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*Trinity Evangelical Lutheran Church  
New Smyrna Beach, Florida*

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**Council Policy & Procedures Manual  
(Established May 25, 2006)**

**Policies & Procedures Manual**  
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**Updated: January 2018**

## **Policy & Procedures Manual**

During its meeting on May 25, 2006, the Church Council established this Policy & Procedures Manual. New Policies & Procedures should be added to the manual within the month following adoption by the Church Council.

Changes to or elimination of a Policy or Procedure can be made by a majority vote of Council Members at a regular or specially called meeting of the council where a quorum is present.

**Approved: 05/25/06**

# HURRICANE PLAN

TRINITY EVANGELICAL LUTHERAN CHURCH  
E.L.C.A

New Smyrna Beach, Florida

Approved by Trinity Lutheran Church Council

Adopted 2005

Revised – May 25, 2006

Revised – June 28, 2007

Revised – May 22, 2008

Revised – May 28, 2009

Revised – May 27, 2010

Revised – May 19, 2011

Revised – June 28, 2012

Revised – June 27, 2013

Revised – June 2014, 15, 16, 17

# HURRICANE PLAN

June 1<sup>st</sup> is the official start of the hurricane season for the area.

All employees and council members should review the plan in preparation for taking emergency action should a hurricane threaten the area. Although this document is not inclusive, it provides a working outline of specific responsibilities.

## **POLICY**

In all actions, the safe guarding of human life takes priority over all other considerations. The protection of the sanctuary, offices and fellowship hall follows next in importance and priority.

The staff will base all decisions on these policy goals and will take whatever steps necessary to ensure that these considerations are met. Remember, safety is the most important consideration and material goods are replaceable.

**In the event a hurricane warning is issued for Volusia County on the weekend, Saturday and Sunday worship services will be canceled. The congregation is invited to come for worship on the following Wednesday at 7 p.m.**

## **PROGRAM**

The purpose of this plan is to determine the steps necessary to meet the stated goals and to provide an action plan that sets in motion the steps necessary to protect human life and church resources.

## **WEATHER CONDITION**

Weather conditions that will activate this plan are as follows:

1. Tropical Depression- An area of low pressure with circular cloud movement and winds which can reach 38 MPH.
2. Tropical Storm- Counter clockwise circulation of clouds with winds between 39 and 73 MPH. These storms are assigned names by the National Weather Service.
3. Hurricane- A tropical storm with winds of 74 MPH or more and assumes the name of Tropical storm from which it develops.
4. A Hurricane Watch indicates the possibility that you could experience hurricane conditions within 36 hours.
5. A Hurricane Warning indicates that sustained winds of at least 74 mph are expected within 24 hours or less.

## **IMPLEMENTATIONS**

Trinity Lutheran Church will close when Volusia County Government declares the area under hurricane warning or the public schools close. The plan will be activated when certain conditions indicate the possibility of a Tropical Storm/Hurricane exists and threatens the Volusia County area. A step-up plan is based on the location of the storm and its probability of affecting the area.

## **LEADERSHIP RESPONSIBILITIES AND GUIDELINES**

### **BASIC PREPARATION**

Prior to the start of Hurricane Season church council will review the plan at a regular monthly meeting. Staff will initiate the implementation of the Hurricane plan to secure the facility in the event of a hurricane watch or warning.

### **WATCH ZONE**

When a Tropical Storm /Hurricane enters the watch zone for Volusia County, the staff will secure the records and artifacts inside the building.

### **WARNING ZONE**

When the Tropical Storm/Hurricane enters the warning zone for Volusia County, the staff will be responsible for securing the church facilities.

### **IMPLEMENTATION PERSONNEL: (revised yearly)**

Pastor David A. Rike: (717) 471-5540

Larry Muchow (Council President): (386) 689-7471

John King (Vice President): (386) 663-7625

Gail Roe (Property): (386) 689-0124

Phyllis D'Alessio (Office Administrator): 386-423-0572 (h) 428-4307 (w)

Laura Jones (Church Custodian): 386-423-4705 (h) 428-4307 (w)

## **OFFICE PLAN**

In the event of a hurricane warning that requires evacuation of the church building, the staff will react as follows:

### **IMPLEMENTATION**

The Pastor and/or the Office Administrator will contact the Florida Bahamas Synod office, the church council president, and all staff members and Hurricane Volunteer Crew.

#### Pastor

1. Clear desk and table, unplug equipment.
2. Raise CPU and other equipment from the floor and cover them with plastic bags.

#### Office Administrator

1. Clear desk and tables in office area, unplug equipment.
2. Check that the financial records and computers are secured.
3. Remove the safety deposit box key from the building.
4. Make 2 sets of back-up data to be held off site.  
(1 - Office Administrator / 1 - Treasurer).
5. Unplug and turn off servers for all computers, raise CPU's from floor, if possible, cover with plastic bags.
6. Report to Pastor when office is secure.
7. Monitor weather conditions.
8. Make certain fire proof file cabinet is locked.

#### Director of Music (Cantor)

1. Clear desk and tables in choir room.
2. Unplug equipment in sanctuary and choir room.
3. Raise CPU and other equipment from the floor and cover them with plastic bags.
4. Secure choir room.
5. Check that the narthex and sanctuary are secured. All items from the chancel should be stored securely in the sacristy. All musical instruments and equipment would be protected and secured.

#### Custodian & Property Committee Representative

1. Secure the kitchen and any other rooms in the fellowship hall.
2. The vertical blinds in the fellowship hall, office areas, and sanctuary should be closed.
3. Remove and relocate items from screened porch and outside the buildings that could act as projectiles.

### **INFORMATION & PERSONAL GUIDELINES**

#### **EVACUATION ROUTES**

You must pre-plan your evacuation. You must have main routes and back-ups. You need to have a clear destination in mind and you should try to stick to your plan, unless circumstances require you to make a change.

Remember hurricanes come from different directions so don't just consider one direction as an escape route, look at the North, South, and West as possible directions to travel. Study the maps and know before you go.

If you have decided in your pre-plan to evacuate, then do it early. Everyone will be waiting until the last minute to go and the roads will be clogged. Make a plan and stick by it!

If your plan is for evacuation you should do the following when a **Hurricane Watch for Volusia County** is announced:

1. Have suitcases packed and ready to go. Be sure to include all medications.
2. Make sure your car is ready for travel; gas, oil, tires, fluids and maps.
3. Have an ice-chest, water and food ready to go with you.
4. Have a portable commercial radio to monitor storm status, even if you have one as part of your car.
5. Have a list of important phone numbers with you.
6. Let your neighbors, family and church office know that you are leaving and what your destination is. Give them a copy of your plans and phone numbers.



## **SAFETY**

You should be on the lookout for falling limbs and trees, power lines, sharp objects, high water and mud.

Critters of all kinds (dogs, cats, raccoons, snakes, gators, etc) pose a real possibility of getting you hurt. Be careful and don't handle them, call for assistance if possible.

Make sure you are wearing the right protective gear for the job, Hard hats, gloves, good boots, long sleeve shirts, heavy pants, etc. will help protect you from potential harm.

Keep yourself well watered and fed, and have insect repellent available as well as sun block.

**Remember, your greatest chance of getting hurt is after the hurricane — don't take chances.**

The priorities after the hurricane become very simple:

1. Stay alive, don't get hurt.
2. Maintain shelter, water and food for you and your family.
3. Do what you can, not what you can't.
4. Think of the basics:
  - a. Shelter
  - b. Food and water.
  - c. Insect protection.
  - d. Clean body and clean clothes.
  - e. Establish a safe zone in which to rest and work.
5. Help each other.

Approved by Council April 28, 2005

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Revised: May 28, 2009

Revised: May 27, 2010

Revised: May 19, 2011

Revised: June 28, 2012

Revised: June 27, 2013

Revised: June 2014

Revised: June 2014, 15, 16

# Employee Handbook *for churches*

Trinity Lutheran Church  
New Smyrna Beach, FL





### *Legal Disclaimer*

The information in this Employee Handbook is provided for educational purposes only. It is not intended to be, and does not represent, legal advice in any form. If you require advice, it is suggested that you contact a competent legal professional to discuss the specifics of your circumstances and obtain the advice you require.

