

## CONTINUING RESOLUTION

### LIST OF TASK FORCES:

Worship

Christian Life

Property

Stewardship & Memorial

### TASK FORCE STRUCTURE:

Individuals interested in being on a Task Force may submit their name and area of interest to the Council and may be appointed by the Council.

Task Force members will be appointed to a 1 year term. Members may be reselected after going through above process again.

Task Force structure and process will be reviewed at the end of 1st year.

The Task Force must have at least Majority of Appointed members to hold a meeting.

1 person will be appointed as the Facilitator by the Council.

### PROCESS OF THE TASK FORCE:

Should try to meet at least once a month.

Meetings should not exceed 2 hours.

Facilitator will organize and prepare an agenda to make sure the meetings stay focused and run smoothly.

Majority of appointed members rules and must complete and pass 1 idea / suggestion before moving on to the next.

Facilitator will report the ideas and suggestions of the Task Force to the Executive Team to be placed on the agenda.

All Expenditures other than the Usual and Customary, and Final Decisions of the Task Force must have approval of the Council before they can be done.

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## TASK FORCE RESPONSIBILITIES

### WORSHIP TASK FORCE:

Assist in the worship services, including regular and special music.

Assist in recruiting and organizing Greeters, Acolytes, Communion Helpers, Readers, Ushers, and Counters.

Organize Special Programs throughout the year.

Assist in the development and implementation of Evangelism.

### CHRISTIAN LIFE TASK FORCE:

Oversee Education program of all ages to create a uniform Education & Faith based program.

Seek out projects and activities the church as a whole can become involved with that shows our drive to support the community and become involved with it.

Organize volunteers, events, and activities for all ages.

Track all activities and events for accurate involvement of the adults and youth and documenting events that could become recurring.

### PROPERTY TASK FORCE:

Keep an inventory of all materials and supplies.

Track all items of Improvement and Repair needed or wanting done.

Obtain no less than at least 2 quotes, preferably 3, if repair or improvement is to be done by an outside source.

Plan and communicate Work Days and organize Volunteers for these days that want to help.

## *CONTINUING RESOLUTION*

### TASK FORCE RESPONSIBILITIES

#### STEWARDSHIP & MEMORIAL TASK FORCE:

Review all memorials quarterly.

Organize recognition of gifts.

Assist Pastor with follow-up of families / donors of gifts to identify an appropriate memorial use.

Conduct an annual Stewardship Drive with emphasis on Biblical Stewardship.

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### FINANCIAL PROCESS

All expenditures must go through the Council for approval, and any receipts for spending turned in for reimbursement without prior approval, may not be reimbursed.

All checks will have 2 signatures on it before being sent out.

The required signatures after approval are Accounts Payable & Treasurer. In the event that a person is unable to sign, the next person will be used. The order of signatures is 1) Accounts Payable, 2) Treasurer, 3) President, 4) Office Manager.

A/R & A/P will submit a Financial Report to the Treasurer each month, and at year end.

Budgets for each Task Force and all other areas will be tracked by the Council.