

## **Position Descriptions for Annual Meeting Slate of Candidates**

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### **Church Council**

The responsibility of the Church Council is to maintain the property owned by the congregation and manage its business and financial affairs as well as overseeing their worship life and activities. Members of the Council are encouraged to be a member of a ministry committee. Reports from these committees are then shared at the Council meeting. The term of office is three years, beginning February 1 and ending January 31. The Council meets one evening every month.

### **Cemetery Board**

The duties of the Cemetery Board include making decisions concerning the maintenance of the cemetery, which is a separate entity from the Church. An annual spring clean-up is organized before Memorial Day. The board meets whenever issues arise, which is usually two or three times a year. The term of office is three years.

### **Auditing Committee**

This committee's responsibilities are to review the recording of cash receipts and disbursements for authorization and distribution. They also reconcile accounts and inspect investment and insurance policies. This procedure is done for the general, building and memorial accounts and is done once a year. The WELCA, Youth fund, Cemetery Board, Mission Committee and Altar Guild funds are also audited.

### **Nominating Committee**

This committee's responsibilities are to find qualified people to be placed on the slate of candidates for open positions. Members of this committee explain duties and answer questions. The committee meets late in the fall to set up the recruiting process. The term of office is one year.

### **Saint Paul Area Synod Assembly Delegates**

Delegates represent First Evangelical Lutheran at a two day assembly where they vote on important policy making issues. The delegates report to the Council and prepare an article of the newsletter. This is a one year position.

### **Gustavus Adolphus Delegates**

Delegates attend a one day reception in St. Peter, Minnesota in April, where they represent First Evangelical Lutheran Church in a mostly ceremonial role. This is a one year position.

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