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# Introduction

Trinity Lutheran Church extends an expression of gratitude to all those currently employed by the congregation, and welcomes new employees beginning service in the congregational community. The Church believes it can depend on you for a service and an excellence that only you can give in your area of responsibility. The Church trusts this handbook will be of help to you in understanding more about your role as an employee of Trinity Lutheran Church.

## *Purpose of the Handbook*

This Employee Handbook is intended to answer some of the commonly asked questions about working at Trinity Lutheran Church and to provide guidance as to what Trinity Lutheran Church expects from you as an employee. These guidelines do not attempt to cover every situation that may arise during your employment and are not intended to be a legal contract.

This Handbook does not affect the at-will employment relationship between you and Trinity Lutheran Church. Both you and Trinity Lutheran Church retain the right to terminate the employment relationship at any time and for any reason, with or without notice. No one at Trinity Lutheran Church has the authority to alter the at-will nature of your employment, except through a writing signed by you and a congregation officer and Senior Pastor, in consultation with the Executive Committee of Trinity Lutheran Church.

This Handbook supersedes any and all prior oral or written representations or statements regarding personnel policies, practices, and procedures of Trinity Lutheran Church.

Trinity Lutheran Church retains the right in its sole discretion to revise, interpret, revoke, or choose not to apply a guideline of this Handbook in any individual case as management may deem to be in the best interest of Trinity Lutheran Church.

This Handbook may be updated from time to time and changes will be implemented as soon as reasonably possible.

After you have read and understood the Handbook, sign the acknowledgement statement at the end of the Handbook and return it to your supervisor.

# Employment

## *Equal Employment Opportunity*

In accordance with all requirements of federal, state, or local law, Trinity Lutheran Church is an Equal Employment Opportunity employer and does not discriminate in hiring or in any terms and conditions of employment on the basis of race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, covered veteran status, status with regard to public assistance, or any other characteristic protected by law. However, as a religious ministry, we reserve the right to hire employees with the same religious affiliation for those positions relating to church or school duties.

## *Harassment Policy*

Trinity Lutheran Church is committed to providing a work environment that is free from harassment based on race, color, creed, religion, national origin, gender, sexual orientation, disability, age, marital status, covered veteran status, status with respect to public assistance or any other characteristic protected under state, federal or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all Trinity Lutheran Church employees, members, guests, vendors and persons doing business with Trinity Lutheran Church.

Sexual harassment, one type of prohibited harassment, has been defined as:

- Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

Examples of conduct prohibited by this policy include but are not limited to:

- Unwelcome sexual flirtation, advances or propositions
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability or sexual orientation
- Explicit or degrading verbal comments about another individual or his/her appearance
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer
- Any sexually offensive or abusive physical conduct

- The taking of or the refusal to take any personnel action based on an employee's submission to or refusal of sexual overtures
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation

If you believe that you are being subjected to harassment, you should:

- If you feel able to do so, tell the harasser that his or her actions are not welcome and they must stop.
- Immediately report the incident to your supervisor or to the Senior Pastor.
- While your supervisor or Senior Pastor will do their best to ensure no further incidents occur, any additional incidents should also be reported immediately to one of the above resources for further action.

Any actions perceived as retaliation should also be reported.

## *Safety Policy*

It is the intention of Trinity Lutheran Church to provide employees with a safe and healthy place to work. To accomplish this objective, employees should know and follow all common sense and posted safety and fire regulations and utilize safety equipment properly to protect themselves and other employees from inconvenience or serious injury. Furthermore, employees should immediately report any unsafe conditions, equipment, or practices to their supervisor.

## *Severe Weather Emergencies*

In the event of severe storms or other hazardous weather, the Senior Pastor is authorized to allow employees to leave work or remain home if they have not yet left for work.

In some circumstances, it may be necessary to close the congregation business office and/or facility, or cancel events. Trinity Lutheran Church will make decisions on closings and openings based on the best information available and will respond to potential hazardous weather conditions that may affect our employees. See the current Trinity Lutheran Church Hurricane Plan for additional information.

## *Performance Reviews*

Performance is normally evaluated by supervisors on an ongoing basis. The review process typically includes periodic evaluations of performance, based in part on job descriptions and goals, with a formal review on an annual basis. The results of the formal review are typically written, with a copy of the review given to the employee.



## *Personnel Files*

Trinity Lutheran Church creates and maintains a personnel file for each employee. This file contains information that is relevant and necessary for administering employment activities, or that which is required by law or regulation. The information contained in the personnel file is the property of Trinity Lutheran Church.

All personnel files are considered confidential.

Employees may request an opportunity to review their personnel file. The request must be in writing and must be submitted to the Senior Pastor or Personnel Chair. The Senior Pastor or Personnel Chair will be present while the employee reviews the file.

# Compensation

## *Employment Classifications*

For purposes of determining the applicability of various policies, practices and benefits, Trinity Lutheran Church employees are assigned employment classifications based on their job and their normal work schedule.

### **Regular Full-time Employees**

Regular Full-time employees are scheduled to work at least 32 hours per week and are typically eligible for all employee benefits, subject to the terms of the summary plan descriptions defining each benefit.

### **Regular Part-time Employees**

Regular Part-time employees are scheduled to work less than 32 hours per week and are not typically eligible to participate in the employee benefit plans.

### **Temporary Employees**

Temporary employees are scheduled to work full-time or part-time with the understanding that their employment will typically be terminated upon completion of a specific assignment. A period of temporary employment generally does not exceed six months. Temporary employees are not eligible to participate in the employee benefit plans.

## *Fair Labor Standards Act*

### **Non-exempt Employees**

Non-exempt employees are those employees designated by the federal Fair Labor Standards Act as eligible to receive overtime. Non-exempt employees are usually paid an hourly wage for the actual number of hours worked in each pay period, although some salaried employees may be non-exempt. Non-exempt employees are paid overtime in accordance with applicable wage and hour laws.

### **Exempt Employees**

Exempt employees are those whose duties and responsibilities meet the legal requirements for exemption established by the federal Fair Labor Standards Act. Exempt employees are paid a salary each pay period and are not eligible to be paid overtime. Exempt employees are compensated based on results obtained. On occasion, they may be requested to work overtime without pay.

## *Pay Information*

### **Work Week**

The workweek at Trinity Lutheran Church begins at 12:01 am Monday and ends at 12:00 midnight the following Sunday.

### **Pay Periods**

The Trinity Lutheran Church pay period is semi-monthly. There are 24 pay periods in a calendar year. Payday is on the 15<sup>th</sup> and the 30<sup>th</sup> day of the month (or February 28 or 29). If a payday falls on a weekend or holiday, payday will be on the prior workday.

### **Payroll Deductions**

Trinity Lutheran Church is required to make certain deductions from employee paychecks each pay period. These include but are not limited to federal income taxes and withholding for Social Security and Medicare. Other deductions, such as health insurance, employee-paid retirement contributions are optional with employee authorization.

### **Overtime Compensation**

Your supervisor must authorize all overtime work by non-exempt employees in advance. Overtime will be paid at a rate of time and one-half the regular hourly rate to a non-exempt employee for hours worked over 40 hours in one workweek, or as required by state law. Overtime is not paid for non-work time such as holidays and vacations.

Written records of overtime hours are submitted to the Office Administrator with the supervisor's approval.

## *Breaks*

Brief morning and afternoon breaks are provided in coordination with the supervisor and are included in the hourly wage in accordance with state laws.

# Benefits

## *Employee Benefits*

Trinity Lutheran Church has established a package of employee benefit programs for its eligible employees and their eligible dependents. Trinity Lutheran Church reserves the right to amend or terminate any part of this program or to require or increase employee premium contributions toward any benefits at its discretion. For more complete information regarding employee benefit programs, please contact the Office Administrator.

## *Employee Group Insurance Plans*

- Trinity Lutheran Church provides employee benefits and insurance for its pastors and leadership team through the ELCA Board of Pensions.

