

ST. JAMES LUTHERAN CHURCH  
GETTYSBURG, PENNSYLVANIA

Number	1.30.35
Subject	Mutual Ministry
Effective Date	November 17, 2005
Revised	October 15, 2008
Committee	Personnel Committee

#### Organization/Standing Committee/Mutual Ministry

- I. Mission Statement:  
Mutual Ministry Committees affirm and strengthen the mission of the congregation and the ministerial staff, through listening, clarifying, sharing, reviewing and reflecting.
- II. A Mutual Ministry Committee shall be appointed for each ministerial staff person within the first year of employment.
- III. Committee Composition
  - A. The committee shall be composed of five or six members not including the staff member.
  - B. The committee is appointed by the staff member and the council president and is ratified by the congregation council.
  - C. The committee should reflect the age, race, gender and economic composition of the congregation.
  - D. The committee shall elect a chairperson.
- IV. Committee Responsibilities:  
The committee shall have the following responsibilities:
  1. To foster open communication about expectations, attitudes and concerns within the congregation, the community and the staff,
  2. To serve as a listening post for staff member and congregation,
  3. To identify early warning signs of misunderstandings,
  4. To provide an arena where new ideas can be tested,
  5. To conduct an annual review of the staff member's ministry,
  6. To plan continuing education that benefits both the mission of the congregation and the ministry of the staff.
- V. Term of office: The term of office shall be three years, with members eligible to serve two successive terms.
- VI. Meeting frequency: The committee shall meet quarterly, but also on an "as needed" basis.
- VII. Accountability: The levels of accountability shall be:  
To other members of the committee  
To the congregation council, in the form of quarterly reports  
To the congregation in the form of an annual report.