

CONTINUING RESOLUTION
Christ the King Lutheran Church
Bloomington, MN

Number: CR-2018-1
Title: CONTINUING RESOLUTIONS, DEFINITION & PROCEDURES
Author: Pastor Rory Philstrom
Effective Date: February 20, 2018
Voided Date:

References: Constitution - Chapter 18

RESOLUTION: Continuing resolutions describe the functions of various church ministries, teams, and their supporting structures; establish church policies; and define continuing church operating procedures. Continuing resolutions are developed by the ministry teams, committees, and pastor(s) and presented to the Council for adoption or non-adoption in written draft form. Issues requiring a Continuing Resolution that originate during a Council meeting are to be referred to the appropriate ministry team, committee, or pastor for development. Details follow:

Files: Copies of each adopted continuing resolution are filed as follows:

- a. One copy attached to the Council meeting minutes at which the resolution was adopted.
- b. One copy filed in the “Continuing Resolution Manual”; ordered numerically.
- c. One copy provided to the originating Ministry Team, Congregation Committee, or pastor; who are to maintain a record of their resolutions.
- d. A digital copy available on the Christ the King website.

File “b” is maintained by the Congregational Coordinator in the church office and is to be readily-accessible. These files are not to be removed from the church office.

Indexes: Indexes to the continuing resolutions are maintained by the Congregational Coordinator as follows:

- a. A numeric index showing all resolutions (title and number), in numeric order by resolution number.
- b. An alpha index showing all resolutions (title and number), in alphabetical order by title.
- c. An author index showing all resolutions (title and number); first order by author (team, committee, and pastor) and then ordered within each group in numerical order. The indexes are filed as the first items in the Continuing Resolution Manual.

Effective Date and Period: Unless otherwise specifically stated in the resolution, continuing resolutions become effective the date the Council adopts the resolution by a two-thirds vote of all voting members of the Congregation Council. Continuing Resolutions remain in effect until voided by appropriate Council action. In case of conflict between two Continuing Resolutions, the resolution with the latest date shall take precedence.

Voided continuing resolutions will remain in the files with the voiding information added to the original document. A dark, heavy line shall be drawn through each voided continuing resolution.

CR Number: The continuing resolution number consists of “CR” followed by the year adopted (four digits), and then the resolution serial number. Serial numbers are assigned in consecutive order, beginning with “1” each calendar year, without regard to the Author. Example: “CR-2018-33.”

Preparation Guidelines and Suggested Formatting Notes: The Congregational Coordinator is available to format proposed continuing resolutions, when requested and a draft copy is provided at least three days in advance of when needed.

- a. Font – Garamond, 12 point; or a similar font (Times Roman, Century Schoolbook, etc.), 12 point.
- b. Margins -- Top 1"; bottom 1"; left 1"; right 1".
- c. Title -- Use bold, uppercase font for the CR number and title. Select titles with some thought to describe the resolution while being succinct.
- d. Author -- Enter one of the following: a ministry team; a congregation committee; or the name of a Pastor. Do not enter a church officer; instead enter the applicable team, committee, or the Executive Committee. Resolutions that are general in nature are Executive Committee resolutions.

APPROVED:

<u>Jon Oleson</u>	<u>2/20/2018</u>
Signature of Council Secretary	Date Approved

VOIDED:

_____	_____
Signature of Council Secretary	Date Voided

ATTACHMENT: CR Format

CONTINUING RESOLUTION
Christ the King Lutheran Church
Bloomington, MN

Number: CR-Year-No.
Title: **SHORT TITLE (bold, uppercase)**
Author: **Applicable Team, Congregational Committee, or Pastor (only one)**
Effective Date: month day, year
Voided Date: month day, year

References: If appropriate, applicable referencing Constitution sections, Bylaws sections, other Continuing Resolutions, and or Church Council minutes; otherwise, “NA.”

RESOLUTION: A statement that establishes a basic organization function, “policy” or continuing operating procedure for the church.

Resolution Details: Details that describe and establish procedures, definitions, roles & responsibilities, needed resources, etc. to effect (achieve, realize, implement, etc.) the resolution.

Note: On subsequent pages after the first page, show the continuing resolution number and page number in the upper left corner.

APPROVED:

_____	_____
Signature of Council Secretary	Date Approved

VOIDED:

_____	_____
Signature of Council Secretary	Date Voided