

VIII. Parish Financial Responsibilities

1. The fiscal year will be **February 1 to January 31**.
2. The Parish Council will appoint a Parish Bookkeeper/Treasurer at the beginning of each new fiscal year.
3. Expenses will be divided by thirds.
4. 1/12 of the shared expenses will be paid on the 10th of each month to the parish account.
5. The Parish Bookkeeper will be responsible for paying the parish expenses approved by the Parish Council.

IX. Parish Expenses may include:

1. Pastors and staff salaries
2. Mileage
3. Telephone
4. Continuing education
5. Portico Benefits (health insurance and pension plan)
6. Housing expenses
7. Office supplies used for parish expenses and pastors
8. Other expenses as approved by the Parish Council

X. Parish Council Responsibilities

1. Elect a president/vice president/secretary from within the council
2. Appoint Parish Bookkeeper/Treasurer
3. Set worship schedule for regular weekly worship and holidays at each Congregation in conversation with pastoral staff
4. Supervise pastoral staff and other parish staff
5. Recommend annual budget
6. Establish committees as needed: education, evangelism, youth, finance...

A quorum is 50% of Parish Council members and at least one Parish Council member from each parish/congregation. Action requires 2/3 vote to pass.

The president will preside at all meetings.

The vice president will preside in the absence of the president.

The secretary will:

- Keep records of all proceedings
- Maintain a file of all committee reports
- Make minutes available to members

Parish Bookkeeper/Treasurer will:

- Oversee the deposit of all money
- Pay all expenses approved by the budget and council
- Maintain financial records and prepare reports for the council meetings

In addition, the Parish Council will handle emergencies between regularly scheduled meetings.

Call special meetings as needed.

XIII. Calling a Pastor

1. The Parish Council will establish a Call Committee.
2. Each Congregation will have two members on the Call Committee.
3. The Call Committee will recommend a pastoral candidate to the Parish Council. The Parish Council will work with the recommended candidate to come to an agreement on a salary package. Assuming an agreement is reached, the Parish Council will submit that candidate for congregational votes.
4. Each Congregation must approve the candidate according to their constitutions. The votes should happen on the same day.
5. When approved the Parish Council will select one of the congregations to extend a call on behalf of the Parish.

XIV. Inclusion/Termination of other Congregations into the Parish

1. Congregations who wish to join the parish will make written request to the parish council
2. 2/3 majority vote of the parish council is required to add a congregation to the parish
3. Congregations that wish to terminate membership in the Parish need to contact the Parish Council president in writing six (6) months before the end of the fiscal year.
4. Termination will be effective on **February 1 or the first day of the new fiscal year.**
5. To go into effect this Parish Agreement will require adoption by a 2/3 majority vote of the voting members present of each Congregation in a dually called Congregational meetings.

XV. Length of Agreement

This parish agreement will begin on March 1, 2022, and will be reviewed annually by the Parish Council by Dec. 31.

We the following congregations have held congregational meetings and have approved this Shared Ministry Agreement for **First Faith Valley Lutheran Parish.**

Congregation Name	Congregational President's Signature	Date
First Ev Lutheran Church, Cushing, WI		
Faith Lutheran Church, Balsam Lake, WI		
North Valley Lutheran Church, Centuria, WI		