

# Manual for Church Officers and Boards

## Study Guide

taught by Mr. Don Peterson  
Christ Lutheran Church of the Deaf  
Silver Spring MD

**Manual for Church Officers and Boards** is an online *DeafPah!* course that helps prepare church members to serve in their congregation's ministry. You may download the video lessons and this study guide for free from [deafjesus.org](http://deafjesus.org).

You will need to download one additional PDF document for this course. You will find the link on the DeafPah home page.

***Resource Manual for Congregational Leadership***  
by the Iowa District West, LCMS.  
<http://idwlcms.org/administrative.php>

You will also need a printed copy of **your congregation's constitution and bylaws**.

While you watch the videos, take notes. At the end of each video lesson, reinforce what you have learned by answering the questions in this study guide.

Now please watch video lesson #1, and then answer the study guide questions and share your answers with your mentor.

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## Lesson 1 – Introduction

The course has eleven chapters:

- Chapter 1—Organizational Structure
- Chapter 2—The Voters' Assembly
- Chapter 3—The Church Council
- Chapter 4—The Discipleship Department (Board of Elders)
- Chapter 5—The Evangelism Department
- Chapter 6—The Stewardship Department
- Chapter 7—The Education Department
- Chapter 8—The Worship Department
- Chapter 9—The Social Welfare Department
- Chapter 10—The Practical Services Department
- Chapter 11—The Duties of the Officers

We are using the word “department” instead of “committee” to show the difference in size. Department is large; committee is small. In church constitutions we may use those two words interchangeably.

Congregations vary great deal in size – big and small – especially among Deaf churches. Therefore, there is no “right way” to organize a congregation. Each church will need to adjust its organization according to the congregation’s size, and also, perhaps, according to the abilities of its members.

The whole purpose of having some kind of structure is to help the the pastor with the daily work of the congregation, freeing him to the follow his true calling – tending the spiritual needs of the congregation.

**READ:** Your church’s constitution and bylaws.

### **LESSON 1 – QUESTIONS**

1. List the titles and names of your church’s officers. Example:  
President/Chairman  [name of the person]   
Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
etc.
  
2. Have YOU been a church officer? (Or are you an officer now?) If yes, which ones?
  
3. How many years may an officer of your church serve until the next election?
  
4. Does your church’s constitution limit the number times a person may be reelected to any office? (*In other words, do your church officers have term limits?*)
  
5. Do you serve your church in other ways besides being an elected officer? (*Examples: usher, choir, worship leader, Sunday School teacher, office assistant, etc.*)

## Chapter 1 – Organizational Structure

### Lesson 2 – Areas of Concern for Church Life

Perhaps you have seen the children's hand-poem:

*Here is the church.  
Here is the steeple.  
Open the door  
And see all the people.*

People in the congregation *are the church*. If there are no people, there is no church.

Who manages or takes care of the people?

The pastor? Yes, he takes care of our spiritual needs. But there are many other needs, also. If the pastor does them all, he can't really take care of our spiritual needs. He should not be responsible for these other needs. That is where the people of the congregation are important.

People are the church. It is their responsibility to make sure the church functions well.

The book, *The Congregation at Work*, by R. C. Rein (CPH, 1962), lists five areas of concern for congregational life:

1. Worship & Spiritual Life.
2. Education
3. Evangelism
4. Stewardship
5. Practical Service

Today's areas of concern have changed a little. Now we can list them this way:

1. Fellowship
2. Nurture (encourage growth)
  - a. Stewardship
  - b. Leadership Training
3. Service
4. Witness
5. Worship

This list adds **fellowship** and **leadership training**, which were not in in the previous list.

**Service** include visiting programs, helping homeless people, etc.

Each of the those areas of concern can be subdivided into many smaller groups.

It does not matter how we divide or categorize these concerns or what we name the departments or committees. What is important is that we tend to those areas of concern.

## LESSON 2 – QUESTIONS

1. How many members does your church have? How many of them are involved in operating the church activities?
2. Does YOUR church have a department or committee on Spiritual Life? What is it named?
3. Make a list of the areas of ministry concern that are in your congregation's organization?

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## Lesson 3 – Various Ways to Organize

Now let us look at various ways a congregation can organize itself to satisfy these five areas of concern.

One of the most important factors in organization is the size of the congregation. Larger congregations will have more detailed organization with more chairmen and naturally a much larger budget.

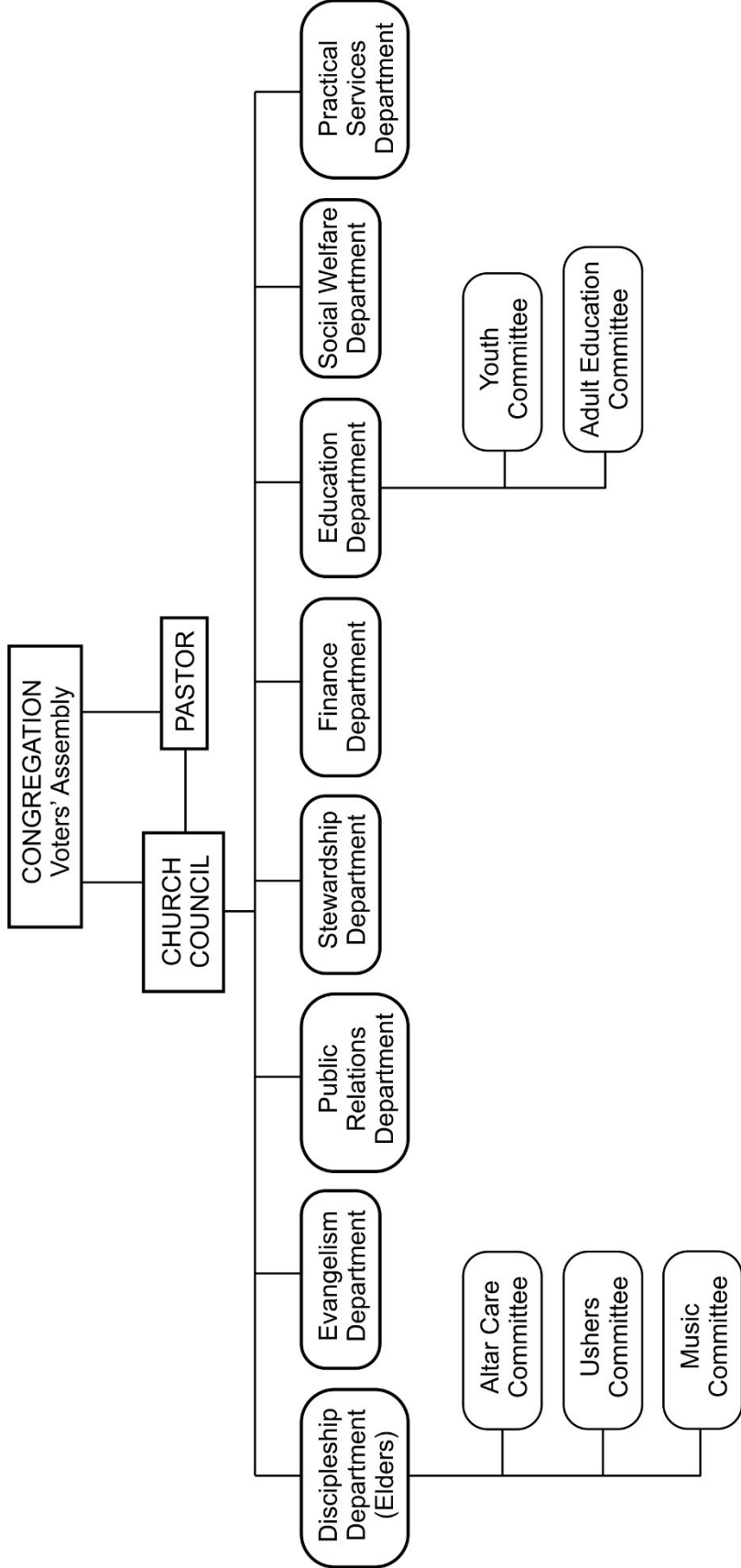
Smaller congregations can condense departments so that one department may serve two or more functions.

We use the term **department** to mean a larger group and **committee** to mean a smaller group within a department. My congregation's constitution does not use the word "department." Instead, we use the word "committee" to for all group names.

The church council of a **large congregation** may have between 8 to 10 chairpersons of departments or committees, not including elected officers.

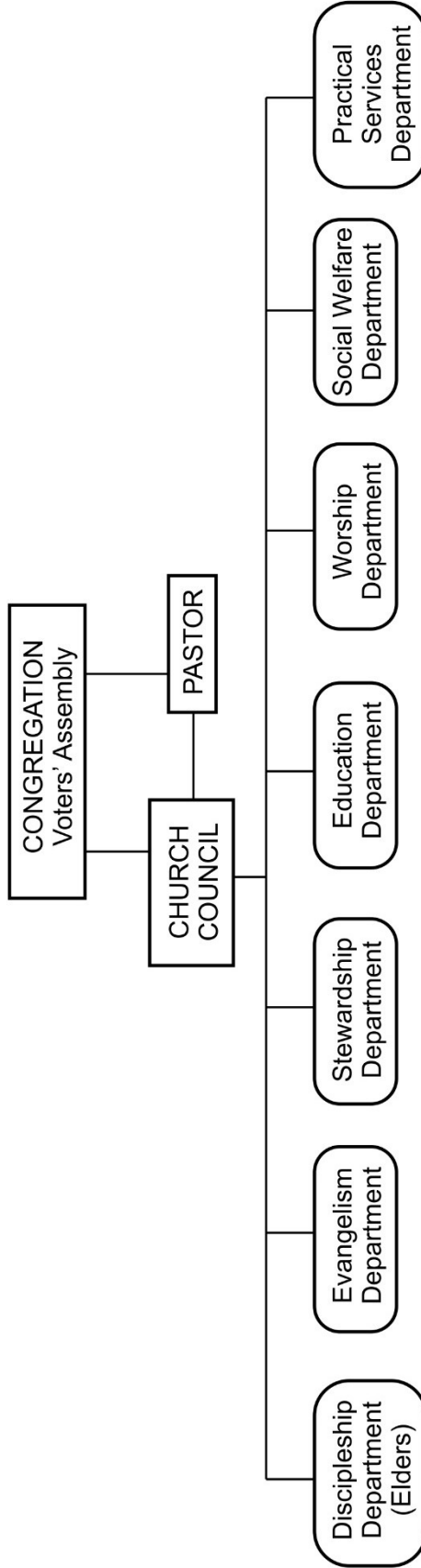
# ORGANIZATIONAL STRUCTURE

Large Congregations



# ORGANIZATIONAL STRUCTURE

Small & Medium Sized Congregations



A **small to medium size congregation** may have 5 or 6 chairpersons on the church council. However, each department may have many committees.

