



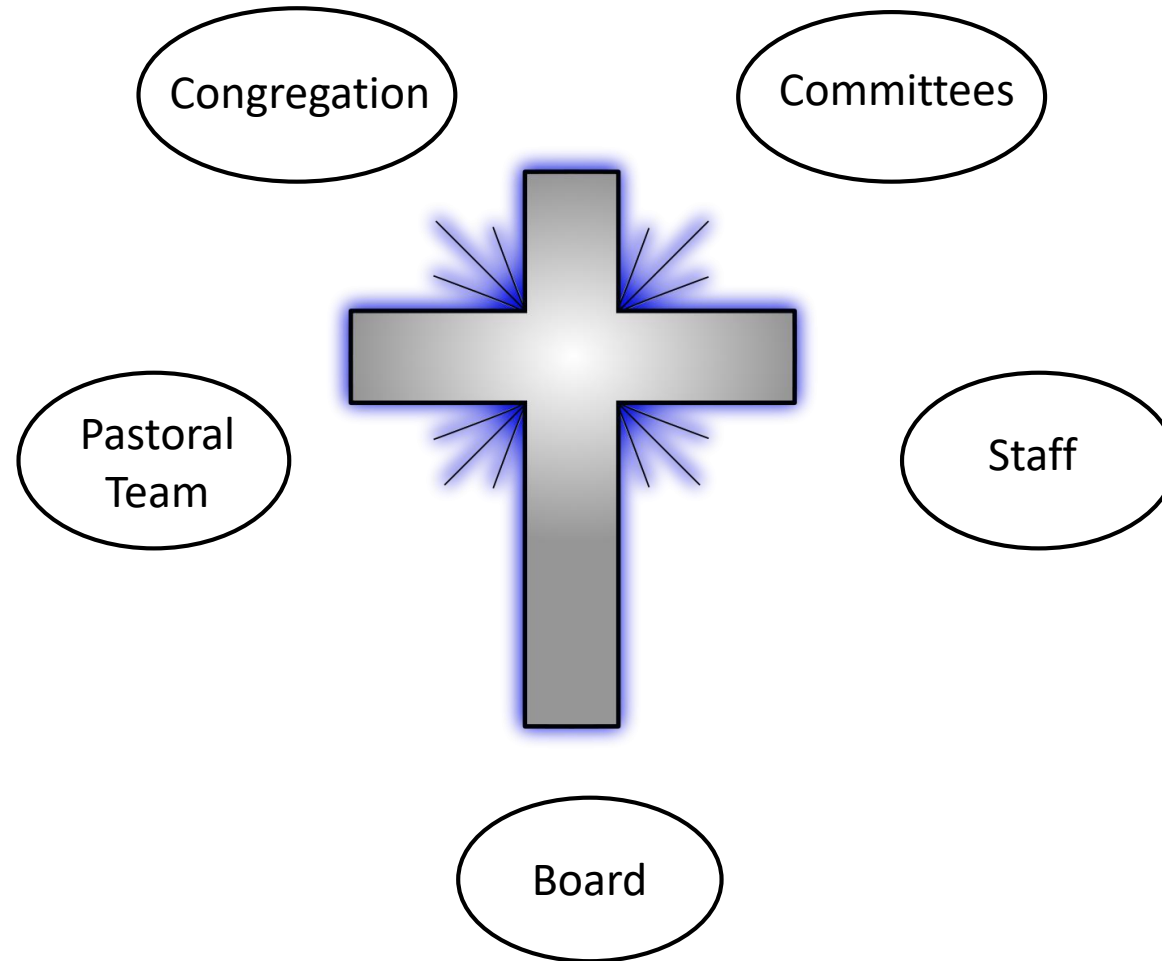
# **Good Shepherd Lutheran Church**

Shared Leadership – Committee  
Governance Training

# Shared Leadership at Good Shepherd Lutheran Church.....

## Inviting all to be engaged servants of Christ

- Welcome all to worship God through Word and Sacrament
- Develop the strategic vision/mission
- Share the Word and Sacrament
- Steward the strategic vision/mission

