

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-1999-2
Title: CONTINUING RESOLUTIONS, DEFINITION & PROCEDURES
Board/Committee: Finance Board
Effective Date: June 15, 1999
Voided Date:

References: Constitution - Chapter 18; Bylaws, Chapter 18.

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

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

- a. One copy attached to the Council meeting minutes at which the resolution was adopted.
- b. One copy filed in the "Continuing Resolution Manual"; ordered numerically.
- c. One copy provided to the originating Board, Committee, or pastor; who are to maintain a manual of their resolutions, ordered alphabetically by title.

File "b" is maintained by the salaried church secretary.

All files are maintained in the church office and are to be readily-accessible. These files are not to be removed from the church office.

Indexes: Indexes to the continuing resolutions are maintained by the salaried church secretary as follows:

- a. A numeric index showing all resolutions (title and number), in numeric order by resolution number.
- b. An alpha index showing all resolutions (title and number), in alphabetical order by title.
- c. A originating source index showing all resolutions (title and number); first order by originating source (board, committee, and pastor) and then ordered within each group in numerical order.

The indexes are filed as the first items in the Continuing Resolution Manual.

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

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

CR Number: The continuing resolution number consists of "CR" followed by the year adopted (four digits), and then the resolution serial number. (A four-digit year is used to avoid sorting problems with year 2000). Serial numbers are assigned in consecutive order, beginning with "1" each calendar year, without regard to the Reference Board/Committee. Example: "CR-1998-33."

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

- a. Font -- Old Bookman, 12 point, if possible (matches Constitution and Bylaws); or a similar font (Times Roman, Century Schoolbook, etc.), 12 point.
- b. Margins -- Top 0.7"; bottom 0.5"; left 0.8"; right 0.7".
- c. Title Font -- Use bold, uppercase font for the CR number and title.
- d. Title -- Select titles carefully, as this will be the primary means to find and retrieve existing resolutions. Remember: resolutions will be filed alphabetically by title; thus, select the order of the title words to facilitate alphabetizing and retrieving. For example, a resolution on facility agreements for weddings should be entitled "Facility Usage Agreement, Weddings" not "Wedding Facilities Usage Agreement."
- e. Reference Board/Committee -- Enter one of the following: an official church Board (includes W-ELC); a recognized, approved church committee; or "Pastor." Do not enter a church officer; instead enter the applicable Board or the Executive Committee. Resolutions that are general in nature are Executive Committee resolutions.

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided

CONTINUING RESOLUTION
St. Luke's Lutheran Church
Sacramento, CA

Number: CR-Yr-No.
Title: **SHORT TITLE (bold, uppercase)**
Board/Committee: Applicable Board, Committee, or Pastor (only one).
Effective Date: mo day, year
Voided Date: mo day, year

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

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

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

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

APPROVED:

Signature of Church Secretary (officer) Date Approved

VOIDED:

Signature of Church Secretary (officer) Date Voided