The voters' assembly elects the department chairpersons. Then the department chairperson or department members select the chairperson for the committees in their department. Committee members do not need to be voting members.

This is structure that is almost the same as my church. We have a small number of voters. So we have combined several departments, which condenses the organization. Some department chairpersons are also church officers.

We don't expect each officer to do all the work in his area. We encourage each chairperson to select assistants to help. We can call them "subcommittee chairman."

## **Flexibility in Organization**

The early churches organized themselves to fit their needs. Today our congregations have the same freedom to set up boards and committees to meet new needs. Congregations should change their structure once in a while to meet new challenges.

That does not mean we have the freedom to change our message. We must always preach an unchanging Christ to a changing world. We must always preach the same message – that Christ is our salvation from sin.

However, changes in our society means that we must use new methods for doing the Lord's work. Don't be afraid to make changes in your congregation's constitution, if you need to change.

## **How Change Your Church Constitution**

Your church's current constitution lists certain steps you must follow for amending the constitution or bylaws. It is very important that you follow those steps exactly. Usually the congregation amends the constitution in four steps:

- (1) The church council writes proposed changes in the wording of the constitution or bylaws. Any changes in church organization or procedures must follow the **LCMS *Guidelines For Constitutions and Bylaws of Lutheran Congregations***, which you may download from [LCMS.org](http://LCMS.org), under resources for congregations.

The council then approves the new wording and recommends the changes to the voter's assembly.

- (2) The council prints the amendments and shares them with all the voters months in advance of the scheduled voters' assembly. This gives everyone enough time to read and discuss the changes.





## Chapter 2 – The Voters' Assembly

### Lesson 4 – Kinds of Church Membership

We see from the charts in the last chapter that we always start with the congregation on top. Below the congregation is the voters' assembly, officers, and committees.

(Note that in this course we use the pronoun “he” to mean either male or female members and officers. Also “chairman” can be either male or female, except for the office of elder. LCMS policy is that only males may serve elders.)

When a person becomes baptized in the church, he is called a **baptized member**.

When he becomes confirmed, he is called a **communicant member**.

When he becomes of legal voting age, he may apply to become a **voting member**. Churches vary as to what they mean by “legal age.”

We usually consider voting to be a *privilege*, not exactly a *right*.

When you vote for the President of the United States, you can't just walking into the polling place, ask for a ballot, and vote. First you must register (apply) to become a voter. The election committee will ask you some questions. Then if you are qualified, you can become a registered voter.

That is similar to the process for becoming a voter in the church.

One thing is important about become a voting member of church is that all voters should be willing to serve the church in any office that other voters feel that you are qualified. We don't voters who just come and sit through meetings. We want members who are willing to get involved, to act, and serve in the business of the church.

In the United States there are many people who are qualified to vote, but they never bother to register to vote. Many people think, “One vote is not worth anything. It won't make any difference. I won't waste my time.”

Other people say, “Oh, I will register next year,” and then they forget.

The same thing happens in the church, too. Perhaps 50% of our eligible communicant members become voting members. Some people who don't apply may be very busy. Some people may live far away and it is difficult for them to come to regular meetings. Some people work nights and it is difficult for them to come to afternoon meetings. Some people just don't care.

## LESSON 4 – QUESTIONS

1. What are three kinds of members does a congregation have:
  - a)
  - b)
  - c)
2. Can a person be more than one kind of member of the church? Can a person be all three kinds of members at the same time? Why or why not?
3. Talk with a couple adult members of your church who are not yet voting members. Ask them:
  - a) Why are they not voters?
  
  - b) Do they know how to become voters?

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## Lesson 5 – How to Become a Voting Member

When one of our members wants to become a voting member, we ask them to read the constitution and bylaws. If they have questions, they may ask the vice-president, who will explain anything that they don't understand.

Then the application is passed on to the church council for approval. If the council approves, the application is passed on to the voters' assembly at the next meeting for acceptance.

Possible reasons for turning down an application? I don't know. This has never happened in our church.

We could say that an applicant must be able to read and understand the constitution, but we do have members who do not read it well. They can understand when materials are explained in ASL. Because our meetings are conducted in ASL, we think that is acceptable.

One thing that we require of all voters is that they attend meetings regularly. They may be excused if they have a good reason. The reason for this is that we have a quorum for each meeting. This is a required percentage of the voting members which must attend meetings for

business to happen. In our church, that number is 50%. If voters ignore meetings and do not attend, it is possible that we would never have a quorum.

We do have people who become voting members, but then they decide, “It is too much bother.” Sometimes they don’t resign. They just stop coming to meetings. So we take care of this by putting the following sentence in our bylaws:

*“If a voter is absent without an excuse for two consecutive meetings, his name shall be removed from the voters’ assembly list.”*

If a member’s name has been removed from voting membership, that person may apply again to become a voting member. But he will be questioned more strictly.

### **Frequency of voters’ meetings**

Congregations vary greatly how often they have voters’ meetings – two, three, four times each year. If your congregation is large and you have a lot of business, that is fine. But voters will find reasons to miss meetings if the meetings are scheduled too often.

My church has voters’ meeting twice each year, first in June to discuss budget and planning, and then in November to elect officers.

It is important to schedule the voters’ meetings the same days each year. That way voters can plan ahead. Our constitution says, “The first Sunday in June and the first Sunday in November.” Sometimes we need to change the date, but that does not happen often.

### **Voting Membership**

#### **AN EXAMPLE OF WORDING**

(Christ Lutheran Church of the Deaf, Silver Spring, MD)

#### **CONSTITUTION**

##### **Article IV - Membership**

Section C: *Voting Membership*. All communicant members who have reached their eighteenth birthday, have been accepted by the Voter's Assembly and have read and signed the Constitution and Bylaws of this Congregation shall be entitled to vote. These members shall constitute the Voters' Assembly.

#### **BYLAWS**

##### **Article I - Membership**

Section A - Admission to Membership.

3. *Voting Membership*. An eligible person (per Article IV, Section C, of this Constitution) who desires to become a member of the Voters' Assembly shall first demonstrate his intent by attending a regular meeting of the Voters' Assembly as a guest. At the beginning of the next regular meeting of Voters' Assembly, he shall sign the Constitution and Bylaws of this

Congregation. Upon acceptance by two-thirds of the voting members present, he shall be declared a voting member.

#### Section B - Duties of Members.

3. *Voting Members.* It shall be the duty of every voting member to attend meetings of the Voters' Assembly. The president shall arrange for absentee balloting with voting members in good standing who, for valid reasons, are unable to attend. (Such absentee balloting shall be restricted to those motions which have been presented in writing prior to the day of voting.) Voting members shall accept nomination for office, committee appointments, etc., if possible, and generally participate in the business activities of the Voters' Assembly.

#### Section C - Termination of Membership

##### 3. Voting Membership.

- a. *Inactivity.* A voting member who is absent from the meetings of the Voters' Assembly for one full year without offering a valid excuse shall have his name removed from the list of voting members; however, he may be reinstated by again applying for voting membership as stated in Article I, Section A-3, of these Bylaws.

**Voters' Assembly Schedule**  
AN EXAMPLE OF WORDING  
(Christ Lutheran Church of the Deaf, Silver Spring, MD)

## **BYLAWS**

### **Article II - Administration of Congregational Affairs**

#### Section A - The Voters' Assembly

1. The Voters' Assembly shall meet at least twice annually. The regularly scheduled meetings shall be on the first Sunday in June and the first Sunday in November. In emergencies, the date for a given meeting may be changed by the Executive Council.
  - a. The June meeting shall have budget consideration as the primary business, in preparation for the next year's budget.
  - b. The November meeting shall have the election of officer and the evaluation of goals as the primary business.

## **LESSON 5 – QUESTIONS**

1. At what age can a person become a voting member in your church?
2. How does a person become a voting member in your church?
3. Do you remove voters who do not attend meetings? How do you do that?

4. How often does your Voters' Assembly meet? Are the dates set? Or do they vary?

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## **Lesson 6 – Voters' Assembly Business**

What does the voters' assembly do?

The voters' assembly

- Establishes general policy and makes major decisions about how the congregation will function.
- Approves the budget for the treasurer to follow.
- Gives authority to the church council to make minor changes during the year.
- Elects officers and department chairpersons from its members. (Officers and department chairpersons must be voting members.)

Committees are under departments and have a limited business. Committee chairpersons and members don't need to be voting members. Committee chairpersons are usually chosen by the department chairperson; they are not elect by the voters' assembly.

It is a good idea to set term limits for officer, to keep the leadership fresh and to force new blood into office. The previous leaders can run again later, or run for a different offices.

It is also good to stager the terms,. so only half of the officers will change each year.

Voters' assembly also receives reports from the officers and departments. If the officers make any recommendations for things that have not occurred before, the voters can act on these, too.

After the meeting is finished, it is a good idea to post the minutes, or at least a summary of these meetings, so the whole congregation can read them.

Sometimes we have member who not a voter complain about what has happened at the voters' assembly. We will tell them, "You have a good point! I hope you will become a voting member. We need people like you who have good ideas. Come and join us."

**Officer Elections and Term Limits**  
AN EXAMPLE OF WORDING  
(Christ Lutheran Church of the Deaf, Silver Spring, MD)

**BYLAWS**

**Article II - Administration of Congregational Affairs**

Section B - Terms of Office.

The President shall be elected to a term of office of three years and shall not be eligible for re-election. The term of the other officers shall be two years. No Chairman shall serve more than two consecutive terms in the same office. The terms of the Chairmen shall be staggered so that the Chairmen of Education/Evangelism and of Stewardship/Finance are elected in even-numbered years and the Chairmen of Social Concerns and of Worship are elected in odd-numbered years. All officers shall take office on the first Sunday of January following the November meeting of the Voters' Assembly.

**LESSON 6 – QUESTIONS**

1. How long (how many years) are the terms of your church officers? In other words, how many years does an officer serve until that officer must be elected again?
2. Does your church's constitution limit the number of terms an officer can serve? If yes, how many terms?
3. Does your church stagger the elections of officers so different officers are elected on alternating years? Or do you hold elections for all officers at the same time?
4. Describe some business that was decided at your church's most recent voter's meeting.