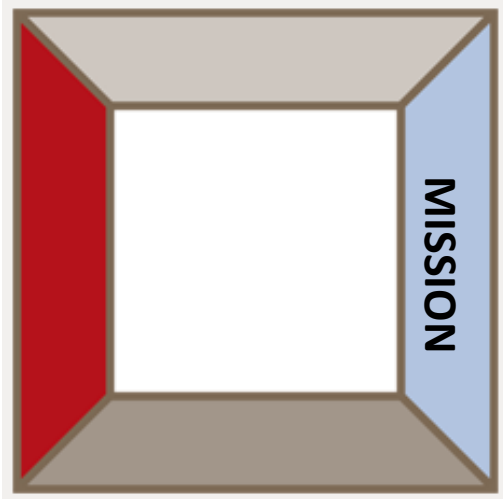


- Uplift and sustain our ministries
- Listen and respond to Congregational input and feedback
- Provide leadership to and communicate with the Congregation
- Guide and act on Committee recommendations

**Whoever wants to become great among you must be your servant. Matthew 20:26**

# Framing the Vision

## *Mission Statement – What are we doing?*



In response to God's love  
and grace we...

Welcome

as we have been welcomed

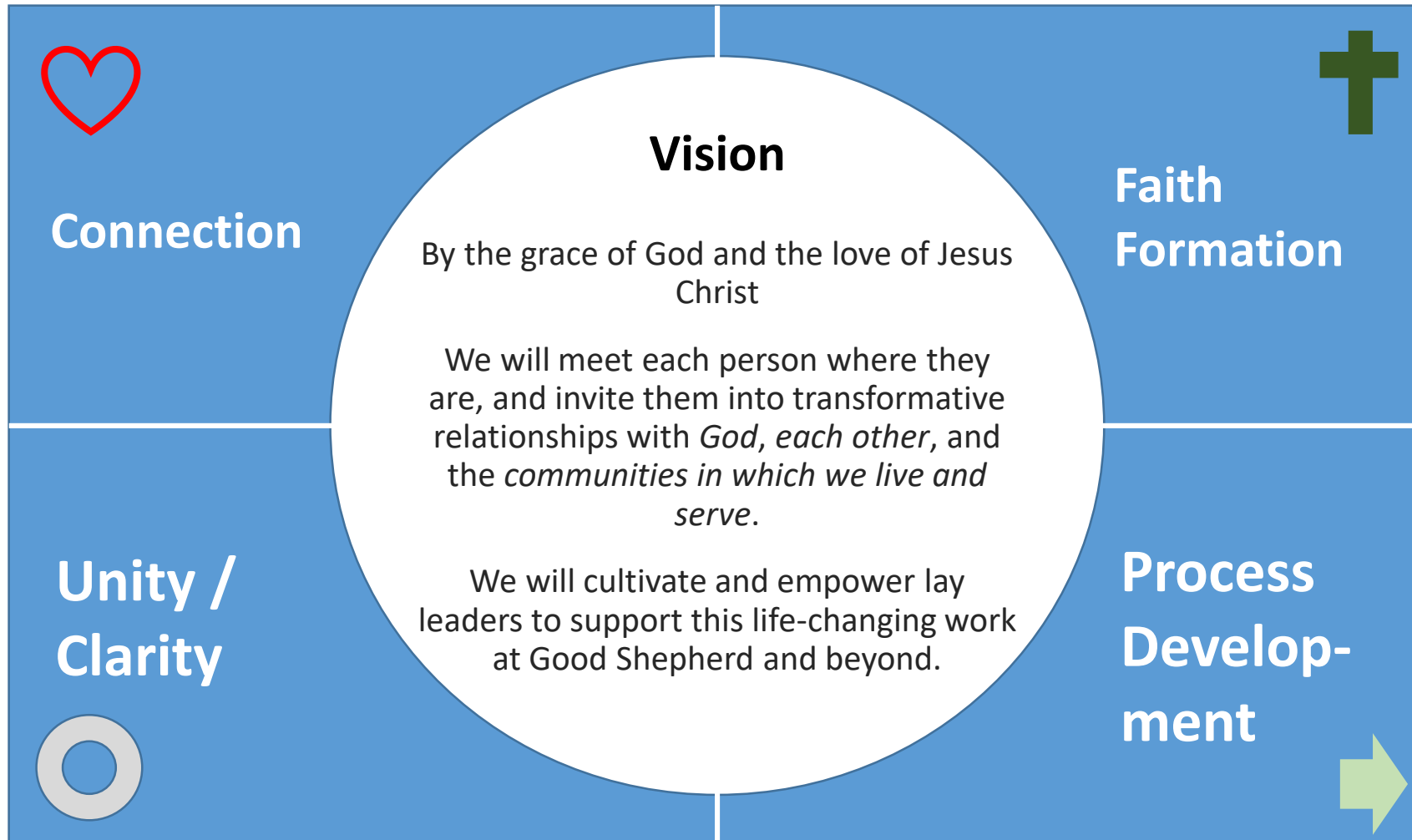
Forgive

as we have been forgiven

Serve

as we have been served

# Where are we Going and Living It Out





# Why are We doing this Training?

- ▶ Committees play a key role in the leadership of Good Shepherd
  - ▶ Support the Lord's work
  - ▶ Uplift and enrich our ministries
  - ▶ Listen to and respond to the Congregation's input
  - ▶ Evaluate opportunities and provide recommendations to the Board
- ▶ Opportunity to share best practices and discuss ideas captured through the Congregational survey/interviews and meetings with the Committees
  - ▶ Define the role of the Board liaison, staff member and committee members
  - ▶ Align the Committee's charter/purpose to our updated mission/vision
