

CALENDAR OF MAJOR MONTHLY COUNCIL TASKS

Revised April 2017

Note: Periodically Council should conduct systematic reviews of Personnel Policies, Constitution, Rental Agreement, Facility Use Agreement, Gift Acceptance Policy, Mission Statement, Congregational Covenants, Energy Audit, Insurance Coverage, Office Procedures regarding Security and Donor Privacy, Risk Assessment, and Other Policies or Procedures.

September

Council Retreat (takes place of a September business meeting), set Council goals for coming year
Report on Summer Activities
Budget Analysis of Summer Activity
Set direction for, timing of, and which Council member will write cover letter for Annual Appeal

October

Annual Appeal Letter and Campaign, letter to be mailed by end of October
Meet current year Student Leadership Team

November

Determine Council members to serve on Budget Preparation Team
Conduct Staff Performance Reviews, set staff goals for coming year
Approve pastor's housing allowance for coming year as per IRS requirements
Churchwide and Synodical Grants for coming year announced

December

NO Council meeting this month
Executive Committee handles business needing immediate attention
End-of-Year Reminder to Donors

January

Review Draft of Budget for the coming year
Anniversary of Reconciling In Christ designation

February

New Fiscal Year begins
Receive End-of-Fiscal Year Report; Adopt Current Year Budget
Determine which Council Member Terms Expire, Identify and Recruit Prospective Board Members
Lutherfest Beer & Cheese Pairing Benefit event

March

Continue Recruitment of New Board Members until all positions filled
Review Lutherfest event, set date and recruit Lutherfest planning team for next year

April

Annual Financial Review or Audit
Anniversary of establishment of Lutheran Campus Ministry @ OSU (1926)
Choose recipient(s) of "Friend of Luther House" award (if any)
Host donor thank you and alumni event

May

Recognize outgoing Council members with Leading Light Awards
Present "Friend of Luther House" Award(s), if any
Review past year's program and activities and recommend topics, themes, programs, successes, or concerns to include on annual ELCA LCM report
Discern and decide who is willing and able to serve as Council officers (president, secretary, treasurer)

June

End-of-Year BBQ, spouses & partners included

Brief business meeting, farewell to retiring Council members; welcome new ones

Review and approve annual ELCA LCM Report for submission (due July 1)

Elect new Council officers

Determine which Council members (or volunteers) will oversee Football Parking @ Grace in the Fall; confirm with Grace

Set Council Retreat Date, location, theme

Submit roster of next year's Council and officers to Oregon Synod Council for ratification

July

NO Council meeting this month

Summer Maintenance and House Improvement Projects

Executive Committee handles business needing immediate attention

August

NO Council meeting this month

Summer Maintenance and House Improvements Projects, continued

Executive Committee handles business needing immediate attention