## **Chapter 3 – The Church Council**

### **Lesson 7 – What is the Church Council?**

The work of the church never changes. But how we organize and administer the program will change according to the changes that happen around the church. Managing the church will change according to the size of the congregation. It may also change according to the number of qualified people who are voters.

We have already discussed the voters' assembly, which establishes general policies. Now we need a group to do that policy.

This is like when the United States Congress establishes law, which are the same as policy. Then the President and his cabinet enforce those policies.

The church council follows the policy established by the voters' assembly. The council does not set its own policies. Example:

The church council may not loan money; that decision must be made by the voters' assembly. The church council may not decide on its own to loan money to someone.

But if the voters' assembly passes a policy that says, "The council has authority to make a loan up to \$500," then the council can do that without asking permission. But if someone requests a loan for \$550, then the council would need to go to the voters assembly and ask permission.

### **Who sits on the church council?**

In general there are three kinds of members

1. the pastor
2. the officers
3. the department chairpersons

The pastor is normally a non-voting member of the council. The pastor is also a non-voting member of all the departments. Because he is non-voting member does mean that he sits quietly and does not participate. The pastor offers his opinions during the meetings.

The council will appreciate the background the pastor gives them on various matters. Remember that the pastor's chief obligation is to Christ. The pastor is responsible for the spiritual care of the congregation, but he is also the servant for the congregation.

## **LESSON 7 – QUESTIONS**

1. How many members serve on your church council? Who are they (what are their office titles)?
2. Does your church council have council members who NOT allowed to vote in the council meetings? If yes, who are they (what are their office titles)?
3. Describe some business that was decided at your church's most recent council meeting. (If you are not a council member, you may ask the secretary for a copy of the council minutes.)

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## **Lesson 8 – Council Members & Meetings**

The officers will vary in different churches.

The basic offices are:

1. President
2. Vice-President
3. Secretary
4. Treasurer

In a very small group, the roles of secretary and treasurer may be combined, but normally that should be avoided.

In very large groups, the role of secretary may be divided into

- a. recording secretary
- b. corresponding secretary

with only the recording secretary sitting on the council.

Similarly, the duties of the treasurer may be divided:

- a. treasurer
- b. financial secretary



The financial secretary records all donations and from time to time notifies members how much they have given through the year. He would not sit on the council.

In later chapters we will discuss the duties of each of these officers.

The chairperson of each department should also be a council member, since departments do not exist alone, Whether they are voting members of the council depends on the church. They can be advisory members that don't vote.

We must remember that what each department does affects other departments. Therefore it is important that chairperson of department knows what happening in other departments.

This can lead to a large number of people on the council:

The pastor,  
at least four officers,  
and as many as 8 department chairpersons.

In small congregations, officers can also serve as department chairpersons, combining roles. When roles are combined, it is best to have the president be only president with no other duties, and not be the chairperson of any department.

The council should meet often. We recommend monthly council meetings. If that is too often, the not more than two months apart.

It may seem everything is running smoothly, and there is no need for a meeting. Don't let that fool you. Things can always be improved.

Council meetings are not as formal as voters' assembly meetings. Everyone, including the president and the pastor, participates in debates. Motions are usually passed by agreement rather than a formal majority vote.

Many of the policies that are acted upon in the voters' assembly originate in the church council. The council may see the need for something, but there is no policy to cover it. The council may bring that up at the next voters assembly meeting to make a formal policy.

A summary of the council minutes of the council meeting may be posted for the congregation to read. But of the council discusses sensitive matters that should no be discussed outside the council. These may be part of the formal minutes of the council, but not part of the summary that is posted.

## **LESSON 8 – QUESTIONS**

1. How often does your church council meet?
2. When and where does the council meet?
3. Does your church have just one financial officer (treasurer)? ...or two (treasurer and financial secretary)?

## **Chapter 4 – The Discipleship Department (Board of Elders)**

### **Lesson 9 – Purpose of the Discipleship Department**

The focus of the Discipleship Department is general and the spiritual welfare of individual members of the congregation, and of the congregation as a whole.

Board of Elders acts with and meet with the pastor, with the congregation as a whole, and with individual members. This department acts as the pastor's chief assistants.

There should be about three elders. There may be as many as seven, if the congregation is large. They are often nominated by the pastor and elected by the voters' assembly.

Because they oversee the pastor's work, the pastor should have the final vote in electing the elders.

One of the elders is elected as chairman. Sometimes the elders elect the chairman from among themselves.

Often each elder is assigned a zone or area, and he responsible for the members within that area. The elder may select assistants to aid him in various matters, such as visiting people.

The elders should meet monthly to share concerns.

### **Elders Help the Pastor**

The elders, by their advice and by their actions, will encourage the pastor in his work.

They should review the pastor's leadership once a year and evaluate the worship services.

They should always be ready to encourage the pastor in the difficult problems that he faces during his ministry.

They should be the first people the pastor goes to for help.

They should regularly pray for the pastor and other spiritual leaders.

They should also give attention the spiritual and physical health of the pastor and his family.

They should see that he has enough rest, enough vacation time, and receives assistance in case of sickness in his family.

## LESSON 9 – QUESTIONS

1. How many elders does your congregation have? Who are they?
2. Who selects your church's elders?
3. Has the pastor appointed an elder for you and your family?

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## Lesson 10 – Duties of the Discipleship Department

The Discipleship Department should also give attention to the attendance at worship services. They should keep records of attendance, both as a total and for individual members.

If they find that a members has not been coming to worship services, the elder who is responsible for this member should establish contact with him/her and try to discover the reason for the member's absences. An effort should be made to renew the member's faith and to remind the member of their obligation as a church member.

This is a difficult role for the elder. He must be patient and no anger the member in any way, but show how much Jesus loves him. If the member becomes angry, he might leave the church. The Deaf community is small, and we all know each other well.

If the elder in charge does not know the member well, he should ask others about him. Often the reason for missing church is minor and can be solved easily.

### Duties of Discipleship Department

See to it that babies born to members of the congregation are baptized.

Give praise to members who are a good example of Christian faith and growth.

Give joy or comfort, as appropriate, when special things happen in the life of congregation members. Examples:

- ✓ birth of a baby
- ✓ wedding anniversary
- ✓ a birthday
- ✓ hospitalization
- ✓ death
- ✓ accident
- ✓ confirmation
- ✓ graduation from school

Set up a visiting program for people who cannot come to church, or older members, to offer them alternatives to Sunday worship.

Some of these things may seem small and not worth their attention. But nothing is too small or too large. Even if 100 other people are praising someone, that does not mean you don't need to go; you should go, also.

**READ:** *Resource Manual for Congregational Leadership* lists many of the responsibilities of the Elders. Read these. (2004 Edition: printed pages 12-15) (PDF pages 14-17)

### LESSON 10 – QUESTIONS

1. List three reasons why a faithful member suddenly stops coming to church.
  - a)
  - b)
  - c)
  
2. What would could an elder do to convince that person to return to church?

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### Lesson 11 – Church Discipline

The Discipleship Department is also responsible for church discipline. We shall study and understand the importance of church discipline. This is when a member behaves in ways that the Bible says are sinful. The elders need to do this discipline carefully and prayerfully, using the word of God. For this we go to **Matthew 18:15-17**.

*Jesus said: “If your brother sins against you, you go to him and show him his wrong. But do it privately, just the two of you. If he listens to you, you have won your brother again. If he will not listen to you, take one or two other people with you, so that every accusation may be upheld by the testimony of witnesses, as the Scripture says. And if he will not listen to them, then tell the whole thing to the church. Finally, if he will not listen to the church, treat him as if he were a non-believer or a ‘tax-collector.’ ”*

Discipline may be the hardest thing for any elder to do.



## Chapter 5 – The Evangelism Department

### Lesson 12 – Why Evangelism?

The special focus of the Evangelism Department is to send believers out to witness for Christ, and to win the souls of those who have not yet been saved. It has been said that “the soul of the church’s work is to save souls.” Luke 17:10 says, “...*seek and save the lost.*”

The Evangelism Department focuses on the mission role of the church. This mission is especially important among the Deaf.

First, because a hearing church is normally not able to communicate effectively with Deaf people who do not have a church and, therefore, the hearing church cannot serve spiritual needs of Deaf people very well. As more hearing people learn Sign Language, this is changing.

The Deaf church has an additional reason to find people who have no church. Our Deaf members have hearing children. They tend to grow up and join a hearing church, not a Deaf church. The Deaf church grows mostly by recruiting new members. It cannot depend on “family growth.”

### LESSON 12 – QUESTIONS

The Bible has many verses that tell us to go out and witness to the world. What do these Bible verses teach us about telling lost people about Christ?

- 1) Matthew 4:18-19
- 2) Matthew 28:15-20
- 3) Acts 1:8
- 4) Acts 4:18-20
- 5) Acts 8:1,4
- 6) 2 Corinthians 5:20 – 6:2

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## Lesson 13 – Reaching Deaf People

When we discuss the **Evangelism Department**, we are talking about the chairperson who is elected and the assistants he chooses. Evangelism is not a job for just one person.

The chairperson needs to choose members to become “lay visitors” and then train those people. They need to know how to witness properly. Then the department needs to set up a continuing program for visiting people.

A hearing church might set an area around their church, and then go from house to house telling people about their church.

Deaf churches handle visitation differently, since the Deaf population is spread throughout the community. First we need to find out where Deaf people live, and then visit them and witness to them.

The Evangelism Department first needs to find Deaf people who don’t have any church, or don’t regularly attend other church.

In small towns or rural areas, we can know all the Deaf people in the area. But in large cities there is constantly changing Deaf population that we don’t know about. How can we find them? Socializing with Deaf people in the community outside the church is probably the best way to find those people. ...such as bowling, community picnics, wedding anniversaries, sport events that Deaf people attend. We go there to meet Deaf people who do not have contact with our church.

Church members often prefer to socialize within the church, to be with people who think like us. But in order to witness to Deaf people, going to them outside the church is important.

The Evangelism Department should prepare a map of the area with pins that show where members live and, using differently colored pins, showing where prospective members live.

It is surprising to see how far some of our members drive to church. Using that, prospective members could see, “Oh, wow! The church is not very far. We can come.”

**READ:** *Resource Manual for Congregational Leadership* offers suggestions for the Evangelism Department to reach the community and welcome visitors. Read these. (2004 Edition: printed pages 16-19) (PDF pages 18-21)

### LESSON 13 – QUESTIONS

1. Does your church have an Evangelism Department? If yes, who is the chairperson?



2. Describe the kind of person that should be chairperson of the Evangelism Department.
3. How do you contact deaf people and find out whether or not they attend a church?
4. As you read the suggestions for evangelism in the *Resource Manual for Congregational Leadership*, what did you see that your church could be doing better than it is doing now?

