

**MINISTRY LEADERSHIP**

**COUNCIL**

**POLICY MANUAL**

**of**

**Faith Lutheran Church**

**North Palm Beach, FL**

## A. INTRODUCTION

1. The principal function of the Ministry Leadership Council (MLC) shall be to develop, monitor and ensure compliance with policy, not to implement it. All policy will be based on the stated desired outcomes, mission, vision and core values.
2. Except for assignments of work to the boards and committees the MLC creates, the MLC shall delegate authority only to the Senior Pastor. Other staff or entities shall receive their authority from the Senior Pastor or person acting on behalf of the Senior Pastor.
3. The MLC shall address broad areas of mission, vision and strategic planning and provide guidance, leadership, direction and recommendations as needed. The Senior Pastor's authority begins where explicit pronouncements of the MLC end. Except where required by policy or law, decisions of the Senior Pastor do not need approval from the MLC, so long as those decisions do not violate the Holy Scriptures and the Constitution/Bylaws.
4. The MLC shall not allow financial management to operate outside the generally accepted principles of accounting procedure, and the MLC shall also not allow any expenditure that is not sufficiently funded.

## B. DESIRED OUTCOMES

Desired outcomes describe the ends or purposes of our congregation. They describe what results we are here to achieve and who the recipients will be. These policies do not address means, methods or activities, or specific programs. Desired outcomes reflect the never-ending work of the MLC in discerning God's will for the future of our congregation.

1. **Global Desired Outcome:** The desired outcome of Faith Lutheran Church is to grow and build up a healthy congregation that is devoted to Jesus Christ as the Way, the Truth and the Life, faithful to Word and Sacrament, committed to each other in love, and dedicated to reaching those outside of God's family with the Gospel.
2. **Mission Statement:** We are Faith Lutheran Church, members of the Body of Jesus Christ. The Holy Spirit calls us today to share God's love and grace for your life through worship, study, fellowship and service.  
**Our 2004 Strategic Ministry Plan (SMP) Mission:** Serve Diverse Needs Sharing Christ's Love.
3. **Our 2004 SMP Vision:** Our members will be equipped and deployed to support, uplift and disciple each other, celebrating Christ and encouraging life-long commitment. Our guests will find a home as they are embraced by God, inspired by our spiritual energy and uplifted by the fire of our vibrant love. We will be a Christ-centered beacon to our community as we witness our faith and reach out with hands eager to love the feet in need of being washed.
4. **Core Values:** Faith Lutheran Church recognizes that Jesus gives two distinct and equally important tasks to His church: (1) Reaching souls with the life-giving message of Jesus Christ; and (2) Discipling all believers into a constantly growing, deeper and more meaningful relationship with Him. No ministry at Faith shall be allowed to begin or continue that does not have, as its ultimate objective, at least one of these two core values. (Matt. 28:19-20, Is. 54:2)

The desired outcomes of Faith Lutheran Church reflect our core values in 5 distinct areas as stated below:

### OUTREACH

We believe that all people matter to God, that Jesus Christ died for the sins of all people, and that it is God's fervent desire that all come to saving faith in His Son. We earnestly seek to impact our church, our community, our city and our world with this most important of all messages. (2 Cor. 5:20, Is. 56:8, 1 Pet. 3:15)

### DISCIPLESHIP

We believe that, after coming to faith in Jesus Christ, Christianity is a life-long process of maturing in the Christian faith. Whether it's the school, New Day, youth, Bible classes, small groups, service projects or any other facet of ministry at Faith, we are committed to growing stronger and deeper in Jesus Christ. (Deut. 4:1-14, Col. 2:6-7, 2 Tim. 3:14-17)

### WORSHIP

We believe that worship is life, not just time spent in a Sunday service. It is our goal that everything we think, say and do gives glory to the God who saves, nurtures and sanctifies us. (Acts 2:42-47, Eph. 5:15-20, Heb. 10:25)

### STEWARDSHIP

We believe that God has called us to manage everything we are and have as His caretakers, recognizing that everything belongs to Him and is to be used for His glory. (1 Cor. 10:31, 2 Cor. 8:9, Rom. 12:1-2)

### FAMILY

We believe that Christians are to share the joy of living and working together as a blood-bought family, whether male or female, young or old, single or married, and we believe that our attitude toward one another should reflect a Christ-like spirit of peace, cooperation, integrity, love, and humility. (Eph. 2:19-22, Deut. 6:4-9, Gal. 6:10)

Recognizing these desired outcomes, Faith Lutheran Church seeks pastors and other called workers, teachers, leaders, and members who constantly seek, by God's power through the means of grace, to become fully devoted followers of Jesus Christ.

