EMMANUEL LUTHERAN CHURCH**

## **THE OUTREACH 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 C18.01. The Congregation Council in April 2016 passed a Continuing Resolution to combine the duties and responsibilities of the Service Committee and Witness Committee and rename the combined committees the OUTREACH COMMITTEE.

### **COMMITTEE RESPONSIBILITIES**

This document is a more specific description of those duties outlined in the paragraph outlined below for the Outreach Committee which was established by the Congregation Council per paragraph C18.01 of the Emmanuel Lutheran Church Constitution, Bylaws & Continuing Resolutions.

The Outreach Committee administers the social ministry of the congregation by planning, organizing and supervising specific parish ministries designed to serve people who are shut in, infirm, imprisoned or economically disadvantaged and to reach all people with the good news of Jesus Christ. The committee supports local agencies that serve people in need and promotes support of the church wide social ministry agencies and programs such as the ELCA, local and global mission programs. The committee also promotes evangelism among adults, youth and children by providing devotional and spiritual growth materials, coordinating outreach activities for inactive and non members, and suggesting ways for active members to strengthen their faith.

#### **Outreach Committee Mission Statement**

The mission of the Outreach Committee is to oversee the social ministry of the congregation through service by providing support and assistance to people in need and through witness by proclaiming the good news of Jesus Christ through prayer, literature, and personal witness.

### **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 Outreach 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 Outreach Committee to perform its work, the committee may expend the budgeted funds as it determines necessary per the monthly budgeted

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allocation or has been accumulated at the time expenditures are made. The Outreach Committee must follow the policies and procedures set for expenditures by the Congregation Council and administered by the Finance Committee.

The Outreach 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 Outreach Committee will have no maximum number of members. One Outreach Committee member will act 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 Outreach Committee. Outreach 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 Outreach Committee may be filled by recommendations from committee membership or by signing the volunteer sheet for the Outreach Committee during Commitment Week.

### **COMMUNICATION**

On a monthly basis, or as otherwise requested by the Congregation Council, the Outreach Committee Congregation Council representative is requested to provide an oral report of the Outreach 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.