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## **Lesson 14 – Youth Evangelism & Assimilation**

### **Youth Evangelism**

An important part of the Evangelism Department's responsibility is evangelism to young people.

In the past one of the chief ways we got new members was to have Bible study worship services in schools for the Deaf. The children became familiar with the pastor. And when they left school many would come to church.

Now pastors are forbidden to have such services in the schools for the Deaf. Often children do not stay at the school during the weekend. Now many are day-students. Many are in mainstreamed schools with hearing children. It is difficult to find deaf children.

The Evangelism Department needs to advertise that there is a church for the Deaf in the community. The Evangelism Department is not responsible for publicity, but it should work with whichever department is responsible for public relations.

### **Assimilation – Getting New Members Involved**

When new members join the congregation, the Evangelism Department is responsible for helping them merge with the older members.

The Evangelism Department should work with the Board of Elders and the pastor to make the reception of these new members an inspiring part of their lives.

New members should be introduced to the various organizations of the church that they could join. Examples: Voters' Assembly, Men's Club, Women's Guild, Choir, etc. Learn their interests and introduce them to other members who share the same interests.

Related to this, the Evangelism Department should always try to develop a feeling of friendliness in the congregation, and should suggest ways to improving that friendly feeling.

## **LESSON 14 – QUESTIONS**

1. How many of your adult members have deaf children that join the church?
2. How would you try to identify deaf children in a local hearing school? How would you contact them?
3. How does your church serve the hearing children of Deaf members?
4. In what ways does your congregation welcome new people and help them become involved in church activities?

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## **Lesson 15 – Publicity & Teamwork**

### **Publicity**

The Evangelism Department should have a publicity committee and public relations (PR). These duties might fit in another department, but the Evangelism Department is the most logical place, since they are trying to recruit new members.

Deaf churches tend to be in large cities, and because the churches are small, they become hidden. The public does not notice them.

The church should have a good sign outside. When people drive past the church, they will easily notice that it is a DEAF church.

The second important thing is to advertise at Deaf events, either by printed fliers, by letting friends know, email announcements, and social media (Facebook). This is a responsibility of ALL members, not just those who serve on a committee, to spread the word about the church.

Good public relations can develop in many ways. When church members join in community projects, like the United Fund or Red Cross, they show that the church wants to help the community.

The Men's or Women's group can ask community leaders to come speak to their groups about the work these leaders do. This serves a double purpose: (1) The leaders become familiar about the church and its members, and (2) the members learn more about their community.

### **Working with other departments of the church**

Finally, the Evangelism Department works with other departments.

It works with the Board of Elders. When new members are welcomed into the congregation, the Evangelism Department follows the new members' progress for six months.

The Evangelism Department also works with the Stewardship Department, to plan an orientation program for new members.

It also works with the Education Department, to make Bible study deeper and improve the prayer life of members of the congregation.

Many people without a church do like Bible study. If they can attend a home Bible study program managed by the Education Department, they often start attending regular worship services and will become members.

### **LESSON 15 – QUESTIONS**

1. How do you attract people in the deaf community who are not church members to come to worship or Bible study?
2. How do you attract people in the deaf community who are not church members to come to a church dinner?
3. If someone drove past your church building, how would they know that a DEAF church meets there?

4. a) Does your church have a website?
- b) Who manages the church website?
- c) Is the information on your website attractive and up-to-date?

## Chapter 6 – The Stewardship Department

### Lesson 16 – What is Stewardship

The Stewardship Department is the manager or steward of the congregation. It focuses its work on all programs that influence growth – both the growth of individual members and growth of the congregation.

People often make the mistake of thinking that the Stewardship Department simply means the finance committee. Finance focuses only on money. The Stewardship Department focuses on all areas of Christian living and giving, the blessed and promised life of every member.

We will discuss the Finance Committee in depth later under the Practical Services Department.

The Bible often speaks about stewards. In most of these verse, a rich man, the “master,” gives authority to someone to watch over his house and take care of everything he has. Obviously, the rich man must trust the steward he chooses.

#### LESSON 16 – QUESTIONS

Read these Bible stories. What do they teach us about stewardship?

- 1) Genesis 39:1-6 .....Joseph as Potiphar’s manager
  
- 2) Matthew 18:21-35 .....The Unforgiving Servant
  
- 3) Matthew 25:14-30 .....The Talents
  
- 4) Luke 12:13-21 .....The Rich Fool
  
- 5) Luke 16:1-15 .....The Dishonest Manager

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## Lesson 17 – What is Stewardship (continued)

By reading those Bible stories, you see that stewards must be responsible – VERY RESPONSIBLE!

**1 Peter 4:10-11** says that every person has received gifts from God, and each person must be a good steward. Each person must use their gifts to help other people.

People must manage their gifts well.

Therefore, the meaning of “stewardship” for Christians is that God has made us managers of His gifts. All that YOU HAVE, all that YOU ARE, all that YOU RECEIVE are valuable gifts from God. You must use these gifts for His glory and for your and your neighbor’s good, to help them both now and for eternity.

That includes giving glory to God daily, using your time properly, and using your skills in the right way, to help spread His Kingdom on earth.

The Stewardship Department helps all members of the congregation do these things.

The Stewardship Department works together to make stronger Christian faith and love in the congregation, and to raise the members to a higher level of work and service. This growth is both by “impression” and “expression.”

“Impression” is what we receive – the learning experience that we have in the church, such as in Bible study.

“Expression” is what we give.

The Stewardship Department encourages members to give of their time, their energy, and their treasure. The Stewardship Department must make the members understand that simply coming to worship services is not enough.

Members do not need to become church officers to be good managers of God’s gifts. There are many other ways to serve.

A member may protest, “I can’t do anything. I have no skills.”

It is the job of the Stewardship Department to help members find their skills and then use those skills in the service of Christ.

**READ:** *Resource Manual for Congregational Leadership* offers suggestions for the Stewardship Department to serve the congregation. Read these. (2004 Edition: printed page 23) (PDF page 25)

## **LESSON 17 – QUESTIONS**

1. Read Romans 12:1-8. What do these verses teach us about Christian stewardship?
2. What gifts has God given you to serve other people?

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## **Lesson 18 – The Finance Committee**

The management of finances is the responsibility of the finance committee.

But the Stewardship Department is responsible for setting up the work programs for the congregation and then interpreting those programs into a proposed money schedule. The Stewardship Department also trains people to do home visits to obtain pledges from members, so the congregation can meet the proposed money schedule.

To do this properly, the department must analyze the giving habits of each member of the congregation and have a knowledge of the background of the member. That is often a sticky situation and be handled with care. By asking members to give more than they are able, it is easy to make them angry, and might even cause them to stop coming to church.

That is why people must have training before making home visits.

The Stewardship Department analyzes programs of the church in many ways. A few are listed here:

1. Have the officers and committee chairpersons been meeting their responsibilities?
2. Are members' skills being used properly?
3. What are the special needs of the congregation, by
  - a. age (young or old)
  - b. sex (men or women)Each demographic group have different concerns.

4. Are the organizations functioning as they should?
5. What are the giving habits of each member?
6. What are the problems or weaknesses in the church? ...and then work with other departments to make improvements.
7. List skills that are needed in the church. Then keep a list of skills of each member, so they can be matched with the need skills of the church.
8. Evaluate methods used by other congregations in the stewardship of money and recommend to the council better ways to manage the congregation's finances.

If the Stewardship Department functions properly, it has a very large number of important responsibilities.

## LESSON 18 – QUESTIONS

1. Does your church ask members to pledge how much they plan to give in the coming year? If yes, how does your congregation handle pledges?
2. Some people can manage meetings, some can bake delicious cookies, some can drive the elderly to church each Sunday. List 8 other skills that are not always obvious that are useful in the functions of the church.
  - a)
  - b)
  - c)
  - d)
  - e)
  - f)
  - g)
  - h)



## Chapter 7 – The Education Department

### Lesson 19 – Christian Education

The Education Department concerns itself chiefly with groups in the church that provide formal instruction in the Word of God. Jesus commanded that we PREACH HIS WORD. Jesus also commanded that we TEACH HIS WORD.

Matthew 28:20 says, “... and teach them to obey everything I have commanded you.”

It is difficult to separate preaching from teaching, because they are much alike. The pastor’s sermons are often tools for teaching us.

Here in this chapter we will look at Christian education as the formal instruction the church gives its members by various methods, not including sermons.

Christian education actually happens as part of the program of *every* department, not only the Education Department.

The Education Department sets up and manages the over-all program of education.

We will also find that “education” includes many more types of teaching than just Bible study.

**READ:** *Resource Manual for Congregational Leadership*  
“Organization of the Christian Education Committee” and  
“Chief Concerns of the Christian Education Committee”  
(2004 Edition: printed page 9) (PDF page 11)

#### LESSON 19 – QUESTIONS

1. How many different kinds of Christian education occur in your church? What are they?
2. Describe one opportunity for education in each of the following departments:
  - a) Evangelism Department
  - b) Stewardship Department
  - c) Social Welfare Department

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## Lesson 20 – Children’s Programs

Christian education will focus mostly on three age groups:

1. children
2. youth
3. adults

There may be smaller groups within these three groups.

If the congregation is large, there should be committees to handle each of those groups. (For our Deaf churches, we will omit discussion about day school programs.)

In the area of children’s programs, the Education Department will offer a Sunday School. Churches of the Deaf will often use space provided within a hearing church. Deaf parents may send their children to Sunday School classes run by the hearing church. If you do that, plans must be made for any Deaf children in the congregation. That may be done by providing a Deaf aid to the Sunday School teacher or an interpreter.

If the Deaf congregation is independent and runs its own Sunday School for children in its congregation, then plans must be provided for the hearing children, too.

It is necessary to choose good teaching and administrative people to run the program. That is not the pastor’s responsibility.

The program should also be organized to provide teacher training. It is not enough that a person knows the Bible well. The teacher must be able to excite the children with his knowledge.

Having new teacher training also allows rotation of the staff.

If the church is near a school for the Deaf, or a school with a Deaf program, then weekday after-school religion classes may be held. The Education Department needs to find out the laws about having these classes and determine what may be taught.

The Education Department should evaluate its program every year to determine its strengths and weaknesses.

They should keep student attendance records to help determine the overall strength of the classes.

There should be a regular system for recognizing teachers and staff in the program.