5. **Key Strategic Goals:** The three (3) major goals for the next eighteen months (January 1, 2009 – June 30, 2010) are
  - Faith Lutheran Church will increase our average weekly Sunday church attendance 15% (30 people) by June 30, 2010.
  - Faith Lutheran Church will end the fiscal year with a balanced budget (December 31, 2009).
  - Faith Lutheran Church will implement the new ministry organizational structure (Board of Discipleship, Board of Family Life, and Board of Business Administration) by December 31, 2009.

## **SCRIPTURAL REFERENCES**

**Matthew 28:19-20** <sup>19</sup>Therefore go and make disciples of all nations, baptizing them in<sup>[a]</sup> the name of the Father and of the Son and of the Holy Spirit, <sup>20</sup>and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age."

**Isaiah 54:2** <sup>2</sup> "Enlarge the place of your tent,  
stretch your tent curtains wide,  
do not hold back;  
lengthen your cords,  
strengthen your stakes.

### **OUTREACH**

**2 Cor. 5:20** <sup>20</sup>We are therefore Christ's ambassadors, as though God were making his appeal through us. We implore you on Christ's behalf: Be reconciled to God.

**Is. 56:8** <sup>8</sup> The Sovereign LORD declares—  
he who gathers the exiles of Israel:  
"I will gather still others to them  
besides those already gathered."

**1 Peter 3:15** <sup>15</sup>But in your hearts set apart Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect,

### **DISCIPLESHIP**

**Deut. 4:1-14** <sup>1</sup> Hear now, O Israel, the decrees and laws I am about to teach you. Follow them so that you may live and may go in and take possession of the land that the LORD, the God of your fathers, is giving you. <sup>2</sup> Do not add to what I command you and do not subtract from it, but keep the commands of the LORD your God that I give you.

<sup>3</sup> You saw with your own eyes what the LORD did at Baal Peor. The LORD your God destroyed from among you everyone who followed the Baal of Peor, <sup>4</sup> but all of you who held fast to the LORD your God are still alive today.

<sup>5</sup> See, I have taught you decrees and laws as the LORD my God commanded me, so that you may follow them in the land you are entering to take possession of it. <sup>6</sup> Observe them carefully, for this will show your wisdom and understanding to the nations, who will hear about all these decrees and say, "Surely this great nation is a wise and understanding people." <sup>7</sup> What other nation is so great as to have their gods near them the way the LORD our God is near us whenever we pray to him? <sup>8</sup> And what other nation is so great as to have such righteous decrees and laws as this body of laws I am setting before you today?

<sup>9</sup> Only be careful, and watch yourselves closely so that you do not forget the things your eyes have seen or let them slip from your heart as long as you live. Teach them to your children and to their children after them. <sup>10</sup> Remember the day you stood before the LORD your God at Horeb, when he said to me, "Assemble the people before me to hear my words so that they may learn to revere me as long as they live in the land and may teach them to their children." <sup>11</sup> You came near and stood at the foot of the mountain while it blazed with fire to the very heavens, with black clouds and deep darkness. <sup>12</sup> Then the LORD spoke to you out of the fire. You heard the sound of words but saw no form; there was only a voice. <sup>13</sup> He declared to you his covenant, the Ten Commandments, which he commanded you to follow and then wrote them on two stone tablets. <sup>14</sup> And the LORD directed me at that time to teach you the decrees and laws you are to follow in the land that you are crossing the Jordan to possess.

**Col. 2:6-7** <sup>6</sup>So then, just as you received Christ Jesus as Lord, continue to live in him, <sup>7</sup>rooted and built up in him, strengthened in the faith as you were taught, and overflowing with thankfulness.

**2 Tim. 3:14-17** <sup>14</sup>But as for you, continue in what you have learned and have become convinced of, because you know those from whom you learned it, <sup>15</sup>and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus. <sup>16</sup>All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, <sup>17</sup>so that the man of God may be thoroughly equipped for every good work.

## **WORSHIP**

**Acts 2:42-47** <sup>42</sup>They devoted themselves to the apostles' teaching and to the fellowship, to the breaking of bread and to prayer. <sup>43</sup>Everyone was filled with awe, and many wonders and miraculous signs were done by the apostles. <sup>44</sup>All the believers were together and had everything in common. <sup>45</sup>Selling their possessions and goods, they gave to anyone as he had need. <sup>46</sup>Every day they continued to meet together in the temple courts. They broke bread in their homes and ate together with glad and sincere hearts, <sup>47</sup>praising God and enjoying the favor of all the people. And the Lord added to their number daily those who were being saved.