Information on these insurance benefits is contained in summary plan descriptions. For more details and/or copies of the summary plan descriptions, contact the Office Administrator or go to [www.elcabop.org](http://www.elcabop.org).

## *Workers' Compensation Insurance*

All employees are covered by workers' compensation insurance. In the event of a work-related accident or illness, an employee may be entitled to workers' compensation benefits in accordance with state workers' compensation laws.

If you are injured or become ill on the job, immediately report the injury or illness to your supervisor.

## *Continuation of Benefits*

In instances where the benefit providers and summary plan descriptions allow, employees that terminate employment with Trinity Lutheran Church will be offered the option of continuation of benefits at a cost and for the time period allowed.

# Paid Leave

## *Holidays*

The following days shall be recognized as holidays for eligible employees:

|   |                               |
|---|-------------------------------|
| New Years Day   | Independence Day              |
| Martin Luther King, Jr. Day                                       | Labor Day                     |
| Presidents' Day   | Thanksgiving Day              |
| Easter Monday   | Friday after Thanksgiving Day |
| Memorial Day  | Christmas Day                 |
| Personal Floating Day<br>(with advanced approval from supervisor) |                               |

Note: Christmas Eve and New Year's Eve are not paid holidays for employees.

Regular Full-time and Regular Part-time employees are eligible for holiday pay, pro-rated based on their normal hours worked.

In general, if a paid holiday falls on a Saturday, it will be observed the previous Friday; on a Sunday, it will be observed the following Monday. If a paid holiday is observed on an employee's normal day off, the employee may arrange to take an alternate day off that week, with advance approval from their supervisor.

## *Vacation Leave*

Trinity Lutheran Church grants paid vacation leave to its Regular Full-time and Regular Part-time employees. These employees accrue vacation for all regular, sick, vacation, holiday and bereavement time paid. Overtime hours are not included in the basis for calculating vacation accrual. Regular Part-time employees will be granted vacation on a pro-rated basis in the same manner as Regular Full-time employees. Regular Part-time employees receive vacation pay only for the number of hours they would normally be scheduled to work during the vacation period.

The amount of vacation leave is determined by the years of previous related experience and accrues as follows:

| Years of Experience * | Vacation Days per Year | Monthly Accrual Rate |
|-----------------------|------------------------|----------------------|
| 0-4                   | 10                     | .83 days             |
| 5-9                   | 15                     | 1.25 days            |
| 10 + years            | 20                     | 1.67 days            |

\* Years of previous related experience demonstrated to the Personnel Committee and the Senior Pastor will be factored into determining eligible vacation leave for new employees.

Employees are responsible for tracking their use of vacation and sick time on the form provided for the Office Administrator and will be able to produce the record upon request of their supervisor.

Vacation time during an employee's first year of service at Trinity Lutheran Church is prorated based on the employee's start date. For example, an employee starting on 7/1 would be eligible for one half the normal vacation time for their credited experience.

Vacation leave may not be taken during the first three months of continuous employment. Vacation leave may not be taken until it is earned. Vacation accrual begins upon employment into a classification eligible for vacation benefits.

Vacation earned and available is calculated at the beginning of each calendar year for all eligible employees. Vacation must be scheduled at a time appropriate to the planning of the organization and approved in advance by your supervisor.

The maximum amount of accrued, unused vacation that may be carried forward into the next calendar year is 5 days. Upon termination of employment, employees will be paid for accrued unused vacation time, prorated and based upon the employee's termination date.

## *Sick Leave*

Trinity Lutheran Church provides paid sick leave to Regular Full-time employees and Regular Part-time employees. Sick leave is used for the employee's own illness, injury or disability. Sick leave may also be used for absences due to the illness of a member of the immediate family (parent, child, spouse or sibling).

Employees who are unable to attend work due to an illness or injury must contact their supervisor, or the Office Administrator if the supervisor is absent, to report an absence. When employees are absent from work for a medical reason, the supervisor may require a written statement from a licensed medical provider certifying treatment before authorizing the sick leave. Employees may also be required to provide a written statement from a licensed medical provider indicating they are able to return to work.

Eligible employees will accrue sick leave from January 1, 2009, or from their subsequent date of employment, at a rate of 12 days per contract year. Accrued unused sick leave may be accumulated up to, but not beyond, 40 days of sick leave.

Employees are not eligible to take paid sick leave in excess of unused accrued sick leave. Unused sick leave is not transferable or convertible into cash, time off or vacation.

## *Parental Leave*

Paid parental leaves of absence will be granted for up to two weeks to any employee who is a natural or adoptive parent in conjunction with the birth or adoption of a child. Employees are eligible for this leave if they have been employed for at least 12 consecutive months prior to the leave. After such time, use of accrued vacation/personal days is allowed.

## *Bereavement Leave*

Trinity Lutheran Church provides up to four (4) days of paid leave for absence due to the death of any of the following family members of an eligible employee:

|          |                         |
|----------|-------------------------|
| Spouse   | Child                   |
| Parents  | Grandparents            |
| Siblings | Mother or Father-in-law |

In the event of the death of other family members, one day of paid Bereavement Leave is allowed.

## *Jury Duty Leave*

Employees summoned for jury duty should notify their supervisor immediately. Employees will be given leave for such jury duty and will be paid the difference between their regular base pay rate and the amount received for jury duty, during regularly scheduled work hours for up to two weeks. Pay beyond two weeks requires the approval of the supervisor. Unless approval is granted, unpaid leave will be granted for the remainder of the employee's jury duty. Employees are required to relinquish their jury duty check amount to their supervisor in order to receive their regular pay. Employees shall retain any reimbursements for mileage or parking.

In the event that employees are excused from jury duty with two or more hours remaining in the regular work schedule, they must report to work and resume regular duties as soon as possible.



# Unpaid Leave

Trinity Lutheran Church realizes that during an employee's working life, occasions might arise which necessitate requesting a leave of absence. A leave of absence may be granted upon recommendation of the supervisor and approved by the Personnel Committee or the Executive Committee. Employees must be classified as Regular Full-time or Regular Part-time in order to be eligible for a leave of absence except in cases of medical leaves of absence.

Leaves of absence are ordinarily granted without pay. Employees generally are required to use all accrued sick and/or vacation leave prior to approval of an unpaid leave of absence. Employees on leaves of absence without pay that exceed 30 days shall be responsible for the full premium cost of health insurance.

Although other reasons for leaves may be considered, Trinity Lutheran Church has specific policies for the following: educational, parental, medical and personal leaves of absence.

If the leave is for an extended period of time, it may be necessary for organizational purposes to fill the position.

## *Educational Leave*

Educational leaves of absence without pay may be granted to employees upon recommendation of the supervisor and approved by the Executive Committee. Such leaves shall not exceed 12 months. The conditions pertaining to return from leave will be established at the discretion of the supervisor.

Requests for educational leaves of absence must be in writing and should be submitted to the supervisor not less than three months before the date on which the leave is to commence.

## *Parental Leave*

Parental leaves of absence without pay will be granted for up to eight weeks to any employee who is a natural or adoptive parent in conjunction with the birth or adoption of a child. Employees are eligible for this leave if they have been employed for at least 12 consecutive months prior to the leave. An employee returning from a leave of more than one month must notify their supervisor at least two weeks prior to returning from leave. (Also see "Paid Parental Leave" – Section V., pg. 10.)

## *Medical Leave*

Medical leaves of absence without pay may be granted to eligible employees who request an unpaid leave for medical reasons not covered by other leaves of absence policies. Requests for medical leaves of absence without pay must be in writing and addressed to the employee's supervisor. An employee may be required to provide a written statement from a licensed medical provider before authorization of such an absence.

### *Personal Leave of Absence Without Pay*

Personal leaves of absence without pay may be granted to eligible employees who request an unpaid leave for personal reasons not covered by other leave of absence policies. Requests for personal leaves of absence without pay must be in writing and addressed to the employee's supervisor. Personal leaves of absence without pay are granted at the discretion of the Personnel Committee or Executive Committee.

### *Leave Request Form*

In order to assure that all necessary functions are covered while an employee is out on leave, all requests for leaves of absence, whether paid or unpaid, must be in writing and approved in advance by the employee's supervisor.