Other things that can be done for the children’s program:

1. Have a Christian Family Week program.
2. Have an annual Sunday School picnic.

3. Encourage regular Bible reading during the summer.

**READ:** *Resource Manual for Congregational Leadership*

“Responsibilities for Superintendent of Education and/or Christian Education Chairperson”  
and “Vacation Bible School”

(2004 Edition: printed page 10) (PDF page 12)

## **LESSON 20 – QUESTIONS**

1. What is the total number of children in your congregation?

How many range from 5 to 12 years of age?

How many are deaf?

How many are hearing?

2. Your church offers Christian education to children... how?

How many children participate?

How many adults and youth serve as teachers and helpers?

3. Why is it important to recognize teachers and staff?

4. What are some ways your church can recruit and train new Sunday School teachers?

---

## Lesson 21 – Youth Programs

Youth programs include children from 10 or 11 years of age to young people about 18 or 19.

Programs include confirmation classes. Separate confirmation classes for adults should be provided as needed.

Bible classes should be taught at a higher level for young adult students.

Youth groups should be formed and activities suggested.

Young people should be encouraged to attend Bible institutes, camps, youth rallies and conventions sponsored by the District or Synod.

The Education Department should know when and where events are happening and make the information available to church members.

The Education Department should have “camp fund” for financial assistance. Often young people who want to attend camp do not have the money to pay for attending.

**READ:** *Resource Manual for Congregational Leadership*  
“Confirmation Classes” (printed page 11) (PDF page 23) and  
“Youth Committee” (printed page 27) (PDF page 29)

### LESSON 21 – QUESTIONS

1. What is the total number of youth in your congregation (ages 13 – 18)?  
  
How many are deaf?  
  
How many are hearing?
2. Your church offers Christian education and ministry to youth... how? ...and how many young people participate?
3. Should an effort be made to keep hearing youths in the deaf congregation? Or should they be encouraged to join a hearing congregation?

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## Lesson 22 – Adult Programs

The Adult Education committee should include representatives from various church organizations, such as the men's and women's clubs.

There should be regular Bible study classes. They could meet Sunday morning, either before or after the worship service.

If possible, adult Bible classes should be grouped by age (20-40 and 41-99). The classes should be kept small. If there are too many in a group, it becomes more like a lecture. Bible study should be "give and take" among all the people, not just a lecture.

There may also be a midweek class or home Bible study groups.

Home groups tend to be smaller and less formal. That is good. They also have the benefit of attracting friends who may not be church members.

It is the responsibility of the Education Department to plan Bible study programs

From time to time it is good to bring in other topics of interest. Examples:

1. Analyze the creeds or liturgy.
2. Current event topics such as:
  - Death & Dying
  - Cloning
  - Capital Punishment

Those topics may seem out of place for a Bible study, but members will profit from discussing things like that from a religious viewpoint.

There are many other events that have educational value and should be planned regularly for adults. Some of those are:

- Family nights
- Weekend retreats
- Family dinners
- Lectures or workshops
- Short courses on topics of interest to various groups of people in the congregation

The Education Department will also work with other departments on congregational projects, such as

- every member visits
- picnics
- summer camps

The Education Department is also responsible for promoting programs sponsored by Synod and District. Examples:

- Deaf Awareness Month
- Reformation Day
- Lutheran Education Week
- Christian Family Week
- Bible Institutes
- Conferences
- Etc.

As we mentioned previously in this chapter, Christian education happens as part of every program in the church.

The Education Department oversees all those programs.

**READ:** *Resource Manual for Congregational Leadership*  
“Adult Work” (printed page 11) (PDF page 23)

## **LESSON 22 – QUESTIONS**

1. Your church offers Adult Bible classes... when? and where?
2. Approximately how many adults attend Bible class?
3. Besides the pastor, how many lay leaders or teachers serve the adult Bible classes?
4. List three topics not directly related to the Bible that you would like to have discussed in your Bible class.
  - a)
  - b)
  - c)

## Chapter 8 – The Worship Department

### Lesson 23 – Liturgy and Lay Readers

The functions of the Worship Department are often included under the Discipleship Department, with separate committees for ushering, altar care, and music.

It seems to me that the Discipleship Department has so many duties that it is better to have a separate department for worship alone.

It is the duty of the elders to oversee worship services in general, to see that the services are appropriate, to see that the Word of God is preached in truth and purity, and to see that the worship services are done properly.

In this chapter we will focus on Worship Department as managing the regular parts of worship services. We classify these functions as:

1. Liturgy and Lay Readers
2. Altar Care
3. Ushering
4. Music

The Worship Department should form committees to manage each of these duties.

### Liturgy and Lay Readers

The liturgy and lay reading committee is responsible for translating the liturgy and training lay readers. (*A layreader is the worship assistant, who signs the congregation's responses in the liturgy, while the worshippers copy-sign.*)

The liturgy translation function is special for Deaf churches. We already have the liturgy in the regular hymnal (the Lutheran Hymnal [TLH], Lutheran Worship [LW], Lutheran Book of Worship [LBW], Lutheran Service Book [LSB], etc.).

We may use the same liturgy every Sunday, or alternate liturgies to provide variety. Regardless, it is difficult for most lay readers to follow a published liturgy and make his signing mean something to the Deaf congregation.

The worship committee needs to translate the liturgy into a form that is easy to sign and clearly understood by the Deaf congregation, while being careful not to change the *meaning* of the words. The Sign translation should be printed in a large font (large print size) to make it easier to read while signing.

Next, the committee must recruit lay readers. If you use more than one liturgy, it is best to assign each lay reader to one specific liturgy.

Then the committee should train the lay readers so they sign the liturgy accurately and clearly. The lay readers need to sign clearly, in a way that is easy for the congregation to understand and copy.

It is always good to have several lay readers ready. That gives the congregation more of a feeling that they are participating in the worship service.

My church uses two different liturgies and alternates them, with a team of four lay readers for each liturgy.

## **LESSON 23 – QUESTIONS**

1. Who or which departments in your church manage...

Layreading:

Altar Care:

Ushering:

Music:

2. How many different people serve as layreaders in your church?
3. How does your church recruit, train, and schedule layreaders?
4. Does your church offer worshippers a printed bulletin every Sunday?

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## **Lesson 24 – Altar & Sanctuary Care**

The Worship Department is responsible for altar care.

Duties of the altar care committee:

- Sets up the altar covers with the correct colors for the season of the church year.
- Receives and sets up altar flowers, perhaps from the members.
- Sets up the communion ware with bread and wine.
- Prepares for baptismal services.



- Changes the altar room and candles as needed.
- Cleans things up and puts them away after the worship service.
- Orders worship supplies as needed, such as wine and candles.
- Makes sure that the pastor's vestments and communion linens are cleaned regularly.
- Makes sure that furniture in the worship room (sanctuary) is kept clean and in good order.

### **The Sanctuary**

Altar care also includes the general environment of the sanctuary. Is there enough light? Can people see clearly? This is especially in Deaf churches. Is there good ventilation? Are the pews or chairs comfortable? Are there enough hymnals? Are there enough printed liturgies for visitors who do not know Sign? Those are the things that make worship more enjoyable and worth attending.

The pastor may have a well prepared sermon that he signs beautifully, a sermon that is deep and meaningful. But if the people are uncomfortable and restless, or if they can't see clearly, or if they are too cold or too hot, the sermon may be lost.

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### **LESSON 24 – QUESTIONS**

1. Who sets up the altar in your church? Who prepares communion?
2. Does your church have a system or program for training people serve in these duties?
3. How does your church help hearing visitors feel welcome and able to participate in worship?

---

### **Lesson 25 – Ushering**

The Worship Department is responsible for recruiting and training ushers. The ushers committee sets up training and schedules the ushers' services.

Ushers assist in promoting the worship services...

- by preparing the area for worship,
- by keeping order and decency during the service,
- by friendly Christian contact with the people,
- by establishing good public relations.

Ushers help the members maintain a spirit of reverence during worship.

How many ushers work during each worship service depends on the size of the congregation. If there is more than one usher, it is good to have a captain and set up teams. Each team works at specific time periods; for example, one Sunday a month for one year.

Ushers should arrive early. They should check the light and heat or A/C in the sanctuary. They should check to see if they have enough hymn books and worship bulletins. They should put up the hymn numbers on the hymn boards. They should set out the visitors' book and be sure there is a pen with the book. They should also check outside and be sure the area is clean.

Ushers need to know how to deal politely with people who are late, and know what is the right time to seat them.

They need to be able to handle emergencies, like crying babies, a child walking down the aisle during the worship service, or talking during the service.

They should know how to receive the offerings in a reverent way.

They should have a smooth system of ushering during the communion service.

After the service, they should greet visitors and introduce them to the pastor.

When all is done, they put the sanctuary back in order and turn out the lights.

**READ:** *Resource Manual for Congregational Leadership*  
"Ushers" (printed page 26) (PDF page 28)

## **LESSON 25 – QUESTIONS**

1. Do you have ushers in your church?

How many ushers work at each service?

How often does an usher serve?

What are the duties of your ushers?

2. Does your church have a system or program for training people serve as ushers?

---

## Lesson 26 – Music

The Worship Department is also responsible for music that is used during services.

Do Deaf churches use music? Oh, yes! Very few Deaf people have 100% hearing loss.

Music could be provided by live pianist or by recorded music. If recorded music is used, the worship committee needs to purchase necessary equipment and see that it works properly.

Hymns may be signed by individuals or by a choir. The music committee should choose a “sign director,” someone who is skilled in training hymn signers, so they can present a beautiful, smooth performance.

Hymns that are printed in Lutheran hymnals are to understand if they are signed exactly as written. Many words have no exact Sign equivalent. Many other words have several different meanings. Choosing the right concept to sign may require help from the pastor.

The Sign Director must be able to translate the words into the right Signs. Another way to do this is to get from the Department of Deaf Missions a book of selected hymns that are already translated into ASL or into signable English. You can use them as printed, or the Sign Manager may wish to modify them.

The hymn choices should agree with the season of the year, and perhaps agree with the theme of the sermon of the day. The pastor may have specific hymns he wants to choose for the service.

For a more reverent feeling, the choir should be robed. The color of the robes should permit the hands of the signers to be seen clearly.

The service is made more enjoyable when hymns are signed clearly and can be understood by the people.

In hearing churches there may be six or seven hymns or organ backgrounds. Here we are focusing on the needs of Deaf people in the congregation, but not shut out the needs of hearing people who attend. I think three hymns is enough.

