



Duties of Congregational Council Members

Helper in Charge

- calls (in consultation with Pastor in charge) and chairs council meetings
- calls meetings at least quarterly
- sees to it, that meetings have a purpose (no meetings only for the sake of meeting)
- drafts agenda in consultation with secretary and pastor
- supervises execution of all duties of council members (see below) as well as special duties (AGM, Congregational Festivals, etc.)
- manages hiring out of the church
- represents (with other delegates) the congregation in the parish council, reports on important congregational matters to the parish council and reports on important parish matters to the congregational council
- supervises the implementation of all decisions of the congregational, parish, circuit, diocesan, church-wide council decisions on a congregational level

Deputy Chairperson

- manages christian education
 - Sunday School (support teachers and supervise progress)
 - Confirmation class (support teachers and supervise progress)
 - Stewardship
- welcomes and orientates new members
- keeps visitors records
- temporarily takes over the duties of the Chairperson if he/she is unable to exercise his/her duties.

Treasurer

- records and files all financial matters
- compiles finance reports (weekly orally; quarterly written; more often if necessary; sends quarterly reports to parish treasurer and parish pastor)
- calls finance meetings
- pays all church accounts
- prepares for financial audit
- controls the budget and reports back to council on spending during Fundraising, special events or celebrations

Secretary

- records minutes, distributes them within one week to all council members as well as to the parish pastors office, files all minutes
- prepares and makes announcements (all announcements are brought to the Secretary before the service)
- keeps announcements book
- liaises and deals with the parish pastors office

Deputy Secretary

- records and files new members
- maintains the following congregational registers:
 - Membership
 - Marriages
 - Baptisms
 - Confirmation
 - Deaths
- issues membership cards (blue cards) and records visit of Holy Communion thereon
- collects and updates statistical information and forwards this to the parish pastors office e.g. monthly service report/ Sunday School and leagues membership
- temporarily takes over the duties of the Secretary if he/she is unable to exercise his/her duties.

Additional Member 1

- counts offerings
- keeps records and receipts of petty cash spending
- organises fundraising ventures and events
- ensures that the service starts on time

Additional Member 2

- oversees and regularly determines need for church maintenance
- buys wafers, wine, candles and all other things needed for the service
- looks after the Servers/Acolytes and Altar
- Ensures that the Altar and Servers' clothes are correct and clean at all times

General

- The constitution allows that each congregation may co-opt chairpersons of their leagues and organisations to be part of the congregational council. (Abasizikazi, Amadoda, Abasha, Young Adult League, Imbokodo, Sunday School, Partnership, ELCSASO, ELCSAMO)
- The Congregational Council Vice Chairperson, Treasurer and two other members of the Congregation with requisite skills shall form a standing committee on finance. It shall elect its own Chairperson and Secretary from amongst its members. This committee assists with drawing up the annual budget, preparing for an annual audit and any other tasks received from the council.
- Congregational Council Members need to report to the Chairperson if he/she cannot attend a meeting. Should a member not be able to fulfil his/her duties and/or not attend council meetings for an extended period, the council will - after consultation with the member concerned - consider temporary deputies or permanent replacements to be appointed in his/her place.
- - All minutes that have been read, corrected and adopted by the council must be sent to the parish office. A further copy must be signed off by the chairperson and the Secretary and filed in the congregations register.
- The church council is required to continuously check the spirit of the congregation with the help of league chairpersons as well as other church members. Conflicts must be addressed swiftly and sensibly. A vision for the future of the congregation must be formulated. Constant communication with the parish council (through the congregational delegates to the parish council) and the parish pastor (through the chairperson) is vital.

These "Duties of congregational council members" are a local application of the revised ELCSA constitution, which is the final and binding document for all congregational administration.