# Standards of Employee Conduct and Performance

It is the goal of Trinity Lutheran Church to retain motivated, talented and committed employees. It is also Trinity Lutheran Church's expectation that employees conduct themselves in a manner that is consistent with Trinity Lutheran Church standards including, but not limited to those stated below. These standards are intended as a guide and are not intended to create a contract or modify the employment-at-will relationship.

Trinity Lutheran Church retains discretion to take disciplinary action, up to and including termination of employment, appropriate to the circumstances, as determined by Trinity Lutheran Church.

## *Support the Mission of Trinity Lutheran Church*

Each employee of Trinity Lutheran Church is expected to support the mission of the Church and to adhere to the policies, practices and work rules of Trinity Lutheran Church.

## *Confidentiality*

Given the sensitive nature of the paid work of Trinity Lutheran Church, it is expected that all employees having access to sensitive information will consistently and uniformly maintain the privacy and confidentiality of this information. Matters that are of a sensitive nature include, but are not limited to, the following:

- Confidential personnel information
- Staff disagreements
- Staff or parishioner personal problems
- Staff planning/brainstorming sessions
- Rumor or innuendo
- Personal opinion about congregation programs or personnel
- Congregation finances
- Unfinished long or short range plans involving the congregation

Violation of the confidentiality policy will subject an employee to disciplinary action, up to and including termination.

## *Cooperative Working Relationships*

It is the goal of Trinity Lutheran Church to provide a work environment in which employees and clients are treated with respect and courtesy. Such an environment is free from negative, disrespectful, hurtful or threatening comments or actions directed toward others. It is expected that all Trinity Lutheran Church employees promote a productive work atmosphere through mutually respectful interpersonal relationships within the various Trinity Lutheran Church settings.

## *Healthy Separation of Professional and Personal Life*

In order to maintain a productive work environment and promote the overall welfare of the congregation, employees are expected to maintain a healthy separation of professional and personal life, including distancing themselves from the governance of the church. As such, employees of the congregation may not sit on the congregational council or hold other elected positions.

## *Safeguard Trinity Lutheran Church Resources*

In order to fulfill job responsibilities, employees may be entrusted with resources belonging to Trinity Lutheran Church. These resources may be tangible in nature, such as money, equipment, computers, pag-ers, or supplies, or may be intangible in nature such as time or access to communications devices such as the telephone, cell phone, voice mail, electronic mail or the Internet. This would also include church information, such as automated or manual business records and security access codes. All employees are expected to safeguard these resources and use them appropriately for the Trinity Lutheran Church purpose for which they were provided. When such property is no longer needed, or when employees terminate their employment, the property must be returned.

## *Attendance/Work Schedule*

In order to effectively fulfill job responsibilities, Trinity Lutheran Church employees are expected to maintain an acceptable work schedule as defined by Trinity Lutheran Church. It is expected that employees will maintain a work schedule established in consultation with their supervisor. Changes to an employee's established work schedule must be approved in advance by their supervisor.

## *Work and Personal Relationships*

Trinity Lutheran Church seeks to maintain a workplace that is seen as fair and that avoids the appearance of favoritism or discrimination. The following policies support this intent.

If employees who work together are related or in a close personal relationship, this should be disclosed to the supervisor, who will treat this information as confidential.

Generally, an employee should not supervise another employee who is related or in a close personal relationship. If a transfer or change in responsibility is not feasible, another supervisor should handle or participate in performance reviews of the subordinate employee. The subordinate employee has the option of going to the most senior supervisor to discuss any workplace issue.

It is expected that employees in a close personal relationship will avoid public displays of affection.

### *Personal Phone Calls; Cell Phones*

Trinity Lutheran Church recognizes that employees will occasionally need to place and receive personal phone calls during the workday. Receiving and placing excessive personal calls, however, is a distraction from job responsibilities and is often disruptive to coworkers. In all cases personal calls should be minimal, whether the calls are placed or received using company phones or personal phones. Employees are expected to inform friends and family members of this policy.

Personal cell phones and other communication devices are to be kept in silent mode while employees are at work.

#### **Church-Issued Cell Phones**

Where job needs require it, the church may issue a business cell phone to an employee for work-related communications. Such phones are to be used for church business only.

#### **Safety Issues for Cell Phone Use**

Employees whose job responsibilities include any driving on church business and who are issued a cell phone for church business are expected to refrain from using their phone while driving. Safety must come before all other considerations. Regardless of the circumstances, including slow or stopped traffic, employees are strongly urged to pull off to the side of the road and safely stop the vehicle before placing or accepting a call. If acceptance of a call is unavoidable and pulling over is not an option, employees are expected to keep the call short, use hands-free options if available, refrain from discussion of complicated or emotional issues, and keep their eyes on the road. Special care should be taken when there is traffic, inclement weather, or when the employee is driving in an unfamiliar area. NOTE: Trinity Lutheran Church is not responsible for incidents involving employees who are using their personal cell phones while driving on church business.

Abuses of these telephone and cellular phone policies will subject the employee to disciplinary action following normal church procedures.

### *Conflict of Interest*

It is expected that every employee will hold the interests of the congregation to be primary in all related business and ethical relationships. No employee of the congregation shall hold any position outside the congregation or become involved in any personal, financial, or employment activity, including the acceptance of any type of gratuity, which conflicts, or might reasonably be thought by others to conflict, with the proper performance of congregation duties and responsibilities.

## *Failure to Maintain Standards of Employee Conduct and Performance*

It is expected that all employees will maintain an acceptable level of conduct and performance as determined by Trinity Lutheran Church throughout their employment. When an employee's conduct or performance falls below what is expected by Trinity Lutheran Church, s/he may be subject to disciplinary action or his/her employment may be terminated at the discretion of Trinity Lutheran Church. Normal procedures include informing an employee of performance or conduct that is below expectation followed by an opportunity to make corrections. [cf. p. 21, Involuntary Termination - Dismissal, last sentence]

## *Expectations and Conduct Guidelines*

It is expected that all employees will review and sign a copy of the "Expectations and Conduct Guidelines for Trinity Lutheran Church Staff" as a part of their employment responsibilities at Trinity Lutheran Church. A copy is attached at the back of this handbook.

## *Dress Code*

The dress code of Trinity Lutheran Church is simple: It is expected that employees will dress in a manner that is clean, neat, and appropriate.

## *Tobacco-Free Workplace Policy*

The goal of Trinity Lutheran Church Tobacco-Free Workplace policy is to provide employees, members and visitors with a clean and healthy workplace. All employees are prohibited from smoking or using other tobacco products on any owned or leased property of the congregation. This policy shall be interpreted to conform, at a minimum, to all of the requirements of the This State Clean Indoor Air Act. Employees who violate this policy shall be subject to disciplinary action.

## *Drug Free and Alcohol Free Workplace Policy*

Trinity Lutheran Church is committed to providing a safe and healthy work environment for all employees. The use of a controlled substance or alcohol, or the abuse of prescription medication on Trinity Lutheran Church premises, including during meal breaks or other rest periods, or while engaged in Trinity Lutheran Church business off the premises is strictly prohibited. Any employee who appears influenced by alcohol, controlled substances, or abuse of prescription medications may not work or report to work. Consumption of alcoholic beverages or controlled substances, or the abuse of prescription medication is not permitted anytime during the workday, including rest breaks, lunches, or other meals if the employee is to return to work thereafter.

Trinity Lutheran Church reserves the right to investigate its premises to determine any violation of this policy. Violations of this policy may result in disciplinary action up to and including termination.

## *Firearms; Dangerous Weapons*

With the exception of those firearms that may be in the possession of law enforcement officers, no firearms or other dangerous weapons are permitted on church property.

## *Information Technology*

All business equipment, electronic and telephone communications systems (including voice mail), and all communications and stored information transmitted, received, or contained in the Trinity Lutheran Church information systems are the property of Trinity Lutheran Church and are to be used solely for job-related purposes. Use of church computers by family or friends of church staff members or by other third parties is prohibited.

