

1 Peter 4:10 Each of you should use whatever gift you have received to serve others, as faithful stewards of God's grace in its various forms.

St. Mark's Lutheran Church



Contact the church office for: the current ministry team meeting schedules, have interest in joining a ministry team or for additional information.

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Email: office@stmarksneenah.org

Updated May 2024

Celebrating the Joy of Faith

Through Love and Service

**140 South Green Bay Road
Neenah, WI 54956**

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Ministry Team Instructions

Please appoint someone from your team to take notes at the monthly meetings.

- a. Turn in a monthly ministry team report to the church office by the Monday before the Church Council meeting.
- b. Turn in an end of year report to be part of the Annual Congregational Meeting Report to the office by January 1.

Reports are to be typed and emailed: office@stmarksneenah.org

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The **Executive Ministry Team** consisting of the President, Vice-President, Secretary of the council and the Church Treasurer shall serve as the personnel committee of this congregation responsible for oversight of the personnel policies of this congregation. *This team will also perform the duties of the Mutual Ministry Team, if the Mutual Ministry Team is not active.*



The **Nominating Ministry Team** shall consist of six voting members of the Congregation, to be elected at the Annual Congregational Meeting. Two of these voting

members, if possible, shall be outgoing council members.

Objectives and Goals:

1. To provide twice as many nominees as council positions to be filled. This should include a blend of ages and gender giving council the opportunity to have a variety of experience and ideas to utilize.

Mutual Ministry Team

The Mutual Ministry Team (MMT) shall have six people jointly appointed by the pastor and president of the council and approved by the council. Each will serve a two year term which shall start in January. Thus three members shall start a new term each year. It is desirable that members be diverse representing various ages and genders within the congregation. Members may serve two consecutive terms. They shall meet once a month with the pastor. They shall also check in with other staff to see how they are doing. The purpose of the MMT is to help clarify issues that may surface within the congregation, to be a support to the pastor and staff, and to promote a positive atmosphere within the congregation. They are not a decision making body, but may share advice.



The **Audit Ministry Team** shall consist of three voting members elected by the Congregation (at the annual meeting) and two to three people from Finance. Team (*may not* be part of the Council). Committee members to serve a staggered three year term. They may be re-elected for a consecutive term.

Objectives and Goals:

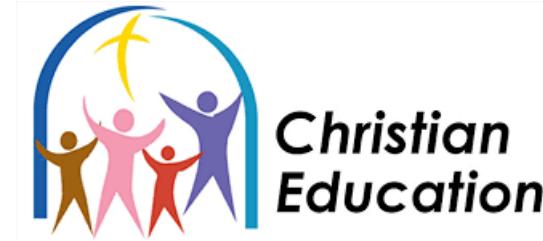
1. The Audit Team is responsible for examining St. Mark's financial books. This may include deposits, bank statements, check request, checks and any internal transfers.
 - A. The audit is to take place in the first quarter of the year, after the books are closed for the previous year.
 - B. Submit a signed report to the Council and the church office. This report is to be included in the team reports for the Annual Congregational Meeting.



The **Endowment Fund Management Ministry Team** will be responsible for dispersing, managing and reviewing any and all monies involved, past, present, and future. The team will consist of a Church Council Financial Team representative to serve as Chair, one Council representative named by the Church council per year, and three lay members to serve staggered three year terms.

The immediate "Purpose of the Church" is the furthering of the Kingdom of Christ in our local church, our community, our state, the nation, and the world. Therefore, the projects decided upon should in someway minister to the people in His name.

All decisions and/or changes shall relate to the Louis Baer Bylaws, any requests to the team shall be final...any decision of or lack thereof, shall be forwarded to the Church Council for further review and disposition.



The Mission of the **Education Ministry Team** is to plan, administer, and supervise the educational ministry of the congregation, young and old, in obedience to Jesus' words, "Teach them to obey everything I have commanded you."

Objectives and goals:

1. Maintain, and where possible, improve the current Sunday School program;
 - A. Secure the services of the Sunday School Superintendent.
 - B. Recruit, approve and train staff for Sunday School, First Communion, and Vacation Bible School classes including coordinating all teachers and assistants;
 - C. Set up a calendar of events and activities to conduct the Sunday School program.
2. Provide continuous training for the teachers.
 - A. Hold monthly meetings to deal with decisions in regards to the Sunday School program and help teachers with problems.
 - B. Obtain additional materials for teachers besides their regular material;
 - C. As needed, hold in-service events for teachers in all areas of teaching.
3. Work with the pastor and/or other persons to set up the confirmation program on Sunday or a weekday.
 - A. Provide additional material as needed.

