

WHAT IS THE MISSION LEADERSHIP TEAM?

The Mission Leadership Team, or MLT for short, is People of Hope's church council. When POH began it was decided to make mission, or outreach, a central part of our congregation. So, it was decided to include the word mission into the things we do to remind us of how important outreach is for us. Other examples include calling our church building the Mission Center, calling ourselves member missionaries, and our house The Mission House.

WHAT IS THE MLT'S JOB?

The overall role of the MLT is to oversee the life and activities of People of Hope. The MLT members should indicate a passion for some aspect of POH's mission and provide leadership around that passion. I.e. music, facilities/property, learning time.

All MLT members are a member missionary and of any age (other than the youth MLT member representative). Member missionaries can submit their request to become part of the MLT if so desired. MLT will also have a nominating committee to recruit member missionaries to join the MLT.

Other duties of the MLT are:

- Provide administration for the congregation, authorizes and supports various action teams as needed.
- Oversee and manages the financial life of our church and is responsible for the overall management of our buildings and property.
- Seek to involve all member missionaries in the life of the church, promotes a climate of peace and endeavors to foster mutual understanding among its members and fosters partnerships with the Southeastern Synod of the ELCA and other congregations, both Lutheran and non-Lutheran.
- Discern the needs of the congregation and provides leadership to meet those needs.
- Serve on task forces around stewardship, missions, adult and children's learning time, high school and junior high youth,
- Be part of one of the following groups – gather, grow, give, go which summarize the areas of church mission and provide spending guidance on the restricted funds covering those areas of mission.

HOW MANY PEOPLE ARE ON THE MLT?

There is a total of 10 member missionaries on the MLT, not including the Pastor. This number includes the Officers of the Congregation: the Chair, Vice Chair, Scribe (secretary), and Treasurer.

HOW ARE THEY SELECTED?

The Congregation elects 9 members during the Annual Congregational Meeting. In order to maintain continuity of the MLT 4 members are chosen one year and 5 the next. The Officers are chosen at the first MLT meeting following the Annual Meeting, except for the Treasurer who is elected by the congregation as a whole.

HOW LONG DOES EACH MLT MEMBER SERVE?

A term is 2 years in length. A person can serve two consecutive terms for a total of 4 years. The Treasurer as a member of the MLT can serve two consecutive terms for a total of 4 years.

HOW LONG DO THE OFFICERS SERVE?

The Chair serves for one year. The Vice Chair serves for one year and then becomes the Chair the following year. The Scribe serves for one year. There is no set length of time for the Treasurer to serve but should follow the terms of other MLT members.

HOW OFTEN DOES THE MLT MEET AND HOW MUCH TIME IS ASKED OF A MEMBER?

There is one mandatory meeting each month. Currently it is the 2nd Thursday of the month. Start time varies as agreed by the members. The length of that meeting attempts to be around an hour and half but can go as long as two hours or more. Each MLT member is responsible to actively support and receive reports from various groups and ministries at POH. Each MLT member will be asked to serve on action teams made up of MLT members to meet a need. MLT members will be asked to convene other Member Missionaries to support their Mission area. On average a MLT member can expect to spend about 4-5 hours a month on various tasks and meetings. Officers may spend more time.

HOW MUCH TIME DO THE VARIOUS OFFICERS SPEND?

It is more difficult to estimate what the time requirements for the Officers are. The Officers are part of the Executive Team (see below) and that is one extra meeting a month. In addition, each office has certain responsibilities where the time requirements vary as needs arise.

WHAT IS THE EXECUTIVE TEAM?

The Executive Team is responsible to supervise POH's employees, including the Pastor. They also set the agenda for the monthly meeting. They also can take on other roles as the need arises. They have an extra meeting in addition to the monthly meeting to complete the above tasks.

WHAT ARE THE RESPONSIBILITIES OF EACH OFFICER?

All Officers are asked to attend the monthly MLT and Executive Board meetings. The Chair's duties include presiding over congregational meetings and MLT meetings, signing all forms, documents and official papers requiring signature by the congregation. The Chair will be available to consult with staff, member missionaries and works closely with pastoral staff. They will also make MLT members and other teams aware of their duties and responsibilities.

The Vice Chair's duties include performing all the duties of the Chair if they are absent. If the Chair is not able to continue in that position, the Vice Chair will assume the role as Chair. They will be available to consult with staff, teams and individuals. They will also sign any document requiring Vice Chair signature.

The Scribe's duties include keeping accurate minutes of each meeting of the congregation, and the Mission Leadership Team. They will distribute the minutes of the MLT meetings to each member of the MLT. Soon after the minutes have been approved by the MLT from the previous month's meeting, the Scribe will send them to the Office Manager to be posted on the POH website. The link will then be made available to all members to view. They will call the Chair's attention to any tabled issues from a previous meeting. They will sign all forms requiring the Scribe's signature.

Proposed Treasurer Duties -

Monthly:

- Record all expenditure transactions in the accounting system in the proper accounts for tracking spending.
- Ensure Building checking account has sufficient funds to process the monthly mortgage payments.

- Write checks for synod benevolence and Portico (benefit system).
- Reconcile two checking accounts and one savings account.
- Reconcile prepaid and liability accounts on the balance sheet.
- Track all restricted giving funds.
- Prepare detailed financial statements for the Mission Leadership Team
- Prepare summarized financial information to be included in the LINK and the e-News.
- Update Realm/VANCO as requested by members.

Yearly:

- In conjunction with the Finance Committee prepare budget for approval by Mission Leadership Team and ultimately approval by the congregation at the annual meeting.
- Contact payroll accountant about any changes to salaries of staff.
- Update the ELCA Portico benefit services system about changes in benefits packages of staff.
- Create accounting methods to track special appeals donations and spending
- File yearly Minnesota Nonprofit Corporation/Annual Renewal, Minnesota Statutes, Section 5.34