

# CONGREGATIONAL MINISTRY DESCRIPTION

*Trinity Lutheran Church, Savannah, Georgia*

## **MINISTRY NAME**

### **BOARD OF EVANGELISM**

## **PURPOSE**

- To oversee and give direction to the congregation's evangelism and outreach activities.

## **COMPOSITION & ORGANIZATION**

The Board of Evangelism, hereafter referred to as the BOARD, shall normally consist of a CHAIR and recruited voting members of the congregation. The CHAIR is elected by the voting members of the congregation at an appropriate and regularly scheduled Voter's Assembly meeting. The CHAIR will serve a term as specified in the church Bylaws, and is a designated voting member of the Church Council. Willing and able voting members of the congregation will be recruited to serve on the BOARD and its various subcommittees.

- There shall be a minimum of three persons, excepting the CHAIR, serving on the BOARD.
- There shall be no limit to the maximum number of persons serving to accomplish the functions of the BOARD.
- The BOARD, under normal circumstances, shall meet at least once each month, except up to twice per year at the discretion of the CHAIR, provided sufficient advance notice is communicated to all BOARD members.

## **ACCOUNTABILITY**

The CHAIR of the Board of Evangelism is accountable to the Church Council.

## **QUALIFICATIONS**

The CHAIR shall have the talents, necessary aptitude, and commitment to function as a member of the Church Council. They shall be a committed Christian, capable of cooperatively working with the appropriate pastoral and ministerial staff and the Boards of Christian Education and Elders, and facilitating the direction of other BOARD members, and interacting with congregational members of all ages.

## **RESPONSIBILITIES OF THE CHAIR**

The CHAIR of the BOARD shall:

- Assist in the establishment and communication of goals and activities for the BOARD.
- Schedule, set and distribute the agenda, and preside at the regular meetings of the BOARD.
- Help identify, recruit, and train lay adult volunteers for positions within the Board, and recommend them to Church Council for approval.

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- Appoint subcommittees and individuals to plan and implement the various activities of the BOARD.
- Report, in writing, the status and recommendations of the BOARD to Church Council and the Voter's Assembly.
- With appropriate advance notice provided to all BOARD members, call special meetings of the BOARD, reschedule, or cancel any regular meetings.
- Appoint, when necessary, a BOARD member as a substitute for the CHAIR and assume their duties.
- Seek the counsel of the Pastors, DCE, and other church leadership in the development and administration of evangelism and outreach programs.
- Manage the conduct of all programs associated with evangelism, outreach, and missions.
- Assist in the development and administration of an annual budget for the evangelism, outreach, and mission programs.
- Recognize, inform, and consult with the President of the Church Council if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied. Should the CHAIR decide to quit their position, and barring an emergency situation, they are to 1) provide sufficient notice and reason to the President so as not to disrupt the operations of the BOARD, 2) continue in their position for 30 days, or until such time as their replacement has been designated, whichever comes first, and 3) work in conjunction with the new CHAIR and Church Council to effect a smooth transition of any work in progress.

### **RESPONSIBILITIES OF BOARD MEMBERS**

Members of the BOARD shall:

- Serve for a period of one year or, at the discretion of the CHAIR, the requisite amount of time required to fulfill their assignments.
- Carry out the assignments entrusted them by the CHAIR.
- Attend and participate in regular meetings of the BOARD.
- Recognize, inform, and consult with the CHAIR if additional assistance in meeting their commitments is required.
- Recognize, inform, and consult with the CHAIR if they believe they are unable or unwilling to fulfill their commitments to the BOARD, and to resign until such time as the situation is remedied.

### **GENERAL RESPONSIBILITIES OF THE BOARD**

- Work with the appropriate committees, officers, and other church leaders to carry out the evangelism efforts of the church.
- Communicate regularly to ensure mutual understanding of goals, objectives, and

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activities among BOARD members, Church Council, and the appropriate pastoral and ministerial staff.

- Provide input as necessary to assist in the preparation of an annual budget for the BOARD.
- Act as a steward of the resources made available to the BOARD.
- Ensure that supplies, materials, and equipment are available as authorized and necessary for the conduct of evangelism and mission programs. Oversee the care of equipment related to evangelism.
- Be responsible for conducting programs and emphases in the areas of evangelism, new member assimilation, public relations, and missions.
- Strive to generate in the entire congregation a Christian concern regarding lost souls and the Christian's responsibility as a witness-bearer.
- Encourage members of the congregation to witness to one another as well as to the unsaved.
- Foster a climate of evangelism by cooperating with the appropriate pastoral staff and the DCE in arranging evangelism emphases in worship services and in special programs.
- Be responsible for maintaining a well-ordered and up-to-date file of prospective church members.
- Be responsible for enlisting and training lay members to make evangelism calls, and together with the appropriate pastoral staff, arrange an ongoing visitation program as an integral part of the congregation's ministry.
- Cooperate with the appropriate pastoral staff in organizing periodic adult instruction classes and strive to provide a nucleus of congregational members to befriend membership prospects.
- Ensure, in conjunction with the Board of Christian Education, that the Sunday school, vacation Bible school, Christian day school, and other agencies of the congregation are committed to mission outreach as well as to Christian nurture.
- Cooperate with the Board of Elders in the reception, orientation and integration of new members by:
  - Having an orientation program for all new members;
  - Linking a sponsor with all new members for one year;
  - Involving new members in small-group Bible Studies and fellowship groups;
  - Encouraging new members in Christian service.
- Be responsible for the maximum possible use of the communication media to bring the Gospel of Jesus Christ to the community.
- Conduct mission projects, activities and emphasis including:
  - Selecting mission projects to present to Council for approval;
  - Preparing publicity concerning mission projects for the newsletter and/or Sunday

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bulletin;

- Prepare prayers and/or prayer suggestions for projects;
- Determine mission emphasis on Sundays, mission fairs, etc.
- Be a catalyst to encourage volunteerism for missions;
- Encourage mission Bible studies.