

Council Calendar (updated March 2024)

NOTE: See Deacon's calendar in Deacon's Manual

May

Installation of new office bearers.

Corporation Information Return to be filed by GCRC office or Finance Committee

Elder orientation evening

Full Council (FC) meeting - new and retiring council members

- Remind all council members that a current police check including vulnerable sector screening is required
- Directors' Consent letter to be signed by new council members & filed in church office

Pastoral Council (PC) – discuss home visitation format

Create new Council member contact list

Staff Performance and Salary reviews

June

Update GCRC Organization Chart & Decision-Making Chart

Update Council Manual on website, as needed

Establish Districts – distribute district lists to congregation

Pastoral Workers needed? If so, list and contact potential candidates

Performance and Salary review report

July/August

Review and approve leaders of all children and youth programs (list of names provided by Children & Youth Discipleship Committee) & review and approve proposed curriculum for programs

Appoint pastoral workers, as needed

Begin budget process with bulletin announcements

Present the approved performance and wage reviews to each staff member

September

Launch Sunday – date set by Worship Committee; BBQ organized by Council Executive (CE)?

Create elder visitation list – for visits to children and youth programs (CE)

Create ministry/committee list with District #'s indicated connected to ministry/committee leaders (distribute to PC elders)

Fire & Safety review – FC meeting

Safe Church review (invite Safe Church to FC meeting)

Review number of active members for Classis quota and budget purposes.

Review and approve budget – CE

October

Review and approve findings of the salary review committee

Review and approve budget – FC

Request ministry/committee reports for Congregational Meeting

November

Review and approve next year's offering schedule

Congregational Meeting – present budget for ratification by members

December

January

New Year's Day – coffee before church traditionally hosted by FC

Apply for summer student subsidized work program, as needed

Review financial report from prior year, and upon approval by FC, present such report to the congregation.

Shalem Congregational Assistance Plan (CAP) Review

Review and approve the next season's Council Meeting Schedule - CE

February

Pastoral elders make diligent efforts in Feb/Mar/Apr to contact those in their district who have been moved to the inactive list (that is, they have been inactive for two years or more by this time)

Begin nomination process – mid-February (bulletin announcements –2 weeks)

Nomination Sunday – end of February

FC meeting to approve nomination (end of Feb. after Nomination Sunday)

Letters distributed to nominees (along with a copy of the Covenant for CRC Office Bearers) and follow-up.

March

FC meeting to review nominations (end of March).

April

Interview Profession of Faith candidates

Announce council nominations in bulletin (2 weeks minimum), then Affirmation Sunday (**have ballots prepared**) followed by Drawing Names Sunday (have "lots" prepared). Plan who leads in church and draws names.

Set Council meeting schedule, Nov. congregational meeting date and nominations dates: June to May.