



# Evangelical Lutheran Church in America

God's work. Our hands.

**COMMITTEES OF  
FIRST LUTHERAN CHURCH  
PORTLAND, MAINE  
APPROVED JANUARY 14, 2020**

# CHURCH COUNCIL [COUNCIL @ FLCME.ORG]

*Our Church Council has general oversight of the life and activities of our congregation, and particularly its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America.*

*As required by the ELCA model constitution, goals, objectives, and responsibilities of the Congregation Council, Audit Committee, Executive Committee, Mutual Ministry Committee, Nominating Committee, and Call Committee are detailed in the First Lutheran Church Constitution as approved by congregational vote in January 2019 and are, therefore, not included in this document. Those interested in learning more about leadership opportunities in any of these groups are encouraged to contact any current member of First Lutheran's church council.*

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## **CONGREGATIONAL STEWARDSHIP COMMITTEE**

[New for 2020; goals, objectives, and description to be determined]

See Financial Stewardship Committee (Aug 2023)

## **EDUCATION COMMITTEE**

### **[EDUCATION @ FLCME.ORG]**

The goals, objectives, and responsibilities of the First Lutheran Church **Education Committee** shall be to:

- a) Provide an effective teaching ministry for all ages and encourage members to participate in Christian Education programs;
- b) Provide continuing education and training of teachers;
- c) Appoint and support the Sunday School Superintendent;
- d) Establish and maintain a church library;
- e) Encourage the pastor and lay leaders to participate in continuing education programs;
- f) Oversee the work of Sunday School and Vacation Bible School;
- g) Investigate availability of and provide educational resources to all teachers and lay leaders;
- h) Help the youth of First Lutheran Church finance their education in a Lutheran college, university or seminary when applicable;
- i) Assist the youth of First Lutheran Church to attend Camp Calumet Lutheran and/or First Lutheran Day Camp by providing scholarship, known as camperships, for each child who sign up for one. Additionally, to support youth who plan to serve as Counselors in Training or the Leadership Service program for each child who is involved;
- j) Appoint a LEAF (Lutheran Education Assistance Fund) coordinator and support that coordinator by encouraging contributions to the fund; coordinating fund raising events; coordinate any matching grant programs for First Lutheran Church students attending Lutheran colleges;

## **EMERGENCY PREPAREDNESS FOCUS GROUP**

### **[AD HOC; PREPARE @ FLCME.ORG]**

Focus group initiated by First Lutheran church council in December, 2019.

The goals, objectives, and responsibilities of the First Lutheran Church **Emergency Preparedness Focus Group** shall be to:

1. Evaluate and identify, with the assistance of local First Responders, as well as the Federal Department of Homeland Security, and others, potential areas of vulnerability for both natural and man-made disasters.
2. Establish plans and methods to counter these potential threats to provide as much security for FLC and its congregants and guests as possible and feasible.
3. Raise awareness to these possible threats as part of the increase in security.
4. Establish contacts with other houses of worship in order to provide mutual assistance to strengthen the safety and security of all.

## **FELLOWSHIP COMMITTEE**

### **[FELLOWSHIP @ FLCME.ORG]**

The goals, objectives, and responsibilities of the First Lutheran Church **Fellowship Committee** shall be to:

- 1) Develop opportunities that encourage Christian fellowship for all members of the congregation;
- 2) Oversee and coordinate the Sunday morning fellowship coffee and refreshments;
- 3) Plan celebrations/receptions for welcomes, anniversaries, confirmations, farewells, funerals, and other special occasions as necessary.

## **FINANCIAL STEWARDSHIP COMMITTEE** **[FINANCE-STEWARDSHIP @ FLCME.ORG]**

The goals, objectives, and responsibilities of the First Lutheran Church **Financial Stewardship Committee** shall be to:

- 1) Seek to ensure the financial health of the church;
- 2) Recommend both short- and long-term financial goals;
- 3) Set annual budget with input from church committees and the approval from the congregation;
- 4) Track monthly profit & loss performance;
- 5) Look for ways to lower overall expenses in order to keep budget from running at a deficit;
- 6) Work with other committees as needed on fundraising opportunities;
- 7) Facilitate Council agreement on how to use church funds to cover expenses (recurring and one time), take loans, purpose gifts and donations, set FLC employee salaries, and the like;
- 8) Oversee Audit Committee and address findings;
- 9) Oversee annual fall Stewardship campaign and commitment Sunday ahead of budgeting process for the next year.
- 10) Track Investment Committee results.
- 11) Work in partnership with FLC Treasurer.

## **FIRST LUTHERAN CHILDREN'S PROGRAMS TEAM** **[FLCPINFO @ FLCME.ORG]**

First Lutheran Children's Programs provides a safe, creative environment for children and youth, from toddlers to pre-teens. Through a diverse program provided by trained staff, First Lutheran Children's Programs seeks to help each child achieve his/her potential in terms of emotional development, physical well-being, social and spiritual growth.

As Christian ministries of First Lutheran Church, **The First Lutheran Children's Programs** (toddlers, preschool, school age care and summer day camp) promote a safe, secure, and enriching experience for both children and staff. Programs provide an environment in which children can explore, experience, and enrich their lives. Children will be heard, listened to, valued and appreciated as unique individuals.