**READ:** *Resource Manual for Congregational Leadership*  
“Music Committee” (printed page 22) (PDF page 24)

### LESSON 26 – QUESTIONS

1. What kind of music or song-signing does your church use? Individuals signing hymn text? Recorded music? Choir? Piano or organ?

2. If you have a choir, how many people are in the choir?

How often does the choir practice?

3. In your group of song leaders, how many are Deaf or Hard of Hearing?

How many are hearing?

4. Does your pastor print songs in the bulletin?

## Chapter 9 – The Social Welfare Department

### Lesson 27 – Introduction: Organization

The Social Welfare Department has the general concern of offering a “helping hand” in Christ’s name, not only to fellow Christians, but to every person that needs help.

This department may have several other names. For example:

- Social Concerns
- People Care
- Human Care
- Nurture

Often the functions of this department are under the Discipleship Department. But if the size of the congregation permits, a separate department is recommended. This leaves the elders free to focus on the spiritual health of the congregation.

The chairperson of the Social Welfare Department and his assistants help the pastor in visiting the sick, people in the hospital, the elderly, or helping people who have problems, who are lonely or depressed.

It is not possible for the pastor to satisfy all these needs; that would not make good use of his time. The Social Welfare Department gets involved, visits these people, and investigates their requests. They can take care of many of the needs themselves. If they feel the pastor is needed, they can get involved, they can recommend that the pastor visit these people.

**READ:** *Resource Manual for Congregational Leadership*  
“Human Care Committee” (printed page 21) (PDF page 23)

### LESSON 27 – QUESTIONS

1. Does your church have a Social Welfare / Human Care committee?

What does this committee do?

2. In your church, who visits members of the congregation that are in the hospital?

---

## Lesson 28 – Responding to Emergencies

Our congregation is small. The chairperson of the Social Concerns Department is also the secretary of the congregation. This really is not a good idea. It reduces the number of people serving on the church council.

We describe the duties of the Social Welfare Department very briefly. Each congregation needs to work out the duties of the department and expand them as necessary. The duties of the department are better put in the committee's "standing rules" or "job descriptions."

Normally the Social Welfare Department can handle the needs of the congregation by itself. Sometimes emergencies appear that require more people to help. It is a good idea to set up a "TTY tree" (or email or text-message network). The Social Welfare chairperson receives a notice of an emergency and calls several people, and each of them call several more. Information is spread very rapidly this way. (We already know this as the "Deaf grapevine," but this is a more organized system.) This TTY tree can also help the pastor and other committees.

Some examples of emergencies:

- A fire destroys the home and all of the family's clothes.
- A father or mother died, leaving a large family in need.
- An accident injures more than one member of a family.
- Loss of a job in a family with many children.
- Sick mother with many young children.

In each of those situations, the congregation can quickly collect food or clothes and prevent continuing harm.

### Outside Resource Agencies

Some problems may be beyond the skills of the congregation or the pastor himself. They need to recognize their limits and know when to call professional people to help them.

The committee should keep a list of agencies with their phone numbers and contact people that offer help to deaf people for:

- alcoholism
- drug abuse
- children who miss school, who won't behave, or listen to their parents
- mentally challenged children or adults
- mental illness
- child abuse
- elder abuse (old people who get abused)
- unwed pregnancies and single mothers

The church's Social Welfare Department can rough evaluations in each case and inform the professionals whom they contact.

If agencies are not prepared to communicate with Deaf people, then the Social Welfare Department should arrange for interpreters to be on call for such emergencies.

## **LESSON 28 – QUESTIONS**

1. Describe problem situations which the Social Welfare Department of the church can handle.
2. Describe problem situations which the pastor should handle.
3. Describe problem situations which agency professionals should handle.
4. When bad weather causes your church to cancel Sunday worship, how are members notified?

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## **Lesson 29 – Community Service & Outreach**

### **Serving Isolated Deaf People**

The Social Welfare Department should check clinical residential institutions in that area – such as mental hospitals, prisons, nursing homes – about Deaf people who live there. Loneliness is one of the worst problems in such institutions, and for Deaf people it is more difficult.

In our area we discovered Deaf people in a mental hospital who were only mildly retarded. Doctors and nurses could not communicate with them and just kept them there. Contact with the outside world helped them very much and the doctors realized that communication was more of a problem than mental illness. Now many of those people live outside in group homes.

### **Community Service & Outreach**

The Social Welfare Department should arrange for various projects of interest to the whole congregation. Examples:

- host lectures or discussion groups about various social problems
- provide papers or captioned videos about social problems

- host work fairs for jobs for young people
- plan special events for senior citizens

It is also an excellent idea to start recreation groups of various kinds. Examples:

- bowling
- card group
- sewing club
- art club
- book discussion group
- walking club

Once those groups begin, they will continue by themselves if there is enough interest.

The Social Welfare Department should also investigate using rooms in the church building to host outside groups that meet for social problems, like Alcoholics Anonymous, Narcotics Anonymous, Celebrate Recovery, parent support groups, etc. – groups that might not specifically be associated with the church.

The Social Welfare Department should encourage the congregation’s support for programs sponsored by the local Lutheran Social Services, Lutheran World Relief, and other Lutheran organizations that focus on social concerns. Your District office and the LCMS directory has listings of such organizations.

**Social Welfare Committee / Chairperson**  
 AN EXAMPLE OF WORDING  
 (Christ Lutheran Church of the Deaf, Silver Spring, MD)

**BYLAWS**

Article V - Duties of the Officers

Section D – The Chairman of Social Concerns.

This Chairman shall inform the Congregation of specific needs in the community and shall encourage Congregational support of Lutheran Social Services.

This Chairman shall be responsible for organizing social activities such as coffee hours, the Christmas dinner and the Easter breakfast, and shall coordinate social events of the various organizations within the Congregation.



**READ:** *Resource Manual for Congregational Leadership*

“Ministry To, With, and By the Aging” (printed pages 5-6) (PDF pages 7-8)

**LESSON 29 – QUESTIONS**

1. What programs or activities does your church offer for Deaf people of the community?
  
2. How does your church serve Deaf people who are elderly or isolated?
  
3. Read Mark 7:31-37
  - a) How did the Deaf man meet Jesus?
  
  - b) How did Jesus communicate with the Deaf man?

## **Chapter 10 – The Practical Services Department**

### **Lesson 30 – Introduction**

The Practical Services Department do not include functions that are really related to the basic concerns of the congregation. Instead, it focuses on helping other departments do the work of the church.

Which committees we include in this department may vary among congregations. Examples of some duties of the Practical Services Department include:

- The Financial Committee, which manages the money of the congregation.
- The Trustee Committee, which takes care of church property.
- The Office Committee, which manages the church office.
- The Library Committee, which supervises the church library.

Sometimes you may prefer to put these committees in other departments. For example, the Stewardship Chairperson is not the treasurer – he does not write checks or count the offering money. However, it is possible to include the Finance Committee in the Stewardship Department. That happens in small congregations where the total number of officers is low.

In this chapter we will discuss duties of each committee. Your congregation can decide to keep them in the Practical Services Department, or decide if they belong in other departments.

### **Finance Committee**

The Finance Committee handles all the money collected for the work of the church. That is a very important responsibility.

The treasurer of the congregation is the chairperson of the Finance Committee. The committee may also have an assistant treasurer and financial secretary, plus other people who serve as counters and recorders for each worship service.

The committee meets every year with its supervising committee that offer programs to prepare a spending budget. For this, they need the pledge total from the Stewardship Department. They also need the money needs from each program.

The Finance Committee takes care of all money received and pays all bills.

The committee manages to invest money appropriately. It also encourages gifts and loans to the LCMS Church Extension Fund.

## **Finance Officers**

The **treasurer** takes care of all funds that belong to the congregation. He has the authority to sign checks. (We will discuss the treasurer's duties in more detail in the next chapter.)

The **assistant treasurer** takes over the role of treasurer when the treasurer is absent. So the assistant treasurer must also have authority to sign checks.

The assistant treasurer will help the treasurer prepare financial reports.

Both of them should be able to use a computer to run financial programs and keep records.

The **financial secretary** records all gifts given to the church.

The financial secretary recruits people to serve as counters who records the offerings, both envelopes and loose offerings, given at each worship service. Then he deposits the offering money in a bank and gives the treasurer the deposit slip with a record of envelope and loose offerings. That way the treasurer never actually touches the money that is collected.

Every six months the financial secretary will prepare statements for each member of the congregation showing their gifts and offerings from the first Sunday of the year to that date.

The financial secretary also should also know how to use a computer.

The financial secretary should promote the Lutheran Church Extension Fund (LCEF) and should representatives the local Thrivent chapter (formerly AAL and Lutheran Brotherhood).

**READ:** *Resource Manual for Congregational Leadership*  
"Finance Committee" (printed page 20) (PDF page 22)

### **LESSON 30 – QUESTIONS**

1. Why isn't the Stewardship Chairman the same as the Treasurer?
2. Who counts the Sunday offerings in your church? Who deposits the money?
3. Who prepares your annual church budget? Do you first get pledges from each member?

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## Lesson 31 – Other Committees

The **TRUSTEE COMMITTEE** takes care of church property.

Three members for this committee is a good number.

At least one of the committee members should be a lawyer or have legal experience.

The buildings and land owned by the church represent a lot of money. The committee must take care of them and allow them to become run down.

State laws often require that the congregation have elected trustees who are legally allowed to buy and sell property or get insurance.

Trustees would also appear in court if that becomes necessary.

For a small congregation, it is possible for the officers of the council to be named as trustees.

Care of church property also means keeping it clean and in good repair.

The trustees will request that each organization using the property clean up after themselves. One of these organizations, perhaps the Men's Club, may take the role of custodians. In larger congregations, trustees can hire one or more custodians.

If any part of the church needs major repairs, the trustees will hire outside professionals to make those repairs.

The **OFFICE COMMITTEE** needs to provide the pastor with an office for his own work plus for meeting people in private.

They also need to provide a room for a secretary and additional rooms for copying equipment, file cabinets, computers and supplies.

In a small to medium church, the office secretary can be responsible for ordering supplies. In a large church, a business manager is needed. Any major equipment purchase should be authorized by the Office Committee.

The office secretary needs to prepare the Sunday bulletins, monthly newsletters, keep records, and serve as a receptionist for the pastor and schedule his appointments.

Some of those duties could be given to part-time assistants.

Church records need to be kept either by the office secretary or by some other person chosen for this specific job.

These records include statistics for every person in the congregation and minutes for all formal meetings of the church.

