



EVANGELICAL LUTHERAN CHURCH IN SOUTHERN AFRICA (N-T)  
EVANGELISCH-LUTHERISCHE KIRCHE IM SÜDLICHEN AFRIKA (N-T)  
EVANGELIESE LUTHERSE KERK IN SUIDER-AFRIKA (N-T)

P.O. Box 7095, Bonaero Park 1622  
Tel. 011 083 8693  
or 011 9797137  
Cell: 071 869 3332  
Fax to Email: 086 502 6891  
Email: bishop@elcsant.org.za  
Skype: elcsant

April 12, 2019

To all pastors and congregational councils  
of ELCSA (N-T)

### **Workshop for and with congregational councils**

Dear sisters and brothers,

ELCSA (N-T) Church Council always gets report back from congregations and circuits via the deans.

Based on this feedback Church Council agreed that often assistance can and should be given to congregational councils regarding their leadership roles and responsibilities.

We agreed that I will avail myself to visit congregational councils in view of this. It is important however that the invitation needs to come from the pastor and chair of council.

I give a list below of “generic themes” that I can offer. The idea however, is not for me to come and present some topics, but rather first to clarify with the pastor and council/chair of council as to what is needed. A rural congregation faces very different challenges than one in the city, a mono-culture does not have to deal with issues of multicultural interaction. A council that consists of “born- and bred Lutherans” of ELCSA (N-T) needs different input than one consisting of members of various denominational backgrounds.

For that reason I assume that each workshop will be unique, and many of them will also entail me preparing themes differently, or new themes. The list below is based on what I have done so far.

From it you will see that some matters are relevant to you, others not at all.

Workshops can take various forms: evening, one day, weekend - depending on the specific need. I can also imagine two or three evenings in succession, or spread over a longer period.

Which of these topics are relevant to you and your congregation?

Could you need outside assistance/input/reflection/training?

Can I assist with that?

I am not an expert in all areas. I come with 22 years congregation experience from rural to inner city, and insights gained during more than 30 visitations, as well as a passion for the subject of congregational growth and leadership.

Please discuss this in your councils, and contact me if input is needed.

Yours in Christ

*Horst Müller*  
Horst Müller

## **Topics regarding congregational councils and their functions**

### **A. Basic for congregational councils:**

- 1 Functioning of a congregational council
  - a Chairperson
    - i Preparing a meeting
    - ii Conducting a meeting
    - iii Function between meetings
  - b Treasurer
    - i Finances of ELCSA (N-T)
    - ii Expectations of the congregation
    - iii Example /Pro forma AFS [Balance sheet, Income Statement, Funds and Project Statements.
    - iv Budget
    - v Insurance of Property and assets
    - vi Taxation PBO
  - c Secretary
    - i How to write minutes - different options
  - d Pastor
    - i The role of pastor vs chair
  - e Administration and Documentation
    - i What is necessary?
    - ii How must it be stored?
    - iii For how long must what be kept?
- 2 Leadership role of congregational council
  - a Understanding your congregation
  - b Developing a way forward for your congregation
  - c Dealing with difficult people
  - d Accountability, Commitment - leading by example
  - e DELEGATING and enabling others
- 3 The AGM
  - a Function of the AGM
  - b Preparing an AGM
    - i Time frames
    - ii Documents needed
  - c Conducting an AGM
    - i Quorum
    - ii Process of voting
    - iii Process of elections
    - iv The role and limits of reports
    - v Minutes of the AGM

## **B. Other Themes regarding councils and leadership**

- 1 Understanding ELCSA (N-T)
  - a ELCSA (N-T) vs structures from other churches, Lutheran and non-Lutheran (History, Oversight and Governance structures)
  - b Our constitution
  - c The congregational code
- 2 Church Sizes
  - a Various Congregational sizes
    - i The impact on leadership
    - ii Moving from one size to the next
- 3 Conflict Management
- 4 Let Mammon serve God! On money matters, because money matters
- 5 Specific calling of a congregation- quite a unique calling
- 6 What congregation is about
- 7 Becoming a multilingual congregation
- 8 Priesthood of all believers and it's practical implications
- 9 Sustainable Church/Congregation