

The Organisation of Immanuel Church

Decision made at the Congregational meeting November 20, 2016.

The congregation has an overall structure with Board, Councils, Joint Committees and working groups

- One **Board**, whose duties and mandate are regulated by the Congregational Constitution
- Three **Councils**
- Joint **Committees**
- **Groups**

Congregational Constitution

The organisation of Immanuel Church rests on the Congregational Constitution, which was adapted at the Annual meeting, April 17, 2016.

Organisation and clarification of duties

1. The Board of the Congregation

The statutes of the Congregation regulate the duties and responsibilities of the Board. The Board delegates the responsibility to lead the ministry and work to the Senior Pastor, who in turn forms a management team for the daily work. An operational plan must be adapted each year by the Annual meeting.

The Board governs and the Senior Pastor manages the ministry.

2. The Councils

The Councils work with specific tasks within the three language fellowships: Swedish, English (International) and Korean. Eligible to the councils are members of the Immanuel Church.

Tasks and responsibilities:

The primary role of the councils is to have an overall responsibility for the ministry development within the language fellowship, and shall also serve as advisors to the board concerning priorities in the ministry and in the budget work within its field of responsibility.

Furthermore, the councils

- Support and develop the ministry and activities within the language fellowships together with the lead pastor and other staff members.
- Analyze and lift up specific needs within the language fellowships.
- Lift up new ideas concerning worship life and care for spiritual growth.

- Give attention to diaconal and pastoral needs.
- Promote overall fellowship, growth and membership.
- Support different working groups within the language fellowships and create work descriptions for these groups if necessary.

Election to the councils:

Members of Immanuel Church are eligible to be elected after a meeting within the language fellowship. (See note¹ about Election procedure). The term of office is two years with maximum of three terms in a row. A chairperson is elected every year in accordance with the election procedure.

A lead pastor

A lead pastor is connected to the specific ministry of a language fellowship. The lead pastor has also the responsibility to lead the staff connected to the language group. A staff member cannot be a chair or a member of the council. The ultimate responsibility for all staff lies with the Senior Pastor.

Language fellowship meetings

In order to improve democracy and participation there will be at least one language fellowship meeting per year, where the own ministry and member questions will be lifted up. There shall also be open discussions concerning candidates to councils as well as eventual bye-elections. These elections are conducted at the Annual meeting or at the Congregational meeting if it is a question of bye-election.

Communication with the Board

The chairperson of the council may be co-opted to the board when ministry as well as language group issues are discussed. The board anchors and communicates decisions affecting the language fellowships with the chairpersons of the councils. The councils are responsible and report to the board.

3. Committees

A joint committee may be formed from a general principle, where there is an area of ministry that representatives from different language groups believe could be developed together. The board approves committees.

Committees are common for the whole congregation and are elected at the Annual meeting or at a congregational meeting. Committees can even select their own working groups. In order to serve on a committee focused on ministry one has to be a member of the congregation. Non-members can take part in committees that work with support functions. The Annual meeting elects chairpersons for the committees. Joint committees will always have a responsible staff member to co-operate with. A staff member cannot be a chairperson of any committee.

Committees develop and strengthen the co-operation in the congregation and consist of members of all language fellowships as far as possible. The work description is developed within the committee together with responsible staff member.

There are two types of joint committees. Those who work with support (archive, sound, technique) and those who work with ministry (i.e. mission and aid, diaconal)

The number of committees may vary from time to time and can fill short and longtime needs.

The committees are responsible and report to the board and communicate with the responsible staff member and the board concerning the ministry of the committee.

4. Groups

Groups are built up by volunteers who are organized in different ways according to the needs of the different worship fellowships. Members to these groups can be selected continuously and are affirmed at the Annual meeting after proposal by the election committees from each language fellowship. One has not to be a member to take part of the work of a group. Sporadic groups can occur even for joint projects in the congregation.

The groups are responsible and report to the councils except for joint projects, in such cases they report to the board.

5. Staff

The Senior Pastor leads the staff and the ministry. The Senior Pastor forms a structure and a Management Team that fits into the priorities made by the Annual meeting as well as the board. A Management Team consists of the Senior Pastor, The Manager of Administration and three lead pastors from the language fellowships.

The relationship of staff to elected members and volunteers

There is a Lead Pastor for each language fellowship who co-ordinates the ministry and who is responsible for the budget. These pastors have a specific responsibility to listen to the needs of the language fellowship and ask for guidance for the ministry from the councils and committees. They also consult with the Senior Pastor when and how rest of the staff can be involved in the ministry.

The councils are involved when pastors are recruited to the language fellowship and consulted to identify needs of other recruitment that concerns the language fellowship. It is the management and the board, through its Personnel Committee, who makes the decision concerning recruitment except in the calling of a pastor or a deacon. In these cases it is the congregation that makes the decision.

All committees have a clear connection to staff. This is not necessary for the groups who are responsible to the councils. However, it can be relevant that some staff is assigned to work also with groups. This is clarified in the practical work and according to needs.

¹**The Election Procedure to the Councils:** The Nomination Committee of each language group present their proposal of a chairperson and council members at a language group meeting at the latest 6 weeks before the Annual meeting. After this meeting the Nomination Committee of the language group propose candidates to the Election Committee of

the Congregation. The elections are conducted at the Annual meeting. Bye-elections are conducted in a similar manner and elected at a Congregational meeting. The term of office is two years. Half of the members are elected each year and can be elected for a maximum of three terms in a row. The chairperson is elected every year.