An annual directory should be prepared, listing names of pastor, vicar, officers, department chairpersons, members, voters, etc.

The **LIBRARY COMMITTEE** should keep books and materials both for general reading and for research purposes.

For general reading, they should give attention to various age groups – children, youth, and adults.

Today there is a large choice of good books on religious themes, guides for parents, educational, and inspirational, that a suitable for the church library.

Deaf congregations should also make an effort to collect books about Deafness and Sign Language. They offer valuable help to parents of Deaf children, or to other hearing people who want to learn more about Deafness.

Also many videos are available that have religious themes, both captioned and signed, that are useful for Bible studies.

The big problem with church libraries is getting books. Books can be very expensive.

The second problem is getting a room suitable for both storing the books and organizing them so people can access them easily.

**READ:** *Resource Manual for Congregational Leadership*  
“Trustees” (printed pages 24-25) (PDF pages 26-27)

### **LESSON 31 – QUESTIONS**

1. If a room in your church needs painting, who plans for the work? Who does the work?
2. History is often lost when we depend on memory. Who takes care of your church's history?
3. How would you get books or videos for the church library?

## Chapter 11 – The Duties of the Officers

### Lesson 32 – President & Vice President

Officers of the congregation are typically

1. President
2. Vice President
3. Secretary
4. Treasurer

There may be other officers, but usually they are assistants to these four officers.

We will discuss each of these officers, and then go briefly through a typical meeting.

The **PRESIDENT** of the congregation is the “executive director.” His chief responsibility is to see that all elected officers, department chairmen and departments are functioning well and manage their responsibilities correctly.

The president is also an ex-officio member of all departments and attends their meetings when necessary and appropriate.

The president should not have other duties.

The president will manage each voters’ meeting and each council meeting.

For each meeting, the president will prepare an agenda.

He will see that each department prepares a report on their activities and makes the report ready for distribution for the voters at least two weeks before the voters’ meeting.

During the voters’ meeting the president will present for action recommendations from the church council.

The president should manage those meetings in agreement with good “rules of order,” and avoid long, boring meetings.

The president, vice president, and pastor should meet regularly to analyze progress and review needs in the church programs. They should also plan for officer and department chairmen training on a regular basis.

The president shall choose the committees, if the bylaws or resolutions from the voters require that.

The president should make use of the talents of all members of the congregation found by the Stewardship Department.

The president should delegate specific duties and responsibilities for the vice-president to do.

If the policy of the congregation requires, the president shall approve and countersign all bills and checks before they are paid by the treasurer.

The **VICE PRESIDENT** will manage voters' or council meetings when the president cannot attend.

If necessary, the vice president also prepares the agendas for these meetings.

The vice president will meet with the president and pastor regularly to review church programs.

The vice president will do those duties given to him by the president. That often includes attending department or committee meetings to represent the president.

Sometimes both the president and vice president are absent and cannot attend, the secretary should take over.

If any officer leaves his office because of sickness, disability, death, or some other reason, the bylaws should provide for replacing that officer for a short time. This can be done by the church council, or by a special election of the voters.

**READ:** *Resource Manual for Congregational Leadership*

“President” and “Vice-President” (printed page 2) (PDF page 4)

### **LESSON 31 – QUESTIONS**

1. Should a person nominated for president have prior experience on the council or in a department? Would you want to make that a requirement in the constitution? Why or why not?
2. The Vice-President sometimes seems to have nothing to do. How is his service made useful even though he never takes over for the President?

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## **Lesson 33 – Secretary & Treasurer,**

The **SECRETARY** shall accurately record the minutes for all voters' meetings and council meetings.

The secretary shall see that these minutes are kept in a safe place.

The minutes should follow the agenda, and should have the same general format for each meeting.

The minutes should be brief. The minutes should report only actions, not opinions.

All motions should be submitted in writing to prevent misunderstanding and the exact wording of the motions must be recorded in the minutes.

If a motion is not seconded, it “does not exist” and it is not recorded.

The secretary should record the name of the person who makes the motion. It is not necessary to name the person who seconds it.

Reports from departments or committees do not need to be included in the minutes. Only note that the reports were given and then attach those reports to the minutes.

The secretary signs the minutes.

If meetings are more than two months apart, people tend to forget the details. In that case, it is a good idea to select two or three reviewers before the meeting who will check the minutes within two weeks after the meetings. If the reviewers approve the minutes, they should sign them and the minutes become approved and official.

Then the minutes should be printed and distributed to the voters before the next meeting.

The minutes don't need to be read or approved at the next meeting.

The secretary shall keep an accurate list of all voting members of the congregation and shall call the names at each meeting. The secretary shall keep an attendance record of all voters and council meetings.

The secretary shall take care of correspondence for the voters' and council. Sometimes there is a corresponding secretary appointed for this position.

The secretary shall notify voters and council members of the date, time, and place of all meetings in sufficient time before all meetings.

The secretary shall provide summaries of the minutes of the meetings to the church newsletter or to committees, if they ask for that.



The **TREASURER**, as we mentioned in previous chapter, is usually the chairman of the finance committee.

The treasurer keeps accurate records of money received and paid out by the congregation. He shall use a good system for keeping financial records and should recommend ways to improve record-keeping.

Today that means the treasurer should be able to use computer programs for accounting.

If the churches does not have a financial secretary, the treasurer takes the duties of that position, as we described in chapter 10.

The treasurer shall give summary financial reports at all council meetings.

The treasurer shall pay all bills, salaries, and District or Synod offerings as they become due.

The treasurer shall be responsible for the safe deposit and investments of all the churches' funds.

The treasurer shall keep permanent records for each fiscal year.

The treasurer's books shall be audited by an Auditing Committee selected by the council or elected by the voters, as written in the bylaws.

The treasurer shall be responsible for training his successor (the next treasurer) in how to do the job of treasurer.

**READ:** *Resource Manual for Congregational Leadership*  
"Treasurer" and "Secretary" (printed page 3) (PDF page 5)

### **LESSON 33 – QUESTIONS**

1. What is the difference between the office of secretary and the office secretary?
2. If the congregation has funds saved, where is the appropriate place to keep them?

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## Lesson 34 – Voter’s Assembly Agenda

The officers of the congregation preside over meetings. It is their job to keep those meetings running smoothly and orderly. We close this chapter now with suggestions for managing good meetings.

Council, department, and committee meetings are usually small and informal. Have an agenda, but when motions are made, there may be a lot more open discussion.

Motions may be accept or rejected by consensus (agreement) rather than by formal votes.

Therefor, the suggestions that we offer here apply more to formal voters’ meetings.

### **Suggested Agenda for Voters’ Meetings**

1. Call to order
2. Prayer
3. Roll Call
4. Read minutes, unless previous approved by reviewers.
5. Correspondence received from outside
6. Reports from
  - a. Officers
  - b. Departments
  - c. Special committees
7. Unfinished (Old) business
8. Election of officers (if appropriate)
9. New business
10. Announcements
11. Close with prayer

During reports, votes may be taken immediately on motions brought up by officers or committee chairpersons or department chairpersons. (e.g. adoption of annual budget presented by the treasurer) No need to wait for new business.

Strong recommendation: Write motions & present them to the secretary at the time they are moved so the language may be clear, without misunderstanding.

After the motion is seconded, allow the person who made the motion to explain the reason for the motion.

The president should alternate discussion between those who support the motion and those oppose it. New speakers should be recognized before allowing someone to speak for a second time.

Set a time limit for both individual speeches and total time.

When it appears there has been sufficient discussion, ask for a motion to close debate. That requires a 2/3 vote to pass. Just because someone makes the motion to close debate, and someone else seconds, that is not sufficient to close debate.

After the voters have approved closing debate, the president should once more repeat the motion.

Methods for voting.

- a. show of hands
- b. standing to vote
- c. roll call vote
- d. written ballot

Any voter can request that written ballots be used.

Announce voting results as soon as possible.

Anyone can ask that the ballots be counted again if the vote is close.

New business stays open until no person moves anything. It is not proper for someone to move that new business be close.

The president simply uses his judgement, and then proceeds to announcements.

## LESSON 34 – QUESTIONS

1. Some church bylaws require that officers give voters copies of their reports some days or weeks before the voters' meeting. Why is this helpful? Does your church do this?
2. Does your president follow the same agenda at every meeting? If yes, how does your agenda differ from the one we suggest in this lesson? (Hint: Check the minutes of your last voters' meeting.)

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## Lesson 35 – Motions

Motions are the heart of meetings. Motions can be simple or they can be very complex.

The president should have a good understanding of Roberts' Rules of Order, or else have a person who is experienced in parliamentary rules to assist him as a parliamentarian.

Deaf people as a group have of a history going to and running meetings, so most of them know these rules fairly well.

1. A motion to “amend” may be made at any time.  
An amendment adds to a motion.  
After debate, the amendment alone is voted upon, and it requires a majority vote to pass.  
If the amendment passes, it becomes part of the main motion.

Then the main motion, as amended, is voted upon.

2. A substitute motion may be made.  
The motion must be applied to the same topic, but it may have different wording.  
If the substitute motion is accepted and passes, then original motion dies.
3. The motion to “table” requires a 2/3 vote.  
If the tabled motion is not taken from the table (untabled) by the end of the next meeting, it dies.  
Untabling a motion requires a majority vote.
4. A motion may be “postponed” to a specific date by a majority vote.
5. A motion to “reconsider” (consider again) is meant to prevent action on a motion that has already passed.

The motion to “reconsider” must be made by a voter who previously voted “yes”. For this reason, someone who really against the motion may vote “for” just so he can later move to consider again. The motion to reconsider requires a majority vote.

If the motion to reconsider passes, the original motion is again open for discussion and voting.

Concordia Publishing House provides several books on parliamentary procedures. Check with CPH to see what they have in stock. The church library should have one or two of these books available for officers' use.

We usually rely on Roberts' Rules of Order as the official book. There have also been several books printed for the Deaf. Contact the National Association of the Deaf, or Gallaudet University Alumni Association for information on these.

## LESSON 35 – QUESTIONS

1. Does your church constitution appoint an elected officer to serve as parliamentarian during voters' meetings? (*A parliamentarian means a person who knows the normal rules of order for meetings, and that person advises the president on proper meeting procedures.*)
2. Why is it important for the person making a motion during a meeting to write that motion and give it to the secretary?
3. If you make a motion during a meeting, and then you change your mind, what is the proper way to withdraw your motion, or change it?

## Lesson 36 – Final Exam

You may use your book and study notes to answer these questions.

Please make your answers long enough to show that you understand the material.