  - ▶ Support cross communication/collaboration opportunities between the Committees
  - ▶ Share best practice examples from Committees

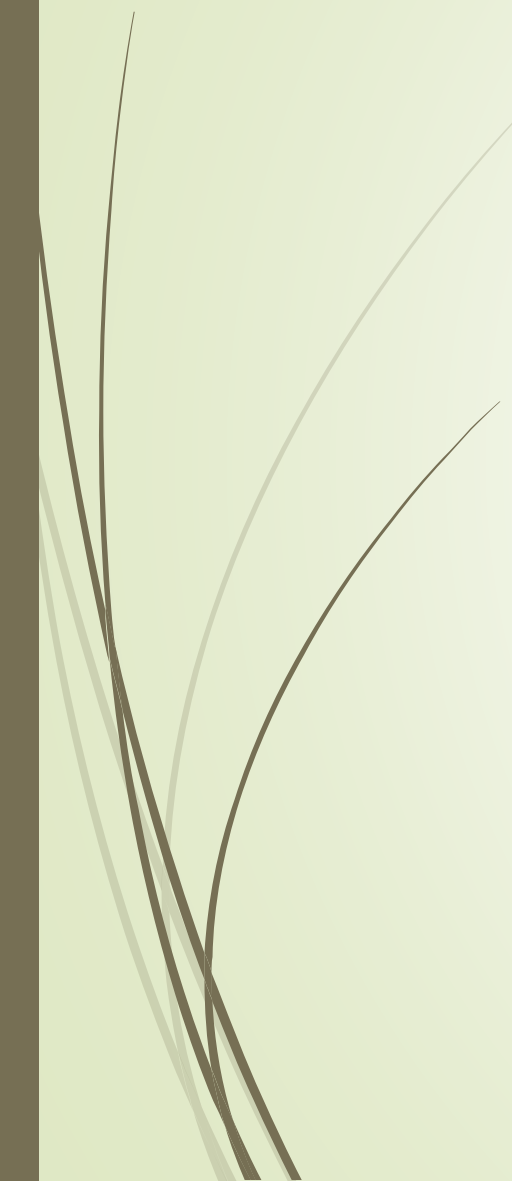


# Terms We'll be Using

- ▶ Task Force – team of congregational members who have volunteered to address a specific need or opportunity or develop a solution to a problem as defined by the Board; limited term assignment; recommendations made to Board to act upon
- ▶ Committee – team of congregational members/volunteers supporting a specific area of ministry approved by the Board
  - ▶ Work guided by a charter that has been approved by the Board
  - ▶ Guide ministry teams in carrying out Good Shepherd's vision / mission
  - ▶ Bring recommendations to the Board if a new ministry team is requested or resources (human or financial) are required
- ▶ Sub-Committee – team of congregational members/volunteers organized by a Committee to address a specific need or opportunity within a ministry area; recommendations made to Committee to act upon
- ▶ Ministry – specific activities to express or carryout Christ's good news in alignment with the vision / mission of Good Shepherd Lutheran Church