To ensure the proper use of communications systems and business equipment, Trinity Lutheran Church may monitor the use of these systems and equipment. Inappropriate use may result in disciplinary action, up to and including termination.

### **Email Policy**

*Note that e-mail is not confidential and employees have no right to expectation of privacy.* Trinity Lutheran Church may review, audit, intercept, access and disclose all messages created, received or sent by email on church communication systems or networks.

Email may not be used for personal business or to solicit or proselytize for commercial purposes, outside organizations, or other non-job related solicitations or causes.

Email may not be used to create any offensive, disruptive, or harassing messages.

Email may not be used to send or receive copyrighted materials, trade secrets, proprietary information or similar materials without prior authorization.

Employees shall not use a code, access a file, or retrieve any stored information unless authorized to do so. Employees should not attempt to gain access to another employee's message without the latter's permission. All computer pass codes must be provided to the supervisors. No pass code may be used that is unknown to the church.

Violations of this policy may result in disciplinary action, up to and including termination.

### **Internet Policy**

Access to the Internet allows employees to connect to information resources around the world, and it has been provided to staff members for the benefit of Trinity Lutheran Church. Every staff member has a responsibility to maintain and enhance the image of Trinity Lutheran Church and to use the Internet in a productive manner. To ensure responsible Internet use, the following guidelines have been established:

Employees using the Internet are representing Trinity Lutheran Church. All communications should be for professional reasons. Employees are responsible for assuring that the Internet is used in an effective, ethical and lawful manner. Channels may be accessed for official church business or to gain technical or analytical information and establish church business contacts.

- Use of the Internet must not disrupt the operation of the church network or the network of other users.
- Internet use must not interfere with productivity.
- Internet access should not be used for personal gain or the advancement of personal views.
- Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, abusive, or inflammatory content or messages are prohibited.
- Sending or soliciting sexually oriented messages is strictly prohibited, as is gambling or engaging in any other activity in violation of local, state or federal law.
- All messages over the Internet should be identified with the employee's name.
- To prevent viruses employees may not download software without the express permission of the Office Administrator or designated representative.
- Employees may not send or upload church materials, proprietary information or similar material to third parties without the express permission of the Office Administrator.
- Employees may not violate copyright laws by downloading and disseminating copyrighted information, except for purposes falling under the category of "fair use."

Violations of this policy may result in disciplinary action up to and including termination, and illegal activities may result in prosecution by legal authorities.

### **Software Policy**

As a matter of church policy, it is our intent to adhere to the requirements of applicable software copyrights and license agreements and to avoid any conduct by our employees that could be perceived as noncompliance with such agreements.

Any employee whose conduct is inconsistent with this software policy will be subject to appropriate disciplinary action, including possible dismissal from employment.

### ***Selling of Products or Services***

The selling of products or services for personal gain by an employee, a group of employees, or non-employees is not permitted on church premises. Also, such sales, even if charitable in nature, are not condoned. Many employees resent the imposition such sales represent. Church sponsored activities, however, are permitted. All fund raising activities are subject to the Fund Raising Policy of the Church Council (see *Council Policies & Procedures Manual*, pp. 37-38).



## *Bulletin Boards and Notices*

Bulletin boards are available for church business and communication and church-approved notices. Any notice to be posted on a church bulletin board must have prior approval of the Office Administrator or delegated representative.

## *Solicitation Policy*

Employees may not solicit other employees on behalf of any cause or organization during their working time, by either the employee doing the talking or the employee being talked to. Working time is defined as the time an employee is scheduled to be working.

Employees may not distribute literature on behalf of any cause or organization during their working time and may not pass out literature of any kind in working areas.

Non-employees may not solicit employees or pass out literature on behalf of any cause or organization at any time on the church's premises.

Any employee who violates these rules is subject to disciplinary action, up to and including termination.

## *Conflict Resolution*

Employment related misunderstandings or conflicts may arise in any organization. To promote effective working relationships, it is important that such matters be addressed as they arise. Trinity Lutheran Church believes that effective communication is essential to our continued success. Also, open lines of communication are important to the creation of productive work relationships and the elimination of counterproductive conflict.

Supervisors are available to discuss job-related concerns with employees during the workday. Employees are encouraged to use this line of communication. Any concerns about work or suggestions for improving operations should first be discussed with the employee's supervisor.

Trinity Lutheran Church realizes, however, that there may be occasions when the nature of the communication is such that the supervisor is personally involved, the employee believes that she or he cannot openly or effectively discuss a concern or issue with the supervisor, or the employee is not satisfied with the supervisor's response. In these situations, employees may bring their concerns or issues directly to the Senior Pastor, the Personnel Chair, or the Executive Committee.

Depending on the nature of the matter, the employee may be asked to summarize the matter in writing.

# Termination of Employment

## *Employment At-Will*

The employment relationship at Trinity Lutheran Church is at-will. This means that employment is not for any definite period of time and that either the employee or Trinity Lutheran Church may terminate the employment relationship at any time without notice for any reason. This applies to both voluntary and involuntary termination.

## *Voluntary Termination*

### **Resignation**

Employees who resign from employment with Trinity Lutheran Church are considered to have voluntarily terminated their employment.

Employees are requested to give a minimum of thirty days advance notice of their resignation. Notices of resignation should be in writing and addressed to the supervisor.

### **Retirement**

Employee's who retire from employment at Trinity Lutheran Church are considered to have voluntarily terminated their employment.

## *Involuntary Termination*

### **Dismissal**

Employees may be dismissed from Trinity Lutheran Church when they are unwilling or unable to perform essential work duties of their position as defined by the supervisor or Trinity Lutheran Church, no longer meet the requirements of their position as determined by the supervisor or Trinity Lutheran Church, fail to meet standards of employee conduct as determined by the supervisor or Trinity Lutheran Church, or for other reasons as determined by the supervisor or Trinity Lutheran Church. Trinity Lutheran Church is not required to provide an employee with notice of performance or other problems before terminating her or him.

### **Workforce Reduction and Job Elimination**

From time to time it may be necessary for Trinity Lutheran Church to reduce the size of its work force or eliminate certain positions. Employees who are terminated due to a reduction in work force or job elimination are considered to have involuntarily terminated their employment.

Trinity Lutheran Church will determine which jobs shall be eliminated or which employees shall be included in a work force reduction, based on various factors, including but not limited to staffing needs, organization requirements, performance, and length of employment service.

## *Acknowledgement and Receipt of Employee Handbook*

I have received a copy of the Trinity Lutheran Church Employee Handbook. I understand that it is my obligation to read and understand this material.

I understand that this is not an employment contract and that my employment is terminable at-will by either the church or myself. I fully understand that the policies, rules and benefits described in this handbook are subject to change at the sole discretion of Trinity Lutheran Church at any time. This handbook supersedes and replaces all previous Employee Handbooks, manuals and memorandums added to previous Employee Handbooks and manuals. All such previous Employee Handbooks and manuals are hereby revoked.

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|                       |          |
|-----------------------|----------|
| Employee Printed Name | Position |
|-----------------------|----------|

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|                    |      |
|--------------------|------|
| Employee signature | Date |
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|                      |      |
|----------------------|------|
| Supervisor Signature | Date |
|----------------------|------|

(This copy to be kept by employee)

## *Acknowledgement and Receipt of Employee Handbook*

I have received a copy of the Trinity Lutheran Church Employee Handbook. I understand that it is my obligation to read and understand this material.

I understand that this is not an employment contract and that my employment is terminable at-will by either the church or myself. I fully understand that the policies, rules and benefits described in this handbook are subject to change at the sole discretion of Trinity Lutheran Church at any time. This handbook supersedes and replaces all previous Employee Handbooks, manuals and memorandums added to previous Employee Handbooks and manuals. All such previous Employee Handbooks and manuals are hereby revoked.

