

# **WAYZATA COMMUNITY CHURCH COUNCIL**

## **RULES OF PROCEDURE**

Updated by WCC Council on September 18, 2018

**Wayzata Community Church  
Council Rules of Procedure  
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## **Wayzata Community Church Council Rules of Procedure**

The **Constitution** adopted by **Members** of Wayzata Community Church in section 7.4 authorizes its Church **Council** to prescribe rules of procedure consistent with the Constitution to establish lay leadership groups and processes for the orderly transaction of business, implementation of its authority, discharge of its responsibilities, and conduct of Church ministries. By that authority, Council hereby adopts these **Rules of Procedure**.

### **Section One – Committees Of Council**

1.1 **Executive Committee.** The Executive Committee shall consist of the Moderator, Vice-Moderator, Senior Minister and such other Members they may invite to meet and collaborate. Its primary responsibility shall be to set Council meeting agendas to direct its work. This committee also may determine which issues of Church business should be addressed and direct them to the Committees of Council, Boards, committees, other groups or Church staff it determines should address them.

1.2 **Finance Committee of Council.** The Finance Committee of Council shall consist of the Finance Director who shall serve as its chair, Moderator and/or Vice-Moderator as directed by the Moderator, Church Director of Operations and two or more members of the Church Council. The Director of Operations shall serve as an ex-officio non-voting member. Council also may nominate for election by the congregation at an Annual Meeting to serve as at-large voting members one or more persons who are not Council members. At-large members shall serve terms of three years and terms shall be staggered if two or more members are elected. The Finance Committee of Council shall meet when Council directs and have responsibility and authority, subject to the approval of the Church Council, to:

1.2.1 Assist Council efforts to acquire, care for, maintain, improve and authorize use of Church property including furniture, furnishings and equipment, including the authority to commit up to one hundred thousand dollars (\$100,000) for the improvement of Church property, with commitments over that amount requiring approval from the full Council;

1.2.2 Prepare annual or other budgets of the Church and submit them for approval to Council prior to Annual or Special Meetings of Members;

1.2.3 Monitor Church income and expenses and consult with members of Committees of Council and Boards selected by Council to prepare funding priorities for Council review and approval;

1.2.4 Recommend to Council for its approval the dedication and use of memorial funds and the acceptance or denial of cash, in-kind, and designated gifts to the Church after consideration of valuation and overall program need issues, subject to Council or Personnel Committee of Council approval of cash gifts creating or expanding staff positions;

1.2.5 If requested by Council employ a Certified Public Accountant to make annual audits, prescribing the extent and nature of work and reporting audit results to Council for approval; and

1.2.6 Assist Council with managing the financial assets of the Church and reviewing strategy and results.

1.3 **Personnel Committee of Council.** The Personnel Committee of Council shall consist of the Personnel Director who shall serve as its chair, Senior Minister, Moderator and/or Vice-Moderator as directed by the Moderator, Church Director of Operations and two or more members of Council. The Senior Minister and Director of Operations shall serve as ex-officio non-voting members. Council also may nominate for election by the congregation at an Annual Meeting one or more persons who are not Council members to serve as at-large voting members. At-large members shall serve terms of three years and terms shall be staggered if two or more members are elected.

1.3.1 **Personnel Policies.** The Personnel Committee of Council shall meet when Council directs and have responsibility and authority, subject to the approval of Council, to monitor and implement the personnel policies of the Church and recommend modifications of policies to Council, specifically including those addressing the hiring, retention, annual review, and discharge of employees.

1.3.2 **Compensation.** The Personnel Committee of Council shall make compensation and benefit recommendations to the Finance Committee of Council.

1.4 **Generosity Committee of Council.** The Generosity Committee of Council shall be led by a chairperson nominated by Council and elected by the congregation to serve a term of three years and only one successive term of three additional years. Council may nominate one of its own members or an at-large congregation Member to serve on the Committee. The Generosity Chair shall report to Council at such times and on such matters as Council and Executive Committee direct.

Also serving on the Committee shall be the Moderator and/or Vice-Moderator as directed by the Moderator, Senior Minister, Church Director of Operations, and two or more members of Council. The Senior Minister and Director of Operations shall serve as ex-officio non-voting members, while all others shall be voting members.