# Agenda

- Governance Model
  - Roles and Responsibilities
  - Charter / Purpose
  - Meeting Schedule
    - Agenda
    - Minutes
  - Communication / Collaboration
- 



# Governance Model



# Committee Governance Model

Governance Area	Structure
Structure	<p>Support the Lord's work. Uplift and enrich our ministries. Listen to and respond to the Congregation and raise up leaders. Evaluate opportunities and provide recommendations to the Board.</p> <ul style="list-style-type: none"><li>• Committees created by the Board</li><li>• Only recommendations requiring new resources (human or financial) require Board approval</li></ul>
Charter/Purpose	<p>Each Committee will have a defined charter, which supports Good Shepherd's mission and is approved by the Board.</p> <ul style="list-style-type: none"><li>• Purpose of the committee, including objectives and goals</li><li>• Actions to carry out purpose</li><li>• Reviewed annually with the Board and adjusted, as necessary</li></ul>
Core Principles	<ul style="list-style-type: none"><li>• Base all work in faithful service aligned with Good Shepherd's vision / mission</li><li>• Listen and be inclusive</li><li>• Be innovative</li><li>• Rise above the past and dream about the future</li><li>• Encourage open dialog, but support final Committee decisions</li></ul>



# Committee Governance Model

Governance Area	Structure
Membership	<ul style="list-style-type: none"><li>• Welcome all</li><li>• Everyone should actively recruit members/volunteers</li><li>• Participate in annual Ministry Fair</li></ul>
Committee Size	Dependent on the needs of each Committee
Commitment	One year commitment. No limit on number of years of service. Encourage Chair / Vice Chair to commit to at least two years to support continuity.
Chair / Vice Chair Roles	To be selected by the Board liaison, staff member and other committee members
Meeting Cadence	Once/month or every other month, depending on Committee needs. Determined by each Committee. Special meetings to be called, when necessary.
Minutes	<ul style="list-style-type: none"><li>• Summarized minutes, including any recommendations or actions, to be provided to the Board liaison within one week of the meeting and posted to website.</li><li>• Detailed minutes to be maintained by the Committee and serve as basis for history.</li></ul>



# Roles and Responsibilities

# Committee Roles and Responsibilities

Roles	Responsibilities
Board Liaison	<p>Responsible for charter and communication alignment between the Board and the Committee. Support committee activities.</p> <ul style="list-style-type: none"><li>• Charter approval; alignment with GS vision/mission</li><li>• Committee proposals and recommendations requiring new resources</li></ul>
Staff	<p>Responsible for connecting applicable ministries to the Committee. Ensure that implementation plans are in place and acted upon for approved proposals. Support all activities. Appointed by Lead Pastor.</p>
Chair	<p>Responsible for leading the Committee. Support all activities.</p> <ul style="list-style-type: none"><li>• Charter creation</li><li>• Meeting cadence / agendas</li><li>• Goal definition and delivery</li></ul>



# Committee Roles and Responsibilities Continued

Roles	Responsibilities
Vice Chair	Responsible for Committee communication. Ensures minutes are captured and shared with Board and other Committees. Participates in meetings with other Committees.
Committee Members	Actively participate in meetings and support activities to carry out Committee goals. Recruit new members and volunteers.

- If there are multiple ministries supported by the Committee, you may want to consider having a committee member represent each ministry
  - e.g., Food Pantry has a representation on the Outreach Committee
- Volunteers are always needed and should be actively recruited by all committee members



# Charter / Purpose



# Committee Charter/Purpose

- ▶ State clearly the purpose of this committee as defined by the Good Shepherd Board
- ▶ Incorporate how the committee supports Good Shepherd's mission and vision
- ▶ Include goals and objectives to fulfill the purpose
- ▶ Define the ministries that fall under the scope of the committee
  
- ▶ If your Committee already has a charter, great! Only action would be to review vs. our updated mission and vision



# How does the Mission/Vision Apply to our Committee?

- ▶ Questions to ask about your committee, along with its ministries, responsibilities, and initiatives:
  - ▶ How does it foster transformative relationships both within the church and with the wider community? (**Connection** ♥)
  - ▶ How does it draw us into a deeper understanding of our Christian faith? (**Formation** ✝)
  - ▶ How does it create greater congregational awareness, transparency, and participation? (**Clarity** ●)
  - ▶ How can we ensure that it will flourish beyond our involvement in it? (**Process** ➡)
- ▶ The Shared Vision Task Force calls this the “Vision Frame.” It helps us define what belongs in the picture, and what does not.