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|                       |          |
|-----------------------|----------|
| Employee Printed Name | Position |
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|                    |      |
|--------------------|------|
| Employee signature | Date |
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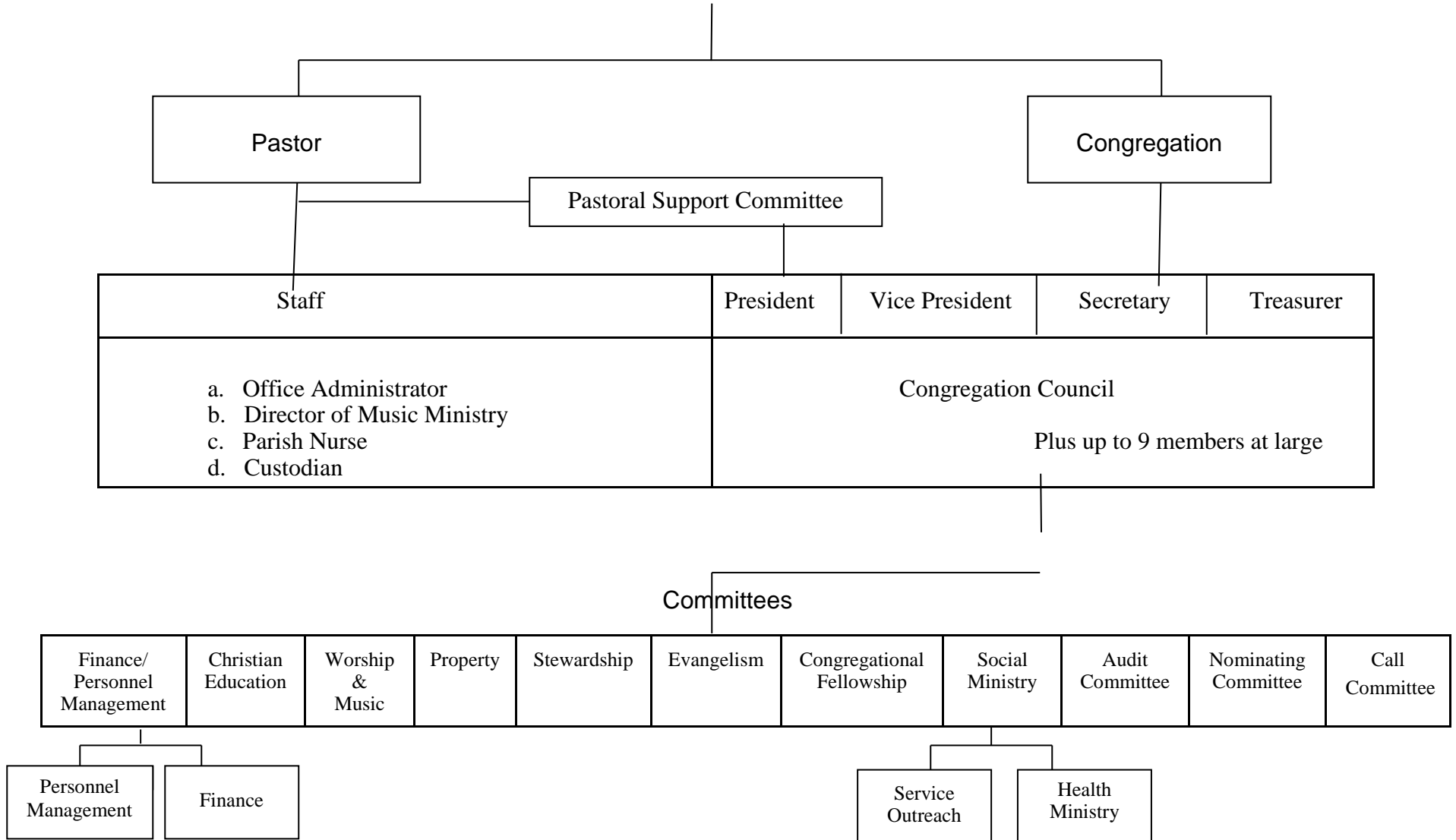
|                      |      |
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| Supervisor Signature | Date |
|----------------------|------|

(This copy to be kept by employer)

# Organizational Chart of Trinity Lutheran Church

(Revised and approved by Council September 22, 2005)

The Holy Trinity (To Be Revised)



## **Bulletin Inserts**

Inserts for special events requiring a signup will be placed in the bulletin **2 weeks prior to the event for 1 week only**; after which any excess inserts will be available in the narthex for the remaining week (s).

**Adopted by Council April 20, 1998**  
**Revised: May 26, 2016**

## **Committees – Self-governing within budget**

Each committee will be self-governing within the limits of the budget set before them. Any major policy issues or expenditures (not included in fiscal year budget) of over \$300 will be presented (with written estimates where applicable) in a report to Council for further action.

**Adopted by Council April 20, 1998**  
**Revised: July 26, 2007**

# Committees – Structure for meetings

## 1. Spiritual Grounding

It is important to begin meetings with a spiritual focus and to come back to this during the meeting. Every meeting should begin with some type of devotions that will help us turn our attention from our busy lives toward God. One possible way to do this is...

- \* Read a scripture passage followed by a short period of silence.  
(Imagine as vividly as possible the scene & watch it played out in your own thoughts; 3-5 minutes)
- \* Share with one another your experience of the silence. These questions & statements may help...  
Tell about the character you identified with most and why.  
Talk about how the passage relates to our task as a group.  
Imagine you could get into a conversation with one of the characters in the reading. What questions would you ask? What would your conversation be about?  
If the character in the story were to give you or the group any advice, what do you think he or she would say?
- \* Allow 15 minutes for spiritual grounding.

## 2. Team Building

It is important for people working together to be able to express themselves openly, even if it means introducing a controversial issue. The first step in trust is getting to know one another. Following the opening devotions, the committee chair can pose a simple team building question and ask members to respond with a sentence or two.

- \*What was the high point or low point of your week/month?
- \*Who are the people you felt like weeping/rejoicing for this week?
- \*Which people do you notice have the Spirit of God working through them?
- \*If you could change one thing about this congregation, what would it be?
- \*What do you like most about serving on this committee? What concerns you?
- \*Where have you seen the hand of God at work today?
- \* Allow 10-15 minutes for team building. Resist the urge to jump right into committee business. Don't skip spiritual grounding and team building. In the long run it may be some of the most productive time the team spends.

## 3. Reflection on the Process

A third activity that leads to more productive meetings is to allow 10 minutes at the end to discuss "how we worked together today." The results of this assessment can be useful in planning future meetings. Items to reflect on are...

- \*Each member in turn can say what he or she liked about the way the group worked together and what concerned him or her about the meeting.
  - \*What did you notice about the Spirit in our time together?
- All three of these – spiritual grounding, team building, and process reflection – can take around 30-40 minutes of a committee's time, but in the long run it can be some of the most valuable time we have with one another. Trust and enjoy the process!  
Peace, Pr. Mark

**Adopted by Council October 2005**



## **Hymnal – ELW**

Council endorses the Worship & Music Committee plan to design a project for promoting and publicizing the new ELCA hymnal, ***Evangelical Lutheran Worship (ELW)***.

**Adopted by Council June 29, 2006**

# Memorials – Gift Policy & Committee

## Memorial Gift Policy of Trinity Lutheran Church

(Revised 2007)

*“For by grace you have been saved through faith, and this is not your own doing; it is the gift of God” (Ephesians 2:8).*

**People of Trinity are saved by grace, sent to serve.** Recognizing that all good gifts come from a generous God, we are called as followers to share these gifts in ministry to our church, our community and our world. We adopt this Memorial Gift Policy as a way to acknowledge and care for the gifts given to Trinity Lutheran Church in honor and memory of loved ones.

### **Definition of terms:**

**Gifts.** Gifts may be in the form of cash, securities, new or used furniture, property, or other items of value, which may be utilized or converted to cash.

**Memorial Gift.** Gifts may be given in memory of or in honor of any person or occasion. Any such gift will be termed a “Memorial Gift.”

**Designated Gift.** Any memorial gift which has been designated for a specific item or purpose (Examples of gifts are: building fund, sanctuary furnishings, altar linens, paraments, stained glass windows, office equipment, and hymnals).

**Undesignated Gifts.** Any memorial gift from a donor or donors without specific instructions for its use. Undesignated gifts of \$3,000 or less may be used for any need as seen fit by the Memorial Committee in consultation with the Stewardship Committee. Memorial Gifts in excess of this amount shall require authorization by the Council.