Council also may nominate for election by the Congregation at an Annual Meeting one or more Members who are not Council members to serve as at-large voting members of this Committee. At-large members shall serve terms of three years that shall be staggered if Members elect two or more of them in the same year.

The Generosity Committee of Council shall have responsibility and authority, subject to the direction of the Church Council, to perform the same duties as the former Generosity Board. The Committee's primary task is to coordinate the fundraising communications of the Church in the areas of annual, heritage and special giving. It may form subcommittees of members to perform tasks in those categories. In fulfilling this charge, its functions and responsibilities shall include the following:

1.4.1 Ensure that the work and mission of the Church will be faithfully advanced for generations to come by implementing annual giving campaigns to fund the Church's annual operating budgets;

1.4.2 Provide Members and friends of Members with means of extending their support of Church programs and projects beyond their lifetimes:

1.4.3 Coordinate with Church staff and lay leaders to develop an integrated "ask" communication plan and calendar, and develop consistent giving messages and donation priorities, for all fundraising activities of the Church;

1.4.4 Evaluate and give recommendations to Council on requests from Church Members and third parties to conduct fundraising activities and merchandise sales on Church property or elsewhere in the name of the Church;

1.4.5 Review and give prior approval or disapproval to Staff requests to solicit cash and in-kind gifts from Members and non-Members; and

1.4.6 Consolidate and make accessible information on the results of fundraising and giving efforts so the Church can celebrate Member gifts.

1.5 **Planning Committee of Council.** The Planning Committee of Council shall consist of the Planning Director who shall serve as its chair, Senior Minister, Moderator and/or Vice-Moderator as directed by the Moderator, and members of Council not serving on the Finance, Generosity, and Personnel Committees of Council. The Senior Minister shall serve as an ex-officio non-voting member, while the others all are voting members. Council also may nominate for election by the congregation at an Annual Meeting to serve as at-large voting members one or more persons who are not Council members. At-large members shall serve terms of three years and terms shall be staggered if two or more members are elected. The Planning Committee of Council shall have responsibility and authority, subject to direction of the Church Council, to:

1.5.1 Monitor, evaluate and assess program initiatives and performance for recommendations to Council;

1.5.2 Implement Council directives regarding Board, Committee and Other Group formation and operations; and

1.5.3 Provide general support for and regularly communicate with Boards, Committees and Other Groups.

1.6 **Succession Committee of Council.** The Succession Committee of Council shall be composed of the Immediate Past Moderator, Moderator, and Vice-Moderator, and all outgoing members of Council. The Moderator or Immediate Past Moderator in their discretion may add to the Committee one or more members of Council who have remaining terms. The Immediate Past Moderator shall be its chair unless otherwise determined by Council. If the Immediate Past Moderator is unwilling or unable to serve, Council shall appoint a chair from Succession Committee of Council members.

This Committee shall:

1.6.1 Nominate the Moderator and Vice-Moderator for the following year.

1.6.2 Recommend to Council the congregation Members it identifies for service as at-large voting members on Committees of Council. Each year Council shall determine the number of at-large position vacancies and advise the Succession Committee of its need for recommendations for those positions.

1.6.3 Nominate seven to nine candidates to serve on the Nominating Board described in Article Nine of the Constitution for the following year. Nominees generally should represent the makeup and diverse interests of the congregation and be Members active for a sufficient length of time to know and appreciate the ministries and business of the Church.

1.7 **Investment Committee of Council.** The Investment Committee of Council shall consist of the Finance Director and at least one member of the Finance Committee of Council who shall be voting members. Council also may nominate for election by the congregation at an Annual Meeting to serve as at-large voting members one or more persons who are not Council members. At-large members shall serve terms of three years and terms shall be staggered if two or more members are elected. This group shall meet at least quarterly, review Church investments, and make recommendations to the Finance Committee of Council for changes to the Church's investments or investment policy.

## **Section Two – Boards**

2.1 **Boards.** The Constitution authorizes Council to delegate duties to Boards to carry out ongoing work of the Church. Council has established the following Boards: Adult Christian Education, Building and Grounds, Children's Christian Education, Fellowship, High School Christian Education, Middle School Christian Education, Mission and Outreach, Music, and Nursery School. Council also hereby establishes a Camp and Retreat Board.

2.2 **Composition.** Boards shall consist of eight to twelve lay volunteer Church Members as determined by Council. Members shall elect them at Annual Meetings to hold office for a three year term or until their successors are elected and their terms shall be staggered. After serving a full term of three years, a member shall be ineligible for reelection to the same Board for one year.

2.3 **Statements of Purpose.** Each Board shall issue a Statement of Purpose and all Board Statements shall be appended below as Attachment 1. Boards may modify their Statements with Council approval.

2.4 **Delegation.** Boards may recommend to Council the formation of Committees and Other Groups (defined below) of Members and delegate duties to them consistent with the Statements of Purpose of the Boards.

### **Section Three - Committees**

3.1 **Committees.** The Constitution authorizes Council to delegate duties to Committees from time to time to carry out its functions. Council currently has established the following Committees: Archive, Arts and Design, Membership, Piper Library, Rummage, and Stewardship. Church Members shall elect Committee members at Annual Meetings to hold office for definite or indefinite terms determined by Council or until their successors are elected, and their terms shall be staggered.

3.2 **Composition.** Committees shall consist of four to twelve members as Council determines. Thirty percent (30%) or more of their members (rounded up) shall have served three or fewer cumulative years of service when Members elect new or replacement members at Annual Meetings as provided in Section 5.7 below. Council and Boards may invite non-Member guests of the Church to serve as Committee members so long as Church Members compose a majority.

3.3 **Statements of Purpose.** Committees are encouraged but not required to create statements of purpose to be included in Attachment 1 to these Rules.

3.4 **Delegation.** Committees may encourage formation of Other Groups (defined below) of Members and delegate duties to them consistent with the Statements of Purpose of the Committees.

### **Section Four – Other Groups**

4.1 **Other Groups.** Other Groups shall mean task forces and other project or task-specific groups of Members that Council, Committees of Council, Boards or Committees may create from time to time subject to Council approval. The governing bodies that create them shall determine their duties and activities.

4.2 **Composition.** Other Groups shall consist of members appointed by and serving such terms as determined by the governing bodies that create them. These bodies may invite non-Member

guests of the Church to serve as members so long as Church Members compose a majority. Terms of members may be indefinite.

4.3 **Statements of Purpose.** Other Groups are encouraged but not required to create statements of purpose to be included in Attachment 1 to these Rules.

## **Section Five – Conduct Of Business And Elections**

5.1 **Meeting Frequency and Quorum.** Committees of Council, Boards, and Committees shall meet at least bi-monthly unless Council otherwise directs. Attendance by a majority of members entitled to vote shall constitute a quorum for the transaction of business at their meetings. Members may attend physically or by voice transmission. If a quorum exists when a duly called meeting is convened, attending members may continue to transact business until adjournment, even if the withdrawal of one or more members leaves fewer attending than the number originally required for a quorum. Other Groups shall meet as needed to complete their projects as Council directs.

5.2 **Majority Vote.** At meetings where the quorum requirement is met, Committees of Council, Boards and Committees shall take action by the affirmative vote of a majority of voting members attending physically or by voice transmission. Proxy voting is not permitted.

5.3 **Action by Writing or Electronic Communication Without a Meeting.** Any action Committees of Council, Boards and Committees can take at a meeting may be taken without a meeting if approved by written resolution signed by, or if consent is given in authenticated electronic communication by, a majority of its voting members. Authenticated means the communication contains information from which recipients can reasonably conclude it was sent by purported senders.

5.4 **Rules of Order.** Meetings of Committees of Council, Boards and Committees shall be conducted under Robert's Rules of Order if the presiding chair determines that the orderly transaction of Church business requires it.

5.5 **Lay Group Officers, Records, Confidentiality.** Boards and Committees shall elect chairs, vice-chairs and secretaries from among their members. Committees of Council and Boards shall keep reasonably detailed minutes and records of meetings and submit summaries of their actions to Council in a timely manner upon its request. Committees may choose to keep minutes and records if they wish. Other Groups may conduct business informally without voting, rules of order and record-keeping requirements. All leadership groups in their creation of minutes, summaries and records shall respect the confidentiality of Church members and staff where appropriate.

5.6 **Nominations.** Chairs and members whose terms are expiring on Committees of Council (at-large only), Boards and Committees shall nominate persons to serve as members in succeeding years. They shall meet as necessary beginning at least three months before the Annual Meeting. They shall:

5.6.1 Submit nominations for chair for the following year to their respective group for approval.

5.6.2 Seek from current members, Church staff and Church Members the names of potential members and submit nominations to the group for approval. Committees of Council, Boards and Committees then shall submit the slate of approved nominees to the Nominating Board for approval prior to Annual Meetings.

5.6.3 In the event of a vacancy during the term of an at-large member of a Committee of Council or a member of a Board or Committee the group is required by these Rules or wishes to fill, its chair and outgoing member shall furnish to the group one or more nominees to fill it. The group shall appoint one such nominee to fill the vacancy, subject to the approval of Council, until the next Annual Meeting.

5.7 **Elections.** At Annual Meetings, Members shall elect members of Committees of Council (at-large members only), Boards and Committees to serve new terms or to complete the unexpired terms of members who have vacated their positions. Candidates for those positions shall be nominees approved by the Nominating Board under the preceding section or persons nominated by Members from the floor. Council shall appoint members of Other Groups it has created.

5.8 **Concurrent Service.** At-large members of Committees of Council and members of Boards created under these Rules may not serve concurrently on another of those bodies, and also may not serve concurrently on the Board of Deacons or Nominating Board described in the Church Constitution. However, a member of a Committee may serve on a second Committee. Also, Council may appoint at-large members of Committees of Council and members of the Board of Deacons, Nominating Board, Boards and Committees to Other Groups based on the needs of the Church and the temporary nature of the duties required.

5.9 **Working and Reporting Relationships.** From time to time Council may establish working and reporting relationships among Committees of Council, Boards, Committees, Other Groups, and Council itself.

5.10 **Organization Chart.** Council has created and shall keep current in Attachment 3 below an organization chart illustrating the lay leadership groups of the Church.

5.11 **Member Access to Meetings.** Meetings of Committees of Council, Boards, Committees, and Other Groups shall be open to Members except for executive sessions they convene to address confidential matters as provided in Robert's Rules of Order.

## Section Six - Processes

This section sets out general key milestones and due dates for accomplishing annual processes of the Church. These provisions shall not prevent Committees of Council, Boards, Committees and Other Groups from developing more detailed procedures that exceed these requirements. Attachment 2 provides a summary of key dates and responsibilities for these processes.

**6.1 Annual Budget Process.** The Church Director of Operations or designee shall notify the Finance Committee of Council and Moderator of the following requirements at the beginning of September and follow up as needed.

6.1.1 By July 15, the Director of Operations or designee shall distribute departmental budget request worksheets to staff that are due back to the office by August 15.

6.1.2 During September through November the Church Director of Operations shall work with the Finance Committee of Council, in consultation with the Personnel Committee of Council, to prepare a preliminary budget.

6.1.3 In November, the Executive Committee shall review the preliminary draft of the budget.

6.1.4 By the end of December, the Finance Committee of Council shall approve a preliminary budget and present it to Council for review.

6.1.5 By the end of January, Council shall approve an annual budget.

6.1.6 At the Annual Meeting, an annual budget shall be presented to and voted upon by the congregation.

**6.2 Annual Nominating Process.** The Moderator or designee shall notify the Nominating Board of the following schedule at the beginning of November and follow up as needed.

6.2.1 The Nominating Board shall monitor and support Committees of Council, Boards and Committees so that they submit to the Church office by March 15 complete slates of nominees to fill their own vacancies.

6.2.2 Between March 15 and April 1, the Nominating Board shall review the Committee of Council at-large, Board and Committee nominees to verify that none is also a nominee on its own slate required under the Constitution and described in the next section, that none would violate the provisions against concurrent service described in section 7.11 of the Constitution and section 5.8 above, and that term limits in the Constitution for lay leaders are followed, including breaks in service required in 11.12 of the Constitution. If the Board finds duplicate nominees, it shall promptly notify the nominating body so it may seek replacements.

6.2.3 The Nominating Board shall meet as necessary beginning at least three months before the Annual Meeting in order to present to Council at its regular meeting prior to the Annual

Meeting a final slate of nominees for Council, Board of Deacons, Nominating Board, Officers, Committees of Council at-large members, Boards and Committees.

6.2.4 The Chair of the Nominating Board or designee shall present at the Annual Meeting the slate of nominees for Council, Board of Deacons, Nominating Board, Officers, Committees of Council at-large members and Board and Committee members for election by Church Members.

6.3 **Annual Committee and Board Nominations and Reports Process.** The Moderator or designee shall notify all Committees of Council, Boards and Committees of the following requirements at the beginning of December and follow up with them as needed.

6.3.1 **Annual Reports.** Annual reports from those bodies are due on March 31 and the reports shall be printed and distributed at the Annual Meeting. These bodies must approve their reports before the March 31 deadline.

6.3.2 **Nominations.** At least three months before the Annual Meeting, these bodies shall begin the process to identify and compile lists of candidates to fill their member vacancies and to nominate chairpersons for terms beginning on the day of the Annual Meeting. They shall approve and give their lists of candidates to the Nominating Board or its designated staff person in the Church office on or before March 15 for its approval.

6.3.3 **Annual Goals and Objectives.** Boards and Committees shall prepare and deliver to the Planning Committee of Council by each May 15th their annual goals and objectives for the next Program Year beginning September 1 for its review and recommendations to Council.

6.3.4 **Minutes.** Minutes of Committee of Council and Board meetings shall be completed and submitted to office staff for posting to the Church's online membership platform within two weeks of the meeting. If significant changes to the minutes are made when they are approved at the next regular monthly meeting, the approved minutes shall be submitted. Committee and Other Groups are encouraged but not required to compile and submit meeting minutes.

6.4 **Annual Council Member Assignments**

6.4.1 Within a week of the Annual Meeting the Moderator, in consultation with the Vice-Moderator and other Officers, shall assign continuing and new Council members to the Finance, Personnel, Generosity, and/or Planning Committees of Council.

6.4.2 In May, Council shall assign a member to each Board and Committee as its Council Connection. In that role, Council members shall support the leadership of their assigned Boards and Committees in carrying out their responsibilities and objectives within the strategic plan of Council.

## 6.5 Hiring Process

**6.5.1 Search Committees.** For the purpose of recruiting and hiring clergy, Council shall authorize the formation of search committees. For Directors and other upper management positions, Council may authorize search committees at the request of the Personnel Director or on its own initiative. The Executive Committee shall invite Church members to serve on search committees making best efforts to include members of Committees of Council or Boards on which candidates would serve or to which they would report. Council may value prior search experience when considering committee members, but not require it. The Personnel Director shall provide Council with the names of proposed search committee members and Council shall approve or modify membership. The charge to search committees shall be to bring hiring recommendations to Council.

Search committees shall give Clergy and Director position descriptions the widest possible dissemination and screening in order to reach and identify the best-qualified applicants. If possible, top candidates will come to the local area for personal interviews conducted by search committees and the Senior Minister.

This effort may include, but is not limited to:

- Notification at United Church of Christ (UCC) conferences
- Advertisements in “The Christian Century” and other pertinent publications
- Letters to UCC churches requesting recommendations
- Letters to highly rated divinity schools requesting recommendations

Thorough screening by committees for the most qualified applicants can include:

- Checking listed and other identifiable references
- Checking breaks in service indicated in applications
- Checking prior employment without jeopardizing current positions of applicants

Search committees may require applicants to undergo psychological evaluations to assess problem-solving skills, judgment, maturity, and fit with the Church staff and work environment. Those with access to evaluations shall be responsible for the security and confidentiality of the information. The Church may pay psychological testing fees and travel expenses for personal interviews.

**6.5.2 Hires Without Search Committees.** The Director of Operations in consultation with the Personnel Director shall direct the hiring of Employees where Council has not authorized search committees. In the discretion of the Director of Operations, the Director and chosen candidates may enter into written employment agreements including start dates, duties and compensation not exceeding budget limits. On occasion the Church Council, or by its direction the Executive Committee, may give prior approval for unbudgeted positions and compensation based on a reasonable expectation of additional income to the Church. Employees shall give the Director appropriate documents verifying their identities and

eligibility for employment in the United States.

**6.5.3 Job Descriptions.** Search committees shall prepare initial job descriptions according to Council guidelines and in collaboration with the Personnel Committee and Senior Minister. The descriptions shall identify broad visioning and objectives, specific tasks if determined, and optimum qualifications for the positions. Where search committees are not created, the Director of Operations or designee shall prepare initial job positions in collaboration with the Personnel Director.

Clergy, Senior Minister, Director of Operations, Personnel Committee and supervisors cooperatively shall update job descriptions for Clergy and Church Staff to reflect changes in duties, enable effective communications and enhance overall productivity. The Director of Operations shall maintain files of initial and updated descriptions.

## **Section Seven - Key Dates**

**7.1 Annual Meeting.** The date of the Annual Meeting of Members shall be a Sunday in late April or early May as set by the Executive Committee, unless otherwise set by Council.

**7.2 Leadership Meetings.** Council, Committees of Council, Boards, and Committees shall gather together for leadership meetings a minimum of twice each year.

7.2.1 The Spring meeting shall take place within one month of the Annual Meeting, unless otherwise set by Council, and all members of Committees of Council, Boards, and Committees shall attend, unless otherwise directed by Council. The meeting shall include a commissioning of leaders, the opportunity to establish key goals and objectives for the next Program Year, and any other business Council may introduce.

7.2.2 Chairpersons of Committees of Council, Boards and Committees at minimum shall attend to represent their groups and encourage their members to attend. Those attending shall discuss the progress of their annual goals and objectives and other topics chosen by the Moderator and/or Council.

7.2.3 The Moderator and/or Council may decide to conduct other leadership meetings during the year.

**7.3 Terms of Service.** Terms of service for new or replacement members of Council, Board of Deacons, Nominating Board, Committees of Council, Boards, Committees and Officers defined in the Constitution and these Rules shall begin upon election at the Annual Meeting.

**7.4 Council Minutes.** The Council Secretary shall complete minutes of Council meetings and send them to the Executive Committee of Council within two weeks of each meeting. The Executive Committee within three weeks after receipt shall edit these pending minutes for accuracy and confidentiality and forward them to Council, Boards and Committees. Upon final approval of

minutes by Council, the Secretary shall coordinate with staff to upload them to the members only area of the Church's online membership platform, post them to the Church bulletin board, and deliver them to any Church Member requesting them, as required by section 11.8.2 of the Constitution.

### **Section Eight – Amendments**

Council may amend these Rules of Procedure from time to time pursuant to authority granted by the Church Constitution.

## **ATTACHMENT 1**

### **STATEMENTS OF PURPOSE OF BOARDS AND COMMITTEES OF WAYZATA COMMUNITY CHURCH**

#### **BOARD STATEMENTS**

1. **Adult Christian Education.** The purpose of the Adult Christian Education Board shall be to cooperate with and counsel the ministers, staff and members in the adult educational program of the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:
  - 1.1. Advise and support the ministers and staff in adult Christian education;
  - 1.2. Coordinate and participate in the recruitment of leaders and support people for all Adult Christian Education programs; and
  - 1.3. Recommend annual budgets for its planned expenditures and administer funds provided.
  
2. **Building and Grounds.** The purpose of the Building and Grounds Board is to provide leadership and cooperate with the Finance Committee of Council, Council and Church Members in maintaining, preserving, and improving the building and grounds of the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:
  - 2.1. Provide a comfortable and attractive place for worship, meetings and events;
  - 2.2. Keep facilities in good repair;
  - 2.3. Provide leadership in developing an awareness and desire of members and friends to be efficient in the use of utilities including heating, cooling, lighting and water; and
  - 2.4. Identify high priority improvements to Church facilities and implement the construction of improvements or capital maintenance items approved by the Finance Committee of Council.
  
3. **Camp and Retreat.** The purpose of the Camp and Retreat Board shall be to collaborate with and support Clergy, Church Staff, and Church members in the retreat and camp ministries of the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:
  - 3.1. Advise and support Clergy and Staff,
  - 3.2. Assist in the recruitment of leaders and support personnel for retreat and camp programs,
  - 3.3. Make recommendations and help Program Staff administer annual budgets,
  - 3.4. Approve, facilitate, and monitor retreat and camp activities, and

3.5 Help Clergy and Program Staff develop short and long term goals and strategies in collaboration with Staff, parents of children and youth, and members of the Church.

**4. Children's Christian Education.** The purpose of the Children's Christian Education Board shall be to cooperate with and counsel the ministers, staff and members in the children's (birth – 5<sup>th</sup> grade) educational program of the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:

- 4.1 Advise and support the ministers and staff in children's Christian education;
- 4.2 Coordinate and participate in the recruitment of leaders and support people for all Children's Christian Education programs; and
- 4.3 Recommend annual budgets for its planned expenditures and administer funds provided.

**5. Fellowship.** The purpose of the Fellowship Board shall be to sustain and nurture the membership of the church in providing means and occasion for members to come together in Christian fellowship. In fulfilling this purpose the functions and responsibilities of this Board shall include the following:

- 5.1 Develop and coordinate within the church fellowship activities which deepen through social relationships, a friendship and spiritual development among members; and
- 5.2 Recommend annual budgets for its planned expenditures and administer funds provided.

**6. High School Christian Education.** The purpose of the High School Christian Education Board shall be to cooperate with and counsel the ministers, staff and members in the high school (9<sup>th</sup> – 12<sup>th</sup> grade) educational program of the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:

- 6.1 Advise and support the ministers and staff in High School Christian education;
- 6.2 Assist and support the ministers and staff in confirmation and other youth programs;
- 6.3 Coordinate and participate in the recruitment of leaders and support people for all High School Christian Education programs;
- 6.4 Approve and monitor youth activities sponsored by the Church; and
- 6.5 Recommend annual budgets for its planned expenditures and administer funds provided.

**7. Middle School Christian Education.** The purpose of the Middle School Christian Education Board shall be to cooperate with and counsel the ministers, staff and members in the middle

school (6th – 8th grade) educational program of the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:

- 7.1 Advise and support the ministers and staff in Middle School Christian education;
- 7.2 Coordinate and participate in the recruitment of leaders and support people for all Middle School Christian Education programs;
- 7.3 Approve and monitor youth activities sponsored by the Church, including scouting programs; and
- 7.4 Recommend annual budgets for its planned expenditures and administer funds provided.

**8. Mission and Outreach.** The purpose of the Mission and Outreach Board shall be to seek the enlistment of all persons as members of the Church, to encourage member involvement in areas of social responsibility and mission, and administer the concern and compassion of members in raising and distributing benevolence. In fulfilling this purpose the functions and responsibilities of this Board shall include the following:

- 8.1 Create awareness within the community of the life, aims and purpose of the church universal;
- 8.2 Create awareness within the community of the various aspects of church life, its programs and facilities;
- 8.3 Explain, encourage and enlist the commitment of new members;
- 8.4 Educate and stimulate church membership to commitment toward programs of benevolence, mission and social responsibility;
- 8.5 Evaluate requests for financial assistance for social, mission and benevolence activities; and
- 8.6 Recommend annual budgets for its planned expenditures and administer funds provided.

**9. Music.** The purpose of the Music Board is to work with Church staff, clergy, and Council to help enrich the worship experience of the Church on Sundays and throughout the week, and to enrich the experience of the greater community through music at the Church. In fulfilling this purpose, the functions and responsibilities of this Board shall include the following:

- 9.1 Grow overall participation in music through adult and children's choirs, musical instrument ensembles and groups, and additional musical performances;

9.2 Advise and consult on the role of music in Sunday worship and how that music is presented during services;

9.3 Promote musical opportunities and services to the greater community through concerts, performances and special music events; and

9.4 Work as an advocate for the various WCC music departments in order to continually improve the quality and presentation of music during worship and other services.