# Charter Example – Finance Committee


- ▶ ***Purpose***

- ▶ The purpose of the Finance Committee of Good Shepherd Lutheran Church is to assist the Board of Directors in overseeing the financial well-being of the congregation including financial reporting, internal controls and annual and long-term budgeting.



# Charter Example – Finance Committee

- ***Responsibilities – performed as Christian brothers and sisters brought together to glorify God.***
- Review and analyze financial reports prepared by church staff and approve for presentation to the Board and/or the congregation. Make recommendations that improve accuracy, transparency and relevancy to users of the financial information, including showing how the financial giving of the congregation contributes to church ministries.
- Work with church staff, ministry groups, committees and Board of Directors, to prepare an annual budget(s) ensuring that key planning or strategic elements are addressed and previously made decisions are properly interpreted in the budget. Review the budget and forward comments to the Board prior to their approval.
- Monitor ongoing budget performance and make recommendations to the Board related to adjustments or necessary changes.
- Annually, make a recommendation to the Executive Committee of members to serve on an Audit Committee and their scope of work. Three one-year terms are permitted by an individual Audit Committee member. Oversee the work of the Audit Committee per the approved scope.
- Provide fiduciary oversight for the protection of church assets by monitoring or inquiring about the appropriate investment of reserves or endowments and insurance of property and equipment.
- In conjunction with ministry groups and other church committees, recommend long-term financial goals and funding strategies to achieve them.
- Monitor financial policies, procedures and controls. Suggest changes as needed.
- Monitor church funds to determine adequacy to meet financial management needs of the church and its ministries. Establish links between the external fiscal environment and their influence on the church's ability to meet its obligations.
- Make recommendations to the Board on financial matters as deemed appropriate by the Committee or requested by the Board.



# Charter/Purpose – How to Get Started

- ▶ As a Committee, brainstorm with the Board liaison and staff member what you have focused on and your responsibilities this past year
  - ▶ Discuss the questions suggested by the Shared Vision team relative to how your Committee is supporting Good Shepherd's mission and vision
  - ▶ Identify all the ministries supported by your Committee
  - ▶ Craft your charter/purpose statement for review by the Church Board
- 



# Meeting Structure



# Meeting Structure

- ▶ Determine the meeting schedule at the first meeting
  - ▶ Monthly or bi-monthly meeting; day and week of meeting
  - ▶ Post the meeting schedule on the committee's website page, including time; include campus where the meeting will be held
- ▶ Length of the meeting should be 60 to 90 minutes
- ▶ All meetings should start with an approximate 10 minute devotion and prayer to enhance the faith formation of the members
- ▶ The Chair sets the agenda, with required input from the Board Liaison and Staff member
  - ▶ Distributed by e-mail to all committee members 5 to 7 days before the meeting
  - ▶ Additional topics can be proposed by any committee member and the agenda revised prior to the meeting
- ▶ Helpful to set a purpose or goal for each meeting to help the Committee's focus



# Meeting Agenda

- ▶ The following should be included in the agenda
  - ▶ Committee name, date, time and place of meeting
  - ▶ Time for devotion and person assigned to lead
  - ▶ Approval of prior meeting minutes
  - ▶ Any communication items from Board Liaison or staff
  - ▶ Topics for discussion – on-going projects and new projects
  - ▶ Estimate time limits for discussion of each topic
  - ▶ Identify any items that would require input / approval from the Board
  - ▶ Include time for committee member input for future consideration
  - ▶ Summarize action items assigned to members and recommendations to be made to the Board
  - ▶ Conclude with the Lord's Prayer



# Meeting Agenda Example

- ▶ [Agenda sample Inreach Committee.docx](#)