**Gifts of Service.** Gifts of time, service, work, etc. are deemed to have no monetary value. This is in agreement with Federal Tax law. (Donor may be able to deduct mileage.)

### **Guidelines and Responsibilities:**

Trinity will accept gifts that are in harmony with the purpose and programs of Trinity Lutheran Church.

Responsibility to accept or reject any gifts offered to Trinity Lutheran Church is left to the discretion of the Pastor and Memorial Committee. Before accepting any gift they shall review any restrictions on how and where the gift may be used. Once a gift has been accepted, it will not be returned or transferred to any designated party. All accepted gifts become the property of Trinity Lutheran Church.

If a donor wishes to make a designated gift, the Pastor will discuss a list of needs with the donor. One or more items may be selected from this list.

**The Memorial Committee** was established by Council on April 24, 2003

The committee shall:

1. Consist of the pastor(s) and 3-6 people who will serve 2 year terms. Members are appointed by Council at the beginning of each calendar year. They may serve up to three consecutive terms.
2. Develop a list of needed items suitable for Memorial Gifts. This list should be developed in cooperation with others, especially the Stewardship Committee. This list may be identical to the Stewardship Committee's "Wish List."
3. Review and update the Memorial Gift list every six months.
4. Determine when a Memorial Gift is to be purchased.
5. Oversee the purchase of the gift.
6. Acknowledge receipt of all memorial gifts, designated or undesignated. (See below under "Memorial Chairperson Shall:")
7. Determine disposition of designated memorials no longer suitable or required. Counsel with families of designated memorial as to proper disposition.
8. Inform congregation of memorial procedure...

Make it known that the only form of recognition of a memorial gift and/or other gifts will be a recording in the Memorial/Gift book and/or a presentation book plate to be posted in the front flyleaf of hymnals or other printed books or booklets given in honor or memory of loved ones or to the glory of God.

NOTE: This policy excludes the use of plaques or inscription plates as a form of memorial.

**Office Administrator** shall:

- Inform memorial committee chairperson of Memorial/Gift received in a timely manner.
- Determine by consultation with pastor and/or donor as to desirability of donor anonymity and so advise chairperson.
- Post Memorial/Gift monies monthly to the Memorial/Gifts fund, designated or undesignated.

**Memorial Chairperson** shall:

- Provide Memorial/Gift acknowledgment to the donor directly or via the financial secretary in case of anonymity.
- In a timely fashion, inform families of the names and addresses of donors who have given gifts in recognition of their loved one.
- Keep separate records of donor and donor gifts or memorials (including the amount); when the monies from the gift have been expended, notify the family of the one being memorialized or honored. The congregation may also be informed when a particular gift has been purchased in honor or memory of a person or persons.
- Record receipt of memorials in the memorial book. Names of donors and of those being memorialized shall be inscribed. This information may also be published in the *Beacon*.

Adopted by Council October 25, 2007

## **Parish Nurse**

The Parish Nurse is a **non-paid staff member** who works 15-20 hours a week. She will be reimbursed for travel expenses.

**Adopted by Council April 20, 1998**

# Committee Organization and Procedures

COMMITTEE Name:

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COMMITTEE Description:

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COMMITTEE Chairperson:

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Duties of the Chairperson:

1. Establish meeting times, keeping Church office, Council, and members of the congregation informed of these times, thus encouraging growth and participation.
2. Prepare a meeting agenda & submit to COMMITTEE members in advance of the meeting.
3. Select a secretary to take minutes and maintain records.
4. Conduct meetings relevant to the mission of the COMMITTEE and foster respect for all members and guests at meetings.
5. Monitor the COMMITTEE budget.
6. Maintain a COMMITTEE "Policies & Procedures" Manual.
7. Prepare and submit monthly Council report using the standard form.
8. Submit summary report for the *Beacon* by the 3<sup>rd</sup> Sunday of each month.
9. Oversee the preparation of an annual COMMITTEE "plan of action" to submit to the Council for approval.
10. Ensure that the COMMITTEE plan of action, budget request and annual report are submitted as requested by Council.

To make any changes/additions to your Council-approved plan of action the COMMITTEE should ask the following:

1. Does the action/activity support the COMMITTEE mission?
2. Is it consistent with an established ministry at Trinity?
3. Is it within the COMMITTEE budget or applicable dedicated funds (up to \$\_\_\_\_\_)?
4. Is the planned activity legal and ethical?
5. Is it something for which the COMMITTEE willing to be accountable?
6. Does the action/activity involve good stewardship of time and other resources?
7. Has it been coordinated with other COMMITTEES and/or people who need to be involved?
8. Does the COMMITTEE know how to communicate and publicize the action or activity to others who should know about it?
9. Has the COMMITTEE chairperson spoken with the Pastor and an Executive Committee member about its intended action/activity?

If the answer is YES to ALL of the above questions, the action is authorized.  
Please provide Council with written notification.

**Approved: September 28, 2006**

## **Bulletin Boards**

The church bulletin boards will be maintained and updated by the office administrator.

**Approved: September 28, 2006**

## Supervision of Salaried Lay Workers

Constitution article **C12.08**.

The Congregation Council shall be responsible for the employment and supervision of salaried lay workers of this congregation. (*Underlining added*)

Council delegates the authority to supervise these personnel to the Personnel Committee and the Senior Pastor by adopting the following resolution:

The Council's *employment* responsibility of Article **C12.08**. shall be executed in consultation with the Personnel Committee and the Senior Pastor. While the Council maintains its supervisory *responsibility*, it delegates the supervisory *authority* of Article **C12.08**. to the Personnel Committee and the Senior Pastor, with input from the appropriate committee chairperson(s) and/or the executive committee.

Approved: October 26, 2006

## **Distribution of Printed Material to the Congregation**

Printed material meant to be distributed or made available to the general population of the congregation (or to a *portion* of the congregation), whether through a mailing, bulletin or newsletter insert, handout, e-mail, or by any other means, requires prior approval of the Council President and the Pastor. Such printed material will originate from the church office. *This does not include approved minutes of committee or congregational meetings or pre-printed material from Augsburg-Fortress, synod, churchwide, or any other official organization of the ELCA.*

**Approved: December 14, 2006**



## **Editorial Policy**

In order to maintain consistency and unity of church policy and to conform to layout requirements, the pastor, editor, and office staff reserve the right to edit for space and content all material for the *Beacon*, the Annual Congregational Report, and other official publications of Trinity.

**Approved: December 14, 2006; re-affirmed January 25, 2007**

## **Fund Raising Activities**

The Stewardship Committee recommends that all fundraising activities and events are to be approved by Church Council prior to the event, and a request form must be submitted. (See attached form.) If there is not sufficient time for the Council to approve/disapprove a request, it may be submitted to the Executive Committee for consideration. Council took action on February 28, 2009 to make this a permanent policy.

**Approved: December 14, 2006; re-affirmed June 28, 2007**  
**Revised: February 28, 2009**

## FUND RAISING EVENT REQUEST FORM

The following questions should be addressed as your committee or group considers a fund-raising effort:

1. Are the goals for the activity clearly established before the activity is undertaken?
  - a. Who is being served by this effort, and how?
  - b. Is this effort consistent with the total ministry of the church?
  - c. What is the guiding principle in designing the event or program?
  - d. Does the method of fund raising accomplish these goals or are they at cross-purposes with the goals?
  - e. Do the goals complement other financial stewardship efforts within the congregation?
2. Are the people who will work on an activity part of the decision-making process?
3. Does the activity provide a service beyond the fund raising itself?
4. Will the activity afford satisfaction and dignity to those who engage in it?
5. Will the activity provide an avenue for people to use their abilities and to express their willingness to serve others?
6. Does the activity send a message consistent with the idea of sacrificial giving?
7. Does the activity ask community members to support something that the congregation is not willing to fund?
8. Does the activity build commitment within the community, or relieve the conscience of those who are involved in the congregation in a limited way?
9. Will the activity benefit the ministry of the whole organization or is it a means for a small group to exert power and control through the dollars raised?
10. Will the activity be seen as a unique contribution to the community, or as direct competition with local businesses, who must pass health inspections and pay taxes?