**Eph. 5:15-20** <sup>15</sup>Be very careful, then, how you live—not as unwise but as wise, <sup>16</sup>making the most of every opportunity, because the days are evil. <sup>17</sup>Therefore do not be foolish, but understand what the Lord's will is. <sup>18</sup>Do not get drunk on wine, which leads to debauchery. Instead, be filled with the Spirit. <sup>19</sup>Speak to one another with psalms, hymns and spiritual songs. Sing and make music in your heart to the Lord, <sup>20</sup>always giving thanks to God the Father for everything, in the name of our Lord Jesus Christ.

**Heb. 10:25** <sup>25</sup>Let us not give up meeting together, as some are in the habit of doing, but let us encourage one another—and all the more as you see the Day approaching.

**Romans 12:1-2** <sup>1</sup>Therefore, I urge you, brothers, in view of God's mercy, to offer your bodies as living sacrifices, holy and pleasing to God—this is your spiritual<sup>[a]</sup> act of worship. <sup>2</sup>Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God's will is—his good, pleasing and perfect will.

## **STEWARDSHIP**

**1 Cor. 10:31** <sup>31</sup>So whether you eat or drink or whatever you do, do it all for the glory of God.

**2 Cor. 8:7-9** <sup>7</sup>But just as you excel in everything—in faith, in speech, in knowledge, in complete earnestness and in your love for us<sup>[a]</sup>—see that you also excel in this grace of giving. <sup>8</sup>I am not commanding you, but I want to test the sincerity of your love by comparing it with the earnestness of others. <sup>9</sup>For you know the grace of our Lord Jesus Christ, that though he was rich, yet for your sakes he became poor, so that you through his poverty might become rich.

**1 Cor. 12:4-7** <sup>4</sup>There are different kinds of gifts, but the same Spirit. <sup>5</sup>There are different kinds of service, but the same Lord. <sup>6</sup>There are different kinds of working, but the same God works all of them in all men. <sup>7</sup>Now to each one the manifestation of the Spirit is given for the common good.

## **FAMILY**

**Eph. 2:19-22** <sup>19</sup>Consequently, you are no longer foreigners and aliens, but fellow citizens with God's people and members of God's household, <sup>20</sup>built on the foundation of the apostles and prophets, with Christ Jesus himself as the chief cornerstone. <sup>21</sup>In him the whole building is joined together and rises to become a holy temple in the Lord. <sup>22</sup>And in him you too are being built together to become a dwelling in which God lives by his Spirit.

**Deut. 6:4-9** <sup>4</sup> Hear, O Israel: The LORD our God, the LORD is one. <sup>[a]</sup> <sup>5</sup> Love the LORD your God with all your heart and with all your soul and with all your strength. <sup>6</sup> These commandments that I give you today are to be upon your hearts. <sup>7</sup> Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. <sup>8</sup> Tie them as symbols on your hands and bind them on your foreheads. <sup>9</sup> Write them on the doorframes of your houses and on your gates.

**Gal. 6:10** <sup>10</sup>Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.

## **C. MINISTRY LEADERSHIP COUNCIL SELF GOVERNANCE POLICIES**

### **Member Policies**

Members of the MLC have a Christian servant leadership responsibility to each other, to the Voters' Assembly, all members, and to Faith Lutheran Church employees. This responsibility is primarily accomplished through the development of the Desired Outcomes for the congregation.

1. Members shall actively participate in worship, Word and Sacrament, Christian growth, and educational activities of Faith Lutheran Church and prayerfully consider every aspect of MLC actions and deliberations. They shall seek to develop their own personal spiritual lives and to grow as Christian leaders by continually striving to increase their understanding of the theology, mission, and ministry of our congregation.
2. They shall attend MLC meetings regularly, notifying the MLC president in the event of any foreseen absence. They shall keep confidential all documents and discussions so identified and practice putting "the best construction on everything" in discussing any congregational matter with the general public.
3. They shall relate to each other and to the congregation as members of the Body of Christ with openness, integrity, honesty, and Christian love.
4. They shall keep the congregation inform of MLC activities and actively seek feedback from the congregation and its ministries.
5. The MLC shall exercise its governing authority as a whole. No individual MLC member may exercise such authority except as instructed by the MLC.
6. They shall be open to listening to opinions and concerns that may be expressed to them by fellow congregational members. As appropriate, members shall seek permission to bring the issue to the president and the MLC as a whole, including permission to share the individual's name.
7. They shall actively assess themselves by identifying MLC actions and conditions that run counter to the constitution, bylaws and this policy document.
8. They shall bring to the Senior Pastor's attention any condition or action that they believe exceeds an Executive Limitations Policy.