# Committee Minutes

- ▶ We're recommending two sets of minutes
  - ▶ Meeting minutes – summary of the meeting with enough detail to follow the flow of discussions and actions
    - ▶ Helpful to future Committees to understand why certain decisions were made
    - ▶ Distributed to all Committee members and other Committee chairs (if necessary), by e-mail
  - ▶ Executive minutes – subset of the meeting summary to provide to the Board liaison to share with the Executive Committee and full Board; focus is on topics requiring Board input
    - ▶ Distribute first to Chair for approval and then to Board liaison and Rick Blum
    - ▶ Recommend that the executive level minutes be **posted to the Committee's website page** for sharing with the full Congregation
- ▶ Vice Chair or designate should be assigned to capturing the minutes
- ▶ Helpful to issue minutes within 2 weeks of the meeting
- ▶ Agenda and minutes to be stored on the cloud SharePoint site



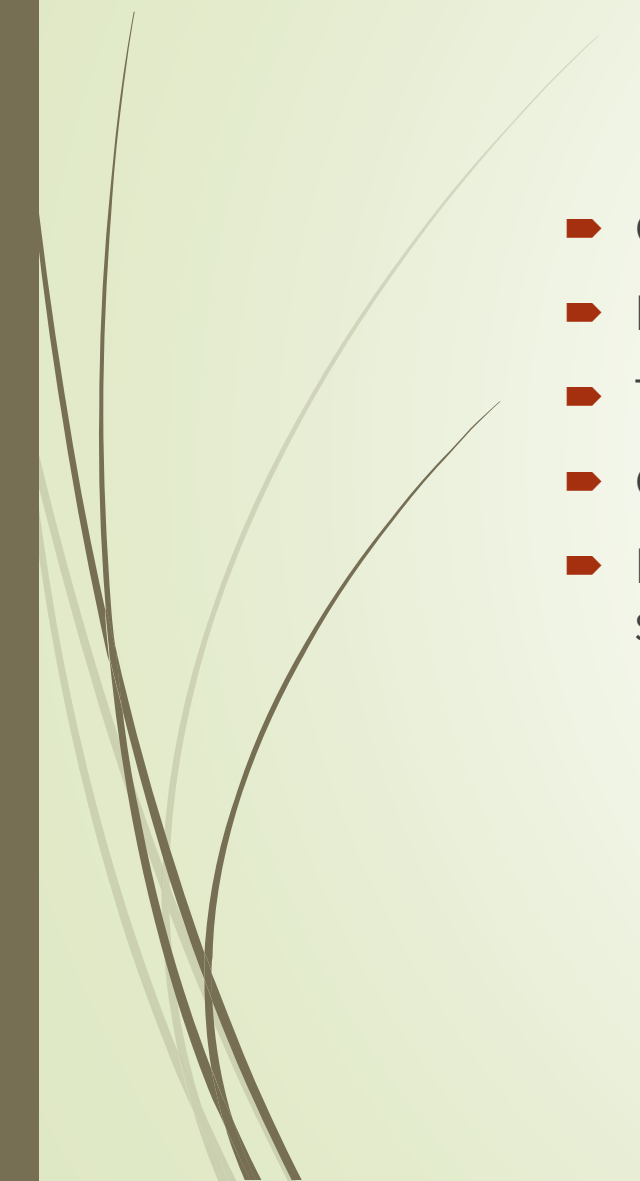


# Committee Minutes Outline

- ▶ Committee name
- ▶ Date of meeting
- ▶ People present
- ▶ Prayer/devotion brief summary
- ▶ Approval of previous minutes
- ▶ On-going projects: list topics, issues discussed, status (continuing or conclusion)
- ▶ New projects: list topics, issues discussed, status (continuing or conclusion)
- ▶ Next meeting date, time and place
- ▶ Person assigned for next meeting prayer/devotion



# Committee Executive Minutes Outline

- ▶ Committee name
  - ▶ Date of meeting
  - ▶ Topics discussed
  - ▶ Conclusions, if any
  - ▶ Requested Board actions, with the committee's recommendations and support for the proposals
- 



# Committee Minute Example – Inreach Committee

- ▶ [Minutes sample markup.docx](#)



# Executive Summary Minutes Example – Worship and Music Committee

- ▶ [Executive Minutes Example Worship & Music.docx](#)



# Communication / Collaboration

# Committee Communication Overview

Area	Key Deliverables	Communication Medium	Timing	Responsibility
Committee to Board	<ul style="list-style-type: none"> <li>Executive minutes including actions and recommendations</li> <li>Meeting annually (Chair)</li> </ul>	<ul style="list-style-type: none"> <li>E-mail to liaison</li> <li>In person meeting</li> </ul>	<ul style="list-style-type: none"> <li>1-2 wks after meeting</li> <li>Annually</li> </ul>	Committee Chair
Board to Committee	Board response to actions and recommendations	E-mail	Within 1 week of meeting	Board liaison
Committee to Committee	<ul style="list-style-type: none"> <li>Meeting minutes, if necessary</li> <li>Bi-annual meeting to discuss focus areas</li> </ul>	<ul style="list-style-type: none"> <li>E-mail</li> <li>In person meeting</li> </ul>	<ul style="list-style-type: none"> <li>1-2 wks after mtg</li> <li>Spring and Fall</li> </ul>	Chair or Vice Chair
Committee to Congregation	<ul style="list-style-type: none"> <li>Summary Minutes, including Board response</li> <li>Messenger</li> <li>Annual Connections Fair</li> </ul>	<ul style="list-style-type: none"> <li>Website</li> <li>Messenger</li> <li>At both campuses</li> </ul>	<ul style="list-style-type: none"> <li>2 wks post mtg</li> <li>Quarterly</li> <li>October</li> </ul>	Committee Chair and Vice Chair



# Communication Suggestions

- ▶ All Committee agendas, minutes and executive summary minutes to be stored on the Good Shepherd cloud SharePoint site
  - ▶ A committee member will be given authority for accessing the drive; instructions being provided for storing documents
  - ▶ Documents available for future committees to access
- ▶ Each Committee will be provided an email alias so that Congregational members can forward questions or suggestions to each Committee
  - ▶ Email will be routed to the Chair or Vice Chair
  - ▶ Can note the e-mail on the Committee website and reference in any communications.
- ▶ Use the new announcement process to update people via the bulletin, e-news or Messenger on what's going on in your Committee or to ask for support
  - ▶ Go to [gslcwi.com/communications](http://gslcwi.com/communications)
  - ▶ Click on "Request an Announcement"
  - ▶ Complete the information request form, indicating what, where and when you'd like the notice posted
  - ▶ Great way to generate interest in your Committee!



# Additional Communication Suggestions

- ▶ Let's utilize the website to share the great things you're doing – each Committee to have their own page
  - ▶ Post individual pictures/names of the Committee members
    - ▶ Recommended by our Communications Committee
  - ▶ Post your charter / purpose statement
  - ▶ Post the e-mail address
  - ▶ Provide the dates, time and locations of your meetings
  - ▶ Post the executive summary minutes to share what you're up to
  - ▶ Communications Committee is available to assist with this process; Eric Holmer will also provide training if Committees would like to learn how to do this
- ▶ Organize collaboration meetings
  - ▶ Wouldn't it be great to get Committees or representatives of Committees together a couple of times a year to share what everyone is working on
  - ▶ Would the staff team be willing to own this?





# Connections Fair

- ▶ Annual event targeted for September or October (Sept. 22, 2019)
- ▶ Covers both Madison and Verona campuses
- ▶ Goal
  - ▶ Raise up the ministries of our Committees; opportunity to discuss each Committee's charter and highlight contributions
  - ▶ Highlight current members contributing time and talent to our church
  - ▶ Encourage members to join the Committees
  - ▶ Identify volunteers for the ministries supported by the Committees
- ▶ Initial event will be organized by the Staff with support from the Shared Leadership Task Force



# Next Steps



- ▶ Create or update your charter/purpose statement, incorporating ways to support Good Shepherd's vision; share with the Board
- ▶ Update the website page with pictures, charters, meeting dates, minutes
- ▶ Use the new announcement process for getting the word out
- ▶ Store key committee documents on the SharePoint drive
- ▶ Look for opportunities to connect with other committees



*Time to Share Ideas,  
Discuss  
Opportunities and  
Raise  
Questions/Concerns*