EVENT SPONSOR: \_\_\_\_\_

EVENT NAME: \_\_\_\_\_

EVENT DATE/TIME: \_\_\_\_\_

EVENT LOCATION: \_\_\_\_\_

PURPOSE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PERSON REQUESTING: \_\_\_\_\_

COUNCIL OR EXECUTIVE COMMITTEE APPROVAL:    YES        NO

EXPLANATION: \_\_\_\_\_

Signature: \_\_\_\_\_                      Date: \_\_\_\_\_

## **New Members – Reception of**

Membership in our congregation is governed by the Constitution and By-laws as outlined in Chapter 8. However, there may be occasions where families or individuals would like to become members of Trinity without going through the formal “Reception of Members Rite” at a church service. With Council approval, it would be acceptable to have a private response with the pastor, acknowledging affirmation of their faith, and a formal request of transfer received for those individuals who are members of another Lutheran Church.

**Approved: December 14, 2006**

## **Security (keys, etc.)**

Property Committee moved to:

1. re-key the office doors and choir room,
2. install a security camera, monitor, and remote opener for the office entrance door
3. install window film on all administrative office windows and choir room

(Monies for these projects will be taken from the Building Upgrade Fund.)

4. Maintain a chart of who has new keys.
5. Require a signed key distribution form for any member or staff who has a new key.

**Approved: (1, 2, 3) November 30, 2006 (4, 5) December 14, 2006**

## **Volusia Council on Aging Respite Program**

Service Outreach Committee moved to approve the request of the Volusia Council on Aging Respite Program to use the Fellowship Hall every Monday from 8:30 a.m. to 3:00 p.m. for the year 2007 according to the terms of the attached contract. (See below.)

**Approved: December 14, 2006**

## **Directory – Use of**

The Directory for Trinity Lutheran Church is provided for the confidential use of our congregation. It is to be used as a convenience for members to contact one another, to send cards and greetings, and for general fellowship ministry. The Directory is not intended to be used as a general mailing list for personal and/or commercial purposes, or for the distribution of printed materials [see policy for Distribution of Printed Material to the Congregation, p. 35]. It is also not to be used as a vehicle for the “grapevine” or rumor mill. Our congregation does not condone or engage in such practices.

For the protection of each member of the congregation, no one is permitted to divulge the content of the Directory to any group or organization without prior authorization from the Church Council. The content of the Directory may not be copied or reproduced.

**Approved: February 22, 2007**

## **Council Highlights**

Council Highlights, prepared by the Secretary of the Executive Committee and approved by the Executive Committee, will be posted prior to the acceptance of the Council minutes.

**Approved: March 21, 2007**



# Trinity's Praise & Pinch Feedback System

(under revision process)

This method of feedback deals with joys, concerns, feelings, and opinions you may have about what is (or is not) happening at Trinity. It provides opportunity for you to communicate about ways we are doing well in our ministry together and areas that might need attention. Such input and feedback helps us all to be faithful in carrying out our mission.

Here's how the system works. There are **two secure/ confidential boxes**, one located **in the narthex and the other in the fellowship hall**. These boxes are for receiving "Praise & Pinch" forms. Above each box are blank copies of the forms, as well as copies of the *Role Renegotiation Model* for sustaining meaningful relationships. This is the model on which the feedback system is based.

- 1. Write out your praise or pinch on the form, sign it, and place it in one of the confidential Praise & Pinch Boxes.**
- Forms will be collected by a member of the Mutual Ministry Committee.
- You will be contacted** to let you know that your form has been received and to **clarify** with you **the content of your input** and what you would like to see happen.
- You will then be told **how your message will be handled** according to the *Dealing with Criticism in Organizations* principles. (A copy of these principles is on the back of this form.)
- Following this conversation (#s 3 & 4 above) your message will be delivered** to the appropriate ministry, person, or group. **Follow through** will include communicating to you the final outcome of your feedback.

Throughout this process **confidentiality** will be maintained according to the outline in the *Dealing with Criticism in Organizations* document.

**Feedback System (including the Role Renegotiation Model, Praise & Pinch Form, and Dealing with Criticism in Organizations):**

**Approved by Church Council: July 26, 2007; revised June 24, 2010**

## Dealing with Criticism in Organizations

Learning how to deal with criticism is vital for a voluntary organization like a church or other not-for-profit. This type of instrument can be especially helpful in assisting paid and volunteer leadership to deal with critical comments in an appropriate and healthful manner.

Coping with criticism in an appropriate manner can be a means for building a healthy environment. If not dealt with in a structured and predictable way, criticism - when denied or ignored - can become a destructive and draining force.

This document is intended to assist leaders with management of their responses and with oversight of communication flow that can produce better results for the system and its members.

### Leaders in organizations should work to model the intent of the following policy and practice:

1. All members are affirmed in their right to express their opinions about the mission, programs, and other dynamics of the life of the organization, including the personnel.
2. All employed and volunteer leaders in organizations (as well as members) need to remember that an opinion expressed by a participant in the life of the organization is just that - an opinion. It is also worth noting that some individuals make a practice of criticizing everything. Yet even the chronic complainer deserves to be listened to in an effort to detect the merit of his or her observation or need.
3. Most not-for-profit organizations operate with a "direct democracy" form of governance, which allows the sharing of opinions directly with the employed or elected and appointed leaders in the system. Members are invited and encouraged to attend meetings related to the organization's system.
4. When there is an occasion for a supporting member of the organization to share an opinion, concern, question or complaint with someone on the leadership team (staff, elected or appointed members) the following response is recommended for use. *"Thank you for sharing this concern with me and for your interest in the organization. What would you like me to do with what you have just shared with me?"*
  - If the response is *"Oh...nothing. I just thought you ought to know that I (we, they) am (are) upset about what is (not) going on..."* Then the leader receiving the information should very intentionally indicate that nothing will be done with the comment; i.e., it will not be delivered into the system's formal or informal network. **(This is a very important response to the person unwilling to proceed in one of the following ways. It prohibits the development of the impression that just sharing an opinion will produce a response that is acceptable to the petitioner.)**
  - If the response is that an outcome is expected by sharing the comment...then the leader will provide guidance for the member about how to communicate with the system.
- 5a. Matters concerning functional issues (programs, facilities, or organizational structure)  
*If the issue or concern is related to the "system," the person sharing the matter should be invited and encouraged to bring the information or opinion to the next meeting of the group directly responsible.*
- 5b. Matters related to relational (interpersonal) issues (staff, officers, other volunteers, or member-to-member)  
*If the issue or concern is related to personnel or other interpersonal matters, the one sharing the concern should be invited and encouraged to confer (sequentially) with 1. the other person(s) directly involved, 2. the appropriate committee (Staff Support, Personnel, etc.), and 3. the board of directors.*
6. If the one sharing the concern does not desire to communicate with the person(s) directly involved or to make an appearance before the appropriate group or committee within the organization's system, the leader should ask for permission to use his or her name in reporting the issue. If permission is not granted, then the leader will say, *"I am sorry, but I will not be able to report or share your concern, since we do not deal with anonymous comments."* If permission to use the petitioner's name is granted, the leader will share the information with the person(s) directly involved, or the appropriate group or committee in the system, including the name of the petitioner.
7. The minutes of the board, committee or group receiving a member concern will mention the *topic* in the minutes of the meeting(s) at which it is discussed. Additionally, if an official action is deemed appropriate or necessary, the person who has shared the concern will be informed of any decision made with regard to the issue.
8. The organization should be attentive to criticism, if for no other reason than to detect the mild-to-severe nature of resistance or antagonism. Being attentive is not the same as being reactive. A critical comment does not always mean that there is a need for an adjustment in policy or practices.

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# PRAISES AND PINCHES

As a congregation, we are committed to voicing our praises and “not sitting on our pinches”! If there is anything in our community life that brings you joy or causes you concern, here is your opportunity to share your feelings and questions. Thank you for taking the time to communicