**All Saints Lutheran Church, Norwood Young America, MN**

**Gratitude and Generosity Ministry Team Charter**

Prepared by: Mike McPadden

Date Approved by Council:

**Purpose of Ministry Team:**

* Guided by the Holy Spirit, the Gifts Ministry Team will grow the relationship of the people of All Saints with Jesus Christ through their use of time, talents and finances.

**Team Members:**

* Mike McPadden (Chair)
* Becca Braun
* James Herrmann
* Judy Feltmann
* Pastor Eric Aune
* Darcy Gray
* There is no limit to the term of which a ministry team member can serve.
* Each Ministry Team member will agree to the following:
* Be a member of the congregation in good standing.
* Work transparently with the pastors, staff and council in all aspects of performance.
* Communicate clearly, any questions, concerns or comments directly to the staff and council.
	+ Are sensitive to the diverse interests of the congregation and have the ability to resolve conflicts amicably. They possess good planning and communication skills and work well with volunteers, ministry teams, Congregation Council, pastors and staff in a supportive role.
	+ Embrace fully, the mission and ministry of All Saints as the basis of all decision making.
	+ Objectively evaluate the work of this ministry team and recommend to the Congregation Council necessary changes to the Mission Statement.

**Primary Responsibilities**

* The team is responsible for the following:
	+ Planning and execution of a year-long stewardship program emphasizing the whole of one’s faith life: Stewards of talents, Stewards of time, Stewards of money, Stewards of goods and services, and Stewards of local and global communities.
	+ An annual financial campaign.
		- This will vary in size and scope depending on the year and campaign cycle.
		- One member from the team will assist the Office Manager/Financial secretary in tallying the pledge cards.
	+ Setting the strategy regarding how the church raises the funding for its operations.
		- This includes approving all fund requests, programs and mechanisms planned by ministry teams in which the funds are intended to supplement the Mission and Ministry or Building fund (e.g., spare a share, adopt a ministry, capital campaign, special appeals…).
		- Understand and document the groups, programs or services that utilize the Church in which revenues are generated (e.g., Youth Group, Garage Sale, Quilting Club, Women’s Outreach, Weddings, Funerals…).
	+ The team shall meet at least quarterly and should consider the following:
		- A review the recently executed or ongoing messaging and/or programs to determine if they should continue or stopped.
			* If stopped a recommendation should be documented as to whether the program should be used again in the future.
		- Brainstorm, discuss and approve new messaging and/or programs if applicable.
			* A review the current financial standing of the church should be considered when decided the necessity of new programs.
			* In addition, historical giving trends should be taken into account for situations when revenue is behind plan (e.g., summer months).

**Report ability**

The team will generate the following reports annually:

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| --- | --- | --- | --- |
| **Report name** | **Purpose** | **Timeline** | **Submit to** |
| Annual Event Report | To provide an annual report of the ministry team regarding planned events and outcomes.  | Report is due April 30 of each year. | Church Council President |
| Agendas, Meeting Notes and Summaries | Planning documents of activities and outcomes for Gifts Team  | As necessary for timely planning and follow up for the 4 planned meetings. | Members of the Ministry Team; Church Council President and Secretary of the Council.  |

**Applicable Bylaw Language**

**C13.06.01.** Define Responsibilities of Congregation Council Committees

 a. Each Ministry team will maintain current charters (C4.04.03) for their ministry team including
purpose, scope, responsibilities and frequency of meetings.

 b. Perform any other duties as defined by the Congregation Council

**C13.06.02.** Duties of the Ministry Team Chairpersons

 a. Each Ministry Team will have an identified Chairperson.

 b. Prepare an annual budget request for their respective ministry team.

 c. Prepare an annual report for their respective ministry team.

 d. Oversee the direction and work of their ministry team.

 e. Present a report of its activities to the Congregation Council at the monthly meetings.

 f. Prepare agendas, notes and summary reports as necessary.

 g. Perform any other duties as defined by the Congregation Council.

**C13.06.03.** No ministry teams or organizations within the church shall store church money in external or personal checking/savings accounts.

**C13.06.04.** All Ministry Teams (C4.04.02), shall submit an annual report to the church office at least 30 days prior to the annual meeting.

**Applicable Budget**

Jan 1 2018 - June 30, 2019 $3,550.00