1. Why does the church need officers and committees? Since the pastor does the church's ministry, isn't that enough?
2. Tell about your church:
  - a) Draw an organizational chart that shows the various departments in your church.
  - b) Explain how your church serves God and people.
3. Is evangelism more difficult for Deaf a deaf person to witness to another Deaf person, or for a Hearing to witness to another Hearing person? (Explain your answer more deeply than just "yes" or "no.")
4. The Education Committee decides to have a Bible study at church and also in a member's home during the week. Give two advantages and disadvantages for each place.
  - a) Bible study at church  
Advantages:  
  
Disadvantages:
  - b) Bible study in a member's home  
Advantages:  
  
Disadvantages:
5. a) How do we get gifts or skills from God?  
  
b) What should we do with those gifts or skills?

## LESSON WORKSHEET QUESTIONS

### LESSON 1 – QUESTIONS

1. List the titles and names of your church's officers. Example:  
President/Chairman [name of the person]  
Vice-President \_\_\_\_\_  
Secretary \_\_\_\_\_  
Treasurer \_\_\_\_\_  
etc.
2. Have YOU been a church officer? (Or are you an officer now?) If yes, which ones?
3. How many years may an officer of your church serve until the next election?
4. Does your church's constitution limit the number times a person may be reelected to any office? (*In other words, do your church officers have term limits?*)
5. Do you serve your church in other ways besides being an elected officer? (*Examples: usher, choir, worship leader, Sunday School teacher, office assistant, etc.*)

### LESSON 2 – QUESTIONS

1. How many members does your church have? How many of them are involved in operating the church activities?
2. Does YOUR church have a department or committee on Spiritual Life? What is it named?
3. Make a list of the areas of ministry concern that are in your congregation's organization?

### LESSON 3 – QUESTIONS

1. How do you classify your church congregation? Large? Medium? Small?
2. What are the names of the departments or committees in your church organization?
3. Find the sections in your church's constitution that describe how to amend the constitution and how to amend the bylaws. List the necessary steps for make those changes:
  - a) How to amend your church's constitution.
  - b) How to amend your church's bylaws.

## **LESSON 4 – QUESTIONS**

1. What are three kinds of members does a congregation have:
  - a)
  - b)
  - c)
2. Can a person be more than one kind of member of the church? Can a person be all three kinds of members at the same time? Why or why not?
3. Talk with a couple adult members of your church who are not yet voting members. Ask them:
  - a) Why are they not voters?
  - b) Do they know how to become voters?

## **LESSON 5 – QUESTIONS**

1. At what age can a person become a voting member in your church?
2. How does a person become a voting member in your church?
3. Do you remove voters who do not attend meetings? How do you do that?
4. How often does your Voters' Assembly meet? Are the dates set? Or do they vary?

## **LESSON 6 – QUESTIONS**

1. How long (how many years) are the terms of your church officers? In other words, how many years does an officer serve until that officer must be elected again?
2. Does your church's constitution limit the number of terms an officer can serve? If yes, how many terms?
3. Does your church stagger the elections of officers so different officers are elected on alternating years? Or do you hold elections for all officers at the same time?
4. Describe some business that was decided at your church's most recent voter's meeting.

## **LESSON 7 – QUESTIONS**

1. How many members serve on your church council? Who are they (what are their office titles)?
2. Does your church council have council members who NOT allowed to vote in the council meetings? If yes, who are they (what are their office titles)?
3. Describe some business that was decided at your church's most recent council meeting. (If you are not a council member, you may ask the secretary for a copy of the council minutes.)



### **LESSON 8 – QUESTIONS**

1. How often does your church council meet?
2. When and where does the council meet?
3. Does your church have just one financial officer (treasurer)? ...or two (treasurer and financial secretary)?

### **LESSON 9 – QUESTIONS**

1. How many elders does your congregation have? Who are they?
2. Who selects your church's elders?
3. Has the pastor appointed an elder for you and your family?

### **LESSON 10 – QUESTIONS**

1. List three reasons why a faithful member suddenly stops coming to church.
  - a)
  - b)
  - c)
2. What would could an elder do to convince that person to return to church?

### **LESSON 11 – QUESTIONS**

1. List three steps for church discipline that Jesus describes in Matthew 18:15-17.
  - a)
  - b)
  - c)
2. Has your church ever had to discipline a member? Would it be better to just ignore what he has done?
3. List three other responsibilities you think should be listed for the elders.
  - a)
  - b)
  - c)

## LESSON 12 – QUESTIONS

The Bible has many verses that tell us to go out and witness to the world. What do these Bible verses teach us about telling lost people about Christ?

- 1) Matthew 4:18-19
- 2) Matthew 28:15-20
- 3) Acts 1:8
- 4) Acts 4:18-20
- 5) Acts 8:1,4
- 6) 2 Corinthians 5:20 – 6:2

## LESSON 13 – QUESTIONS

1. Does your church have an Evangelism Department? If yes, who is the chairperson?
2. Describe the kind of person that should be chairperson of the Evangelism Department.
3. How do you contact deaf people and find out whether or not they attend a church?
4. As you read the suggestions for evangelism in the *Resource Manual for Congregational Leadership*, what did you see that your church could be doing better than it is doing now?

## LESSON 14 – QUESTIONS

1. How many of your adult members have deaf children that join the church?
2. How would you try to identify deaf children in a local hearing school? How would you contact them?
3. How does your church serve the hearing children of Deaf members?
4. In what ways does your congregation welcome new people and help them become involved in church activities?

## LESSON 15 – QUESTIONS

1. How do you attract people in the deaf community who are not church members to come to worship or Bible study?
2. How do you attract people in the deaf community who are not church members to come to a church dinner?
3. If someone drove past your church building, how would they know that a DEAF church meets there?
4.
  - a) Does your church have a website?
  - b) Who manages the church website?
  - c) Is the information on your website attractive and up-to-date?

## **LESSON 16 – QUESTIONS**

Read these Bible stories. What do they teach us about stewardship?

- 1) Genesis 39:1-6 .....Joseph as Potiphar’s manager
- 2) Matthew 18:21-35 .....The Unforgiving Servant
- 3) Matthew 25:14-30 .....The Talents
- 4) Luke 12:13-21 .....The Rich Fool
- 5) Luke 16:1-15 .....The Dishonest Manager

## **LESSON 17 – QUESTIONS**

1. Read Romans 12:1-8. What do these verses teach us about Christian stewardship?
2. What gifts has God given you to serve other people?

## **LESSON 18 – QUESTIONS**

1. Does your church ask members to pledge how much they plan to give in the coming year? If yes, how does your congregation handle pledges?
2. Some people can manage meetings, some can bake delicious cookies, some can drive the elderly to church each Sunday. List 8 other skills that are not always obvious that are useful in the functions of the church.
  - a)
  - b)
  - c)
  - d)
  - e)
  - f)
  - g)
  - h)

## **LESSON 19 – QUESTIONS**

1. How many different kinds of Christian education occur in your church? What are they?
2. Describe one opportunity for education in each of the following departments:
  - a) Evangelism Department
  - b) Stewardship Department
  - c) Social Welfare Department

## **LESSON 20 – QUESTIONS**

1. What is the total number of children in your congregation?  
How many range from 5 to 12 years of age?  
How many are deaf?  
How many are hearing?
2. Your church offers Christian education to children... how?  
How many children participate?  
How many adults and youth serve as teachers and helpers?
3. Why is it important to recognize teachers and staff?
4. What are some ways your church can recruit and train new Sunday School teachers?

## **LESSON 21 – QUESTIONS**

1. What is the total number of youth in your congregation (ages 13 – 18)?  
How many are deaf?  
How many are hearing?
2. Your church offers Christian education and ministry to youth... how? ...and how many young people participate?
3. Should an effort be made to keep hearing youths in the deaf congregation? Or should they be encouraged to join a hearing congregation?

## **LESSON 22 – QUESTIONS**

1. Your church offers Adult Bible classes... when? and where?
2. Approximately how many adults attend Bible class?
3. Besides the pastor, how many lay leaders or teachers serve the adult Bible classes?
4. List three topics not directly related to the Bible that you would like to have discussed in your Bible class.
  - a)
  - b)
  - c)

### **LESSON 23 – QUESTIONS**

1. Who or which departments in your church manage...  
Layreading:  
Altar Care:  
Ushering:  
Music:
2. How many different people serve as layreaders in your church?
3. How does your church recruit, train, and schedule layreaders?
4. Does your church offer worshippers a printed bulletin every Sunday?

### **LESSON 24 – QUESTIONS**

1. Who sets up the altar in your church? Who prepares communion?
2. Does your church have a system or program for training people serve in these duties?
3. How does your church help hearing visitors feel welcome and able to participate in worship?

### **LESSON 25 – QUESTIONS**

1. Do you have ushers in your church?  
How many ushers work at each service?  
How often does an usher serve?  
What are the duties of your ushers?
2. Does your church have a system or program for training people serve as ushers?

### **LESSON 26 – QUESTIONS**

1. What kind of music or song-signing does your church use? Individuals signing hymn text?  
Recorded music? Choir? Piano or organ?
2. If you have a choir, how many people are in the choir?  
How often does the choir practice?
3. In your group of song leaders, how many are Deaf or Hard of Hearing?  
How many are hearing?
4. Does your pastor print songs in the bulletin?

### **LESSON 27 – QUESTIONS**

1. Does your church have a Social Welfare / Human Care committee?  
What does this committee do?
2. In your church, who visits members of the congregation that are in the hospital?

### **LESSON 28 – QUESTIONS**

1. Describe problem situations which the Social Welfare Department of the church can handle.
2. Describe problem situations which the pastor should handle.
3. Describe problem situations which agency professionals should handle.
4. When bad weather causes your church to cancel Sunday worship, how are members notified?

### **LESSON 29 – QUESTIONS**

1. What programs or activities does your church offer for Deaf people of the community?
2. How does your church serve Deaf people who are elderly or isolated?
3. Read Mark 7:31-37
  - a) How did the Deaf man meet Jesus?
  - b) How did Jesus communicate with the Deaf man?

### **LESSON 30 – QUESTIONS**

1. Why isn't the Stewardship Chairman the same as the Treasurer?
2. Who counts the Sunday offerings in your church? Who deposits the money?
3. Who prepares your annual church budget? Do you first get pledges from each member?

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## Lesson 36 – Final Exam

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Disadvantages:
  - b) Bible study in a member's home  
Advantages:  
Disadvantages:
5.
  - a) How do we get gifts or skills from God?
  - b) What should we do with those gifts or skills?