**10. Nursery School.** The purpose of the Nursery School Board is to facilitate the relationship between Wayzata Community Church and its Nursery School. The Board supports the work of the Director of the Nursery School, who serves as the staff liaison to the Board. It administers the Nursery School Capital Reserve Fund. It also provides a connection with the Nursery School Parent Organization, the fundraising and events group made up of Nursery School parents that is entirely independent of the Nursery School and the Church.

## COMMITTEE STATEMENTS

1. **Arts and Design.** The purpose of the Arts and Design Committee is to collaborate with the Building and Grounds Board to:

1.1 Advise and consult on the artwork and overall beautification of the Church to enhance the artistic experience of members and visitors, including seasonal decorations and everyday art displays throughout the public areas of the Church;

1.2 Decorate the Church and order appropriate flowers for Advent and Easter seasons; and

1.3 Recognize the artistic talents of members by executing art shows and other artistic programs that promote participation and spiritual growth.

2. **Membership.** The purpose of the Membership Committee is to collaborate with and report to the Board of Deacons in prescribing, directing and supporting the process for persons to join the Church congregation. This Committee also shall create a nurturing, welcoming environment for members and guests and help them find meaningful ministries that set them on the path to discipleship.

3. **Piper Library.** The purpose of the Piper Library Committee is to:

3.1 Provide books and materials to Members that encourage and support the ministries of the church and enrich the spiritual and intellectual lives of our congregation;

3.2 Encourage Members to grow and affirm their Christian faith by providing materials that allow them to explore the history and broader teachings of Christianity and other world religions; and

3.3 Provide spiritually affirming fiction and non-fiction literature and audio-visual materials for entertainment and learning.

**ATTACHMENT 2**  
**Wayzata Community Church**  
**Summary of Processes**

|      | <b>Budget Process (Finance Comm)</b>  | <b>Nominating Process (Nominating Board)</b>   | <b>Board and Committee Reports &amp; Nominations</b>   | <b>Leadership Meetings (Planning Committee)</b>      | <b>Personnel Committee of Council</b>   |
|------|---|--|--|--|---|
| Aug  |   |  |  |  | Submit Staff Comp Surveys to Council by Aug 31  |
| Sept | Director of Operations works with Finance Comm and Personnel Comm to Develop Preliminary Budget |  |  |  | Supervisors Conduct First and Second Review Meetings with Staff in Aug/Sept or when set by Comm |
| Oct  |   |  |  | Leadership Meeting with Chairs/Vice-Chairs & Council | Comm Submits Staff Comp Recs to Finance Comm  |
| Nov  | Preliminary Budget Discussed At Executive Comm  |  |  |  | Review Personnel Policies When Scheduled by Comm  |
| Dec  | Preliminary Budget Presented To Council   | Nominating Board:<br>1)Develops Slate For Council/Deacons/ Officers<br>2)Works With Boards/ Committees And Council To Ensure They Fill Their Vacancies/Slate<br>Succession Committee Of Council: 1)Selects Vice-Moderator Nominee<br>2) Determines Nominees For Nominating Board |  |  |   |
| Jan  |   |  | Boards Begin Work On (1) Annual Report (2) Nominations | Meeting Of Board/ Committee Chairs (Optional)        |   |
| Feb  | Final Budget Approved At Council  |  |  |  |   |
| Mar  |   | Nominations Presented To Council   | Nominations Due March 15                               |  |   |

|       |   |   |  |   |  |
|-------|---|---|--|---|--|
| April | Final Budget Approved At Annual Meeting | Nominations Approved By Members At Annual Meeting.<br>Council Members Assigned To A Committee Of Council. | Boards Review What Worked/ What Didn't Work                      |   |  |
| May   |   | Council Connections Assigned To Boards/ Committees  | Boards & Comms Develop Goals By May 15 For Upcoming Program Year | Leadership Mtg & Commissioning For Leadership Group Members & Program Staff |  |

### **ATTACHMENT 3**

### **Wayzata Community Church Organization Chart**