### **Meeting Policies**

1. Meetings shall be conducted under the guidelines of Robert's Rules of Order. The MLC president shall be responsible for the preparation of the agenda and determining the content of the meeting. Members may insert items onto the agenda with agreement of a majority of those attending that meeting.
2. The meeting agenda of the MLC may include:
  - a. Opening prayer and devotions
  - b. Review and approval of minutes from prior meeting
  - c. Opportunity for growth in the theology and mission of the church
  - d. The Senior Pastor's report
  - e. Policy and governance issues

- f. Periodic reports from the deaconess, Director of Christian Education (DCE), directors of school and New Day, boards, committees, task forces, action teams and organizations affiliated with the congregation
  - g. Review and approval of finance reports
  - h. Closing prayer
3. The Consent Agenda of the MLC will be distributed seven days in advance. Items on the Consent Agenda are not discussed during the meeting unless a major problem appears to be developing. The Consent Agenda may include:
- a. Official acts
  - b. Financial reports
  - c. Participation reports
  - d. Periodic annual reports from boards, committees, action teams, etc.
4. Policies are to be active and dynamic. They are to be reviewed, changed, and refined as necessary. There shall be an annual review of all policies with emphasis on how a policy affects the mission and ministries of Faith Lutheran Church. The MLC shall maintain policies in the areas of:
- a. Desired Outcomes Policies
  - b. MLC Self Governance Policies
  - c. MLC, Senior Pastor and Staff Relationship Policies
  - d. Policies of Executive Limitations
5. The following items require specific MLC action:
- a. Ministry Plan (including Annual Budget)
  - b. MLC Policies
  - c. Ratification of Ministry Board chairperson appointments
  - d. Initiating removal of MLC members
  - e. Selection of financial reviewer/auditor
  - f. Receipt and review of financial audits
  - g. Appointment of legal counsel
  - h. Establishment of new ministries, purchases or addition of staff not authorized in the Ministry Plan and requiring the expenditure of funds exceeding \$5,000 in a year
  - i. Selection and supervision of any Call Committee

## **MLC Self-Appraisal**

In order to discipline itself and its efforts, the MLC shall conduct an annual self-appraisal. The MLC shall commit part of one meeting to discussing the following areas and to identifying areas and actions for improvement. The self-appraisal shall focus on:

1. The MLC's openness and communication among its members
2. The MLC's ability and skill in developing and monitoring policy
3. The MLC's adherence to both member and meeting policies
4. The MLC's communication with the Senior Pastor
5. The MLC's relationship to the congregation

## **Ministry Plan (Appendix A)**

The annual Ministry Plan shall include the goals of the congregation, the organizational plan for the congregation's ministries, and the budget. The plan shall be consistent with the following principles:

1. The plan shall flow directly from the Desired Outcome Policies and shall be set forth in writing as Appendix A of this document.
2. The MLC shall annually review and revise the plan for purpose and relevance.
3. The plan shall not conflict with or duplicate any work delegated specifically to the Senior Pastor or other staff members.
4. The congregation's ministries, as organized within the plan, shall have no executive or decision-making authority except as empowered by the MLC.

## **D. MINISTRY LEADERSHIP COUNCIL, SENIOR PASTOR & STAFF RELATIONSHIP POLICIES**

The MLC shall address only the broadest levels of issues in policies, purpose, and governance, following God's Word in all things. The narrower levels of issues are the responsibility of the Senior Pastor, who may develop guidelines, rules, or procedures and may make decisions in any way deemed fitting as long as the policies adopted by the MLC are observed.

1. The Senior Pastor shall be accountable to the Elders of the Board of Discipleship and responsible for partnering with the MLC for:
  - a. Serving the mission and ministries of Faith Lutheran Church as the Shepherd of the Flock.
  - b. Speaking on all theological matters that concern the congregation.
  - c. Conducting all ministries in keeping with the standards of faith and practice of Faith Lutheran Church.
  - d. Achieving the congregation's goals and desired outcomes through personal and staff action as established in MLC Policies.
  - e. Ensuring the compliance of all staff with the policies of Faith Lutheran Church.
  - f. Providing the MLC new reporting structures or new staff or volunteer job descriptions as they are developed with an explanation of the responsibilities assigned.
  - g. Providing the MLC adequate information to carry out its tasks.
  - h. Relating with integrity, truth and honesty, straightforwardness and Christian love to the MLC.
  - i. Reporting to the MLC on any incident that may be deemed to impact the missions and ministries of Faith Lutheran Church.
  
