

ST. STEPHEN ROLES & RESPONSIBILITIES – CHURCH COUNCIL MEMBER

Qualifications

- A person who is committed to the vision and the mission of St. Stephen Lutheran Church.
- A person who is called to direct the spiritual and business matters of St. Stephen Lutheran Church.

Commitment

- 10 hours a month. Term as indicated in the Constitution of St. Stephen Lutheran Church.

Responsibilities and Duties

1. If you are unable to serve as Council Person in Charge on your appointed Sunday, please trade with another council member and notify the church office by the Wednesday before your appointed Sunday so we can have the name of the right person in the bulletin on Sunday.
2. Actively participate with committees / task forces of respective liaisons. Help organize/plan and execute activities to ensure all small groups under that particular liaison are progressing forward. Solicit additional volunteers for each committee.
3. Attend monthly Council meetings, keeping records as necessary.
4. Listen to the congregation and respond appropriately.
5. Opening devotions for Council meeting when asked.
6. Ensure someone is assigned as acolyte at each service and the candles have been lit prior to the entrance processional, and then extinguished at end of service.
7. Assist ushers with service if needed. Aid in our child safety program. Council "Person in Charge" should be alert to assist a parent needing help or to aid in monitoring the hallway during worship service.
8. Serve as second assistant for communion at both services.
9. Ensure collection offering is gathered after each service & put in safe for the counter to collect.
10. Clean up after second worship service (wash dishes, clean out coffee pots, vacuum, empty garbage if required). Turn off lights and lock up building.
11. In inclement weather, ensure someone has been assigned to clear off outside walk from parking lot to front door (Property usually takes care of this.)
12. Support and participate in local and synod leadership events.
13. Support the ministries of St. Stephen by participating in congregational, educational and ministry programs.