



St. Mark's Lutheran Church, Winnipeg

Terms of Reference

Social Ministry Committee

Effective Date: May 25, 2023

Approved by: CC-2023-29

Amended by:

Purpose:

The Social Ministry Committee exists to inform congregational members about social ministry issues and promote congregational involvement in the pursuit of social justice and stewardship of God's creation.

Accountability:

The Social Ministry Committee is accountable to the congregation through the Congregational Council. This Committee oversees the work of whatever "Ministry Teams" or task groups it sets up to do project work each year.

Relationships:

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

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 (ex officio and non-voting)

Responsibilities Specific to this Committee:

1. Stay informed about social ministry and justice issues, especially those being advanced by the MNO Synod, the ELCIC National Church, and other associated Lutheran bodies or organizations. (e.g., CLWR, LWF). Ensure that opportunities for learning are passed on to the congregation.
2. Each spring, after the Annual General Meeting, develop an annual plan for the social ministry activities that St. Mark's will undertake in the upcoming twelve months. Create time-limited task groups or "ministry teams" to carry out these initiatives. Support these task groups as necessary and serve as a connection between them and Council.
These activities should promote the social ministry and social justice issues endorsed by the ELCIC or an associated Lutheran body or organization. Examples might include:
 - a. Work associated with Reconciling in Christ
 - b. Work designed to reduce any kind of prejudice or discrimination.
 - c. Work to support the physical, mental, and spiritual needs of those less fortunate, such as:
Christmas Hampers Community Garden The Urban
3. Make recommendations to the Congregational Council on matters pertaining to:
 - a. Disbursements from the Social Ministry Investment Funds.
 - b. Designation of special Lenten offerings.
 - c. Fundraising activities or special appeals.
4. Follow the "Responsibilities of All St. Mark's Committees", below.

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.