The program shall strive to meet the needs of our community, families, children and staff.

First Lutheran Church shall provide a council representative to attend monthly board meetings as liaison to both the Church Council and the congregation.

The Committee includes the board of the Preschool as well as a church member liaison.

## **GIVE A CHILD A CHANCE** **[GACAC @ FLCME.ORG]**

The goals, objectives, and responsibilities of the First Lutheran Church **Give a Child a Chance** team shall be to aid neighborhood children, in need, to attend preschool at FLCP.

The preschoolers are from families who do not qualify for state support but who can provide some tuition support. They cannot afford to pay the full amount of tuition. Give a Child a Chance partners with the parent(s)/guardian(s) and the Children's Program to pay the tuition for these children to have the advantages that preschool experience provides.

As a self-sustaining team, we use a variety of approaches to our fundraising efforts—including Shop with Scrip, eWaste collections, and dine-outs.

We know we cannot help every child in need attend preschool, but we can help a few!

## OUTREACH COMMITTEE

### [OUTREACH @ FLCME.ORG]

We are a church active in our faith. We believe that God calls us to be stewards of God's creation, care for people in need, and be a witness to our community and the world.

The outreach committee directs the congregation's work in witness and service within the congregation and in the greater community.

The goals, objectives, and responsibilities of the First Lutheran Church **Fellowship Committee** shall be realized through a variety of community outreach mechanisms including [but not limited to] the following:

1. First Lutheran Church has agreed to a yearly covenant with Greater Portland Family Promise in partnership with St. Ansgar Lutheran Church since the inception of the program in July 2018.
2. The outreach committee helps to provide channels of service through which congregational members may participate in, such as: Root Cellar Dinner, Samaritan's Purse-Operation Christmas Child, and Lutheran World Relief.
3. The outreach committee helps to plan, coordinate goals, and oversee the collection of resources, such as: school supplies and non-perishable food for local schools, personal clothing items for Preble Street Resource, staple items for Greater Portland Family
4. The outreach committee helps to plan and execute in-reach activities to help those within the congregation, such as: visitations to deliver Valentine bouquets and Christmas plants for homebound or elderly FLC members.

## **PROPERTY COMMITTEE**

### **[PROPERTY @ FLCME.ORG**

The goals, objectives, and responsibilities of the First Lutheran Church **Property Committee** shall be to:

1. Oversee the upkeep and improvement of all church property, including the parsonage;
2. Plan work days at the church and parsonage (typically Fall and Spring);
3. Arrange and work with contractors for snow removal and lawn care;
4. Recommend, coordinate and oversee the duties of the cleaning service;
5. Purchase the necessary items and supplies for continued maintenance and building improvements;
6. Examine, monitor and provide for continued maintenance of the interior and exterior of the church building and the parsonage;
7. Coordinate projects designated by Church Council for Property improvements.

## **SPRINKLER TASK FORCE**

### **[AD HOC; SPRINKLERS @ FLCME.ORG]**

Task Force created in January 2020 by First Lutheran church council.

Situation: Sprinklers need to be installed in the Christian Education wing of the building by Aug 30, 2022. FLC was previously grandfathered but with the sanctuary renovation our waiver now has an expiration term

The goals, objectives, and responsibilities of the First Lutheran Church **Sprinkler Task Force** shall be to:

- 2) Develop a recommendation for Council including the following
  - a) Whether the project should be done in stages to spread the cost over a period of time;
  - b) Three vendor estimates for to complete the work;
  - c) Both for work to be done in stages and in one shot;
  - d) Best time of year to commence the work given that for a period of time the area(s) under sprinkler installation will need to be vacated;
  - e) Suggestions for where vacated individuals / groups, equipment could reside during the installation period;
  - f) Identify what types and / or who might comprise the working group to oversee the installation.

The FLC Sprinkler Task Force will be supported by Council liaisons Ann Brown and Bill Mills. Council representatives will provide regular updates and bring questions to Council as needed.

**Timing** – Recruit Task Force members by February 11, 2020 with a goal to complete a task force recommendation by June 1, 2020.

**Available Resources** – Information for sprinkler company previously contacted: Michelle Keegan, CSP Director of Human Resources & Safety  
H.E. CALLAHAN; 2664 Turner Road; PO Box 677 Auburn, ME 04212-0677;  
p: (207) 784-6927; f: (207) 784-0769; c: (207) 299-5555

## **WORSHIP COMMITTEE**

### **[WORSHIP @ FLCME.ORG]**

The goals, objectives, and responsibilities of the First Lutheran Church **Worship Committee** shall be to:

1. Provide for meaningful worship services consistent with Lutheran doctrine, teachings and heritage;
2. Provide for the necessary personnel to prepare the worship setting and carry out its intention;
3. Manage the music program(s); recommend, coordinate and oversee the work of the music director(s) and organist. The music director and organist are expected to be members of the Worship Committee and attend the regular meetings;
4. Oversee, coordinate and promote the work of the lay assistants, ushers, acolytes, readers, greeters, communion assistants, and any other groups pertaining to worship;
5. Oversee and coordinate the work of the Altar Guild. The chair of the Altar Guild may be included as an ex-officio member of the Worship Committee.