



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Congregational Care & Community Outreach Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

The Congregational Care & Community Outreach Committee exists to support and nurture members of our own congregation in their faith journey, and to share the Good News with members of our broader community.

Accountability:

The Congregational Care & Community Outreach Committee is accountable to the congregation through the Congregational Council.

This committee oversees the following subcommittees and ministry teams:

- Congregational Care Subcommittee
- Social Subcommittee
- Kitchen Ministry Team
- Community Outreach Subcommittee

Relationships:

The Congregational Care & Community Outreach Committee will work most closely with The Pastor, the St. Mark's staff, Council, and its committees (most likely Worship, Stewardship, Children's Education, and Youth and Young Adults).

Membership / Governance:

The membership of the committee shall consist of:

1. No less than three and normally no more than seven members of the congregation appointed by the congregational council for terms of two years.
2. The Pastor of the Congregational Council (ex officio and non-voting)

Responsibilities Specific to this Committee:

1. Each spring, after the Annual General Meeting, review and/or develop long-term goals, and develop an annual plan for activities that St. Mark's will undertake in the upcoming twelve months in each of three areas:

Congregational Care: Connecting with individual members who would benefit from additional Christ-centered and culturally appropriate support.

Social Activities: Provide opportunities for congregational members to develop meaningful relationships and experience the joy of belonging to a community of fellow Lutherans.

Community Outreach: Identify and implement strategies to build bridges within our neighbourhood, invite our neighbours to worship with us, and share the Good News with them.

2. Task the appropriate subcommittees with plans, as well as their responsibilities (outlined below).
3. Follow the "Responsibilities of All St. Mark's Committees", below.

Responsibilities Specific to the Congregational Care Subcommittee:

Connect with individual members who would benefit from additional Christ-centered and culturally appropriate support. This may include:

1. Within the boundaries set by the confidentiality of personal health information, reach out to those who are experiencing life's difficulties to offer the support of the congregation. If helpful, arrange for contact with the Pastor.
2. Reach out annually by telephone to congregational members who have been absent to see if they would benefit from prayers or other support. Arrange home communion (through the Worship Committee) and visits to those who are unable to attend services or facilitate transportation to services where appropriate.
3. Welcome new members and help them to assimilate into the congregation by introducing them to others and encouraging them to attend events. Consider special events like a New Members Desert Night.
4. Implement a Stephen Ministries program to support members going through difficult times.

Responsibilities Specific to Social Subcommittee:

1. Provide opportunities for congregational members to develop meaningful relationships and experience the joy of belonging to a community of fellow Lutherans.

This will include:

- 1.1. Coffee time and potluck lunches following worship services.
- 1.2. Social components of special occasions/events (e.g., Come Together Sunday, Easter breakfast, Ascension Festival).
- 1.3. Overseeing the management of the kitchen (see responsibilities for the Kitchen Ministry Team below) and ensuring sufficient communication between those organizing social events and the Kitchen Ministry Team.

Other activities may include:

- 1.4. Events such as book clubs, "mom's night out", family board game nights, movie nights etc.
- 1.5. Celebrating accomplishments within the congregation such as confirmations, significant birthdays, marriages, etc.

Responsibilities Specific to the Kitchen Ministry Team:

1. Provide orientation to any groups that will be using the kitchen for an event.
2. Communicate concerns or issues related to the operation of the kitchen to the Social Subcommittee
3. Report issues related to equipment malfunctioning to the church office.
4. Create a duty roster to complete the following on a weekly basis:
 - a. Ensure there are supplies for Sunday mornings and special events.
 - b. Go through the fridge and dispose of any old or unlabeled items.
 - c. Go through the cupboards and drawers and dispose of any unneeded items; and
 - d. Take used dishcloths and towel home to wash (return promptly)
 - e. Supplement any cleaning that cannot be done by the custodian.

Responsibilities Specific to Community Outreach Subcommittee:

1. Identify and implement strategies to build bridges within our neighbourhood, to invite our neighbours to worship with us, and to share the Good News with them. Examples might include:
 - 1.1. Greet new visitors warmly and answer any questions about St. Mark's.
 - 1.2. Determine whether other community groups would benefit from using our space; connect them with Council as appropriate.

- 1.3. Promote and host events for the community such as a grief workshop, a family movie night, a literacy program, etc. with the goals of introducing them to St. Mark's, and ensuring they know they are welcome with us.
- 1.4. Ensure dates and times of our worship services and special events are well publicized.
- 1.5. Connect with other Lutheran churches, and other religious organizations within our community looking for opportunities to build bridges and collaborate on initiatives.

Responsibilities of All St. Mark's Committees

Finances

1. Prepare a budget request for submission to the Finance Committee during the annual budget preparation cycle (e.g., typical expenses).
2. Regularly review year-to-date expenditures against what has been allocated to the committee in the congregational budget.

Connection to Council & Congregation

3. Delegate at least one member of the committee to be present at the congregational Annual Meeting.
4. When scheduled by the congregational council, provide representation at All Committee meetings.
5. Communicate the ongoing work of the committee and its rationale to the broader St. Mark's community through a variety of media.
6. Make recommendations to the congregational council on matters pertaining to:
 - a) expenditures that exceed the budget allocated to the committee.
 - b) fundraising initiatives.
 - c) amendments to the committee's Terms of Reference
 - d) proposed initiatives that exceed the scope of the Committee's terms of reference or, in consultation with the Pastor, are of a significant nature.
 - e) new initiatives that will place demands on the time of staff beyond what has been budgeted.

Decision-Making

1. Familiarize its members with and follow St. Mark's general Policy on Committees.
2. Ensure that actions taken by the committee are congruent with the mission, vision and values of the congregation and strategic directions identified by the congregational council.
3. Quorum for meetings shall be a majority of appointed committee members. No decisions shall be finalized if a quorum is not attained.
4. The committee shall strive to reach decisions by consensus. If a vote becomes necessary, a majority of members present shall be required to affirm any proposed action.
5. When a proposed action of the committee will intersect or overlap with the mandate of another committee, consultation with that committee must take place before the action is taken.

Committee Roles and Positions

1. Prior to May 31 of each year, the committee shall elect from amongst its members a chair and secretary. The Council Chair and the church office shall be informed of the election results.
2. The committee may make recommendations to council regarding nominees to fill vacant committee positions.

Reporting

1. Electronic copies of committee meeting minutes or notes shall be sent to the office support staff who shall place them into the council meeting document folder for review by the congregational council.
2. Provide a report for inclusion in the Bulletin of Reports for the congregation's annual meeting.

Relationship to Staff

1. Ensure that the Pastor (an ex-officio member) is invited to all meetings.
2. The Committee will not direct the work of the office support staff or the Director of Music Ministry without the knowledge and consent of the Pastor.