- B. Help to set up confirmation guidelines/requirements (attendance, sermon notes, service project, etc.)
- 4. Work with the Pastor and/or other persons to set up an adult Bible Study on Sunday or a weekday. Provide the material necessary to maintain Bible Studies.
- 5. Maintain a “Cradle Roll” list of baptized children. Display their names and baptismal dates in the church.
- 6. Maintain an Acolyte Schedule. Provide a copy of the schedule to the church secretary, Confirmands, and parents.
 - A. Set up a time to train new Acolytes.
- 7. Provide special enrichment opportunities for youth, adults and families.
 - A. Make our young people aware of resources, activities and events that would increase awareness of church careers;
 - B. Work with the youth in developing more youth involvement;
 - C. Have more Sunday School and adult involvement together.



with envelopes are available at Christmas, Easter, and Pentecost. Work with church office administrator regarding the posting of these charts and ordering of flowers/plants. Arrange for Christmas trees and wreaths and trim church for Christmas and Easter.

- 8. Arrange for tuning and repair of all musical instruments owned by the congregation.



Partnership Ministry

Through the ELCA’s Global Mission’s Companion Synod Program and St. Mark’s Mission of *Celebrating the Joy of Faith through Love & Service*, the **Partnership Ministry Team’s** emphasis will be to deepen relationships with church bodies around the world, to enlarge our world view, to see the world’s challenges in a new way, to examine our own problems and joys through new eyes, and to strengthen God’s mission in the world. We will nurture and strengthen our partnership for life and mission within the body of Christ by participating in one another’s life and ministry through prayer, study, communication, exchange of visitors and sharing of resources.



Racial Equity Ministry Team: In response to God’s creative love for all and call to live justly, the Racial Equity Team will educate, equip and empower individuals and our congregation to act boldly to transform our ministries and our community by working for racial justice.



The Mission of the **Worship and Music Ministry Team** is to plan and carry out a program of worship and devotion for the members of the congregation, striving to ensure that services are conducted regularly and in good order, meeting the spiritual needs of members, visitors, and others in our community.

Objectives and goals:

1. Provide for regular and meaningful worship service for the congregation.
 - A. Schedule worship services for each Sunday and special occasions. Discuss any changes in time of services with team (and with Sunday School personnel, if it involves changing time of Sunday School). Recommend changes to the Church Council and inform congregation of any decisions made.
 - B. Discuss any changes to be made to the serving of Holy Communion. Inform Church Council and instruct ushers and congregation.
2. Provide supervision for the Worship Leader and be responsible for finding replacements for them when necessary. Arrange for special music to enhance some services such as Christmas and Easter.
3. Recruit ushering teams for all services, lectors, and lay assistants for all services. Provide instruction and guidelines to be followed.
4. Oversee the work of the Altar Guild. Provide instructions and guidelines for their operations. Arrange for care and cleaning of paraments, when needed.
5. Arrange for flowers for the altar, making sure there is a flower sign-up chart posted in the narthex and that special charts



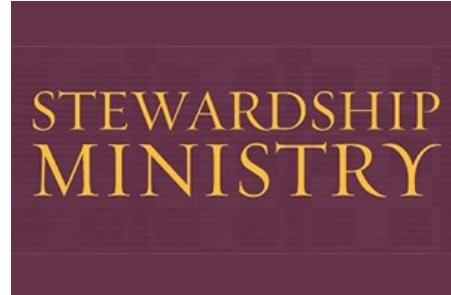
The **Youth Ministry Team** shall facilitate the activities of the youth, grades 3 to 12, in cooperation with their parents and friends. The Youth Team shall have responsibility to:

1. Support each youth's identity as a child of God, in the congregation and in the community.
2. Lead youth through experiences which will enable them to apply their Christian insights and develop a Christ centered view of life.
3. Help youth, in an honest and open manner, face issues which confront them.
4. Involve parents and other interested adults in support of specific activities.
5. Implement youth activities at least once a month with grades 3-5, 6-8, 9-12; working separately or together.
6. Encourage youth to share their talents in music, art, drama, etc., in the life of the congregation.
7. Promote participation in Conference Synod and national youth events.
8. Encourage relationships with youth groups of other congregations.



The mission of the **Connections Ministry Team** is to bring the Good News of Jesus Christ to all members, active and inactive, as well as the un-churched. The Connections Ministry Team shall have the responsibility to:

1. Work to strengthen the feeling of fellowship within the congregation.
 - A. Maintain the Greeter program.
 - B. Host a quarterly Name Tag Sunday.
 - C. Oversee the Sunday Coffee and Fellowship Hour.
2. Invite prospective members.
 - A. Oversee the advertising in area newspaper & online.
 - B. Prepare information materials on St. Mark's.
 - C. Send notes to visitors.
 - D. Provide personal contacts and invitations.
 - E. Prepare welcoming receptions for new members.
5. Plan and implement an approach to inactive members.
6. Attend retreats, workshops, and seminars addressing Evangelism concerns.



