

OPERATIONAL DOCUMENT

The Northeast Conference CONFERENCE OUTREACH AND EVANGELISM TEAM (COET)

Operational Guidelines

The purpose of the COET shall be to assist the Northeast Conference in keeping outreach and evangelism at the center of its life and witness. COET shall extend the work of the Conference by developing and supporting ministries and congregations, and by maintaining open communication with the Synod Outreach/Evangelism Team (SO/ET). These Guidelines reflect the context and culture of the Northeast Conference and should be viewed as a complement to the Synod guidelines for outreach and evangelism as contained in In-Ky Synod constitution sections S11.04.06 and S12.01.12.

These Guidelines are published under the authority of the Northeast Conference Council and are to be viewed as a temporary working document. Any portion—or all—of this document may be altered, deleted or replaced by action of the Northeast Conference Council upon recommendation of the COET. The guidelines are to be considered a “work in progress” and shall be in effect from present time until the Fall 2008 Assembly of the Northeast Conference, at which time a finalized Guideline will be presented at the Assembly for discussion and request for a vote of approval.

Northeast Conference COET Guidelines

1. COET is the driving force for conference supported and initiated ministries in outreach and evangelism. As such COET shall:
 - a. communicate the Church’s mission of invitation to Word and Sacrament within the Northeast Conference.
 - b. formulate conference-wide plans and visions for evangelism and outreach.
 - c. support the mission director and Synod’s SO/ET regarding:
 - 1) determining mission fields in the Northeast Conference,
 - 2) support the development of new ministries and congregations,
 - 3) development of models of transformational ministry,
 - 4) encourage existing ministries and congregations,
 - 5) assist ministry in urban, suburban, and rural coalitions.
 - d. assure that congregations within the Conference are aware of Conference, Synod and Churchwide resources with respect to outreach and evangelism.
2. COET shall be made up of seven to fifteen persons, representative of the Conference demographics, who are nominated by the Council and Dean and elected by the Conference at its Fall Assembly. One member of the COET shall be selected by the Team to serve as chairperson and one to serve on the Synod Outreach and Evangelism Team. The COET chair is a member of the Conference Council, and may serve two (2) two-year terms.
3. COET shall meet on a regular or as-needed basis with reports of Team activities submitted to the Conference Council and the SO/ET.
4. COET shall assist congregations in development of mission initiatives, as well as support for outreach to persons of color and persons whose primary language is other than English.

5. COET shall study growth trends and identify possible sites for new ministries.
6. COET shall identify potential mission leaders who can be mentors or serve in new or redevelopment congregations.
7. Gifts to the Northeast Conference and other funds earmarked for Outreach and Evangelism shall be administered by COET, with approval through the Conference Council.
8. Outreach and evangelism expenditures (including COET administrative) would be reviewed by COET with recommendations to the Conference Council. This would include non-budgeted requests from the Ministerium. New projects or other commitments are considered by COET in light of existing commitments and budget restrictions.
9. Grant funding guidelines and requirements:
 - a. Grant guidelines and requirements will be developed by COET.
 - b. The grant submission form, along with grant submission deadlines, will be developed and posted on the Conference website for download.
 - c. Disbursements for awarded grants will be made by the Conference Treasurer.
 - d. Grant recipients are required to submit a final report to the COET at the conclusion of the funded project. Recipients whose projects run more than 6 months will be required to submit semi-annual reports as well as a final report.
 - e. Should concerns regarding the funded ministry, adherence to the grant or failure to submit reports arise, COET has the authority to withhold scheduled grant payments pending review and to deny future grant requests.
10. COET will make recommendations to the SOET regarding funding needs of the conference. The Conference Council will be informed of COET recommendations prior to their submission to SOET.
11. The Conference Council will have final approval of COET recommendations for projects or grants funded by the Northeast Conference.
12. COET would review all media contracts and submit their recommendation to the Conference Council for approval. Future renewal of existing contracts will require a recommendation from COET and approval by the Conference Council. Current contracts and commitments will be honored through the life of the contracts.
13. All approved expenses for Council sanctioned projects will be submitted for payment to the Conference Treasurer, along with the required supporting documentation.
14. COET will serve as the Development Committee for the Northeast Conference Council and is authorized to seek grants from other sources, Synod, ELCA, foundations, etc., for financing of approved Conference supported ministries.

Effective Date: November 1, 2007