2. In the event that the Senior Pastor cannot decide on a direction or decision pertaining to his authority under these policies, then the MLC shall be asked to give direction and guidance to assist in the decision to be reached.
  
3. Where approval is required by a higher governing policy such as the Constitution, Bylaws, MLC Policies or legal constraints, the Senior Pastor shall bring a recommended action to the MLC. The MLC shall review the recommended action within the context of appropriate policies. The MLC shall ratify as approved through policy any action that falls within the policy guidelines.
  
4. The MLC shall assist the Senior Pastor in his responsibilities by monitoring the following:
  - a. Regular reports from the Senior Pastor on ministry goals and desired outcomes as written in this document.
  - b. Personnel policies and staff job descriptions.
  - c. Long term vision and outlook as developed in the Strategic Plan of the congregation.
  - d. Other significant matters determined by the MLC or Senior Pastor.
  
5. The MLC and the Senior Pastor shall work prayerfully and cooperatively with the Elders of the Board of Discipleship to ensure that the Senior Pastor is fulfilling the Call he has received. If appraisals can assist in this vein, the MLC, Elders and Senior Pastor may establish a process for formal or informal appraisal involving MLC input.

## **EXECUTIVE LIMITATIONS POLICY**

1. As representatives of Faith Lutheran Church, neither the Senior Pastor nor any staff member shall act in a manner that may be judged unethical, illegal, or inconsistent with the constitution, bylaws, articles of incorporation, or Policies of Faith Lutheran Church.
2. The Senior Pastor shall not allow Faith Lutheran Church to operate in a financial manner that may jeopardize the mission of Faith. The Senior Pastor shall not accept donations which would compromise the values of the congregation. The Senior Pastor shall not allow financial management to operate outside the generally accepted principles of accounting and not allow any expenditure that is not sufficiently funded.
3. The Senior Pastor shall not allow positions to be undefined and not allow staff position descriptions to exist that may inaccurately describe the duties and responsibilities of a position.
4. The Senior Pastor shall not treat staff in any way that is inconsistent with the Personnel Policy Manual.
5. The Senior Pastor shall not leave conflicts unresolved, but shall seek to resolve all conflicts quickly and in a Christian manner, being open to the views of all parties involved, so that the mission and ministries, core values, desired outcomes and Ministry Plan of Faith are not adversely affected.
6. The Senior Pastor shall not allow any communications to emanate from Faith Lutheran Church that are inconsistent with the mission and ministries, core values, desired outcomes and Ministry Plan of the congregation.
7. The Senior Pastor shall not develop any long range plan which is inconsistent with or is not designed to achieve the mission, core values, desired outcomes and Ministry Plan of Faith Lutheran Church.
8. The Senior Pastor shall not allow any program, activity or board which solicits involvement of members of Faith Lutheran Church to operate without the Senior Pastor's direction or without being assigned to an appropriate staff person.
9. The Senior Pastor shall not allow any program, activity or board that does not further Faith's mission and ministries, core values, desired outcomes and Ministry Plan.
10. The Senior Pastor shall not permit any group to use Faith's facilities whose activities might conflict with the mission and ministries, core values, desired outcomes and Ministry Plan of Faith Lutheran Church without securing the approval of the MLC.

## **APPENDIX A – ANNUAL MINISTRY PLAN**

**2009-2010**

### **Key Strategic Goals:**

The three (3) major goals for the next eighteen months (January 1, 2009 – June 30, 2010) are

- Faith Lutheran Church will increase our average weekly Sunday church attendance 15% (30 people) by June 30, 2010.
- Faith Lutheran Church will end the fiscal year with a balanced budget (December 31, 2009).
- Faith Lutheran Church will implement the new ministry organizational structure (Board of Discipleship, Board of Family Life, and Board of Business Administration) by December 31, 2009.

### **Organization of Ministries:**

See attached organizational chart as approved by the MLC March 2009.

### **Budget:**

See attached spreadsheet for January 1 – December 31, 2009 budget as approved by the Voters' Assembly January 2009.

Explanation of budget process, rationale for decisions, etc. to be inserted here