The Mission of the **Stewardship Ministry Team** is to promote the expression of Christian Faith in daily living; to provide information on the Congregation's local, national, and global-wide ministries; and to lead all the members to increase their involvement and support in the Lord's work.

Objectives and goals:

1. Promote the expression of Christian Faith.
 - A. Highlight ministries in daily life using the newsletter, bulletin, bulletin board, and other means.
2. Provide information to the congregation.
 - A. Distribute information regarding World Missions and American Missions.
 - B. Encourage response to the Global needs through Lutheran World Relief.
 - C. Support the "Mission Partners" program.
 - D. Coordinate the Mission of the Month program. Provide a list of missions for vote at the council and then the annual meeting. Ensure the mission recipients are paid in a timely manner and a letter is sent with the check.
3. Increase involvement and support in the Lord's work.
 - A. Prepare and utilize a "Time and Talent" list and financial intent form.
 - B. Recognize the time and talent giving of members.
 - C. Provide new members with information in involvement and support opportunities.
 - D. Update the Ministry Team Descriptions booklet, as needed.



The Mission of the **Social Ministry Team** is to develop a program of service and ministry to people who are in physical, social, economic or spiritual need. The Team shall place before the congregation the issues and concerns of our local community and society as a whole, in response to the commandment to love our neighbors as ourselves.

Objectives and goals:

1. To address the social needs of the community/church:
 - A. Provide food and gifts for the needy including at Thanksgiving, Christmas, and Easter.
 - B. Send greetings to homebound at Christmas & Easter.
2. To assist the organization of the congregation in their involvement in the area of social concerns.
3. Manage the operation of the ***St. Mark's Food Pantry***, including purchasing food, coordinating and training of volunteer workers, fundraising, writing grants, etc.
4. Oversee the ***Helping Hands Program***, including the review and approval of applications and fundraising.
5. To develop a program of recognition for outstanding achievements.
 - A. Recognize graduating seniors in high school, college and technical school; Recognize service to the congregation and the community.
 - B. Keep in contact with higher education students by sending birthday greetings.



The mission of the **Finance Ministry Team** is to provide a solid financial management for the ministries of the congregation and to maintain a system of financial accountability for the church to its members.

1. To review the work of the treasurer and the financial secretary.
2. To present to the Church Council and the congregation regular financial reports.
3. To ensure that all money received and dispensed are properly accounted for.
 - A. To organize a team of money counters.
 - B. To arrange for an annual audit of the financial records.
4. Prepare and present the annual budget to the Church Council.
5. Annually, along with the Property Committee, review all insurance policies.



The Mission of the **Memorial Ministry Team** is to assist individuals or families in the decision to establish a memorial to honor a loved one, or to contribute to an existing fund. In contemplation of the establishment of, or the contribution to, a memorial fund, it is understood that memorials are given to the glory of God, in memory of the loved one, and to memorialize the deceased.

The Memorial Ministry Team shall have the responsibility to:

1. Keep a current "Wish List," provided by the council, in order that individuals or families might receive, if needed, suggestions for potential memorial gifts.
2. Be able to explain the differences between designated (to be used for a specific purpose), and undesignated (non-specific) fund.
3. Have the authority, on behalf of the congregation, to approve, or reject, any potential memorial idea requiring funding of up to \$500. If the value of the intended memorial exceeds \$500, the Team will pass the request on to the Council for approval or non-approval.
4. Work closely with the congregational financial secretary and treasurer, in order to keep orderly records of all memorial fund contributions and expenditures. This information must be included in the annual financial statement.
5. In a timely manner, send notes of appreciation to the families who established, or contributed to, memorial funds at St. Mark's.
6. Promptly record all memorial projects funded by memorial funds, in the Remembrance Book, which is always available in the Narthex.



Property Ministry

The Mission of the **Property Ministry Team** is to provide for the property maintenance and repair of the building, property and equipment of the church, so that the facilities of the congregation will be adequate and available for its ministries.

Objectives and goals:

1. To provide general supervision of the janitor/volunteers.
 - A. To meet with him/her on a regular basis to share questions and information.
2. To review all service contracts.
 - A. To review all contracts, and if necessary, obtain competitive bids.
 - B. To make necessary recommendations to the Council.
3. To coordinate all volunteers efforts for general maintenance and cleaning.
 - A. Prepare and maintain a list of volunteers.
 - B. Plan and schedule needed "work days" once a year.
2. Be responsible for the overall condition of the building and properties.
 - A. Conduct semi-annual inspections of all facilities.
 - B. Maintain a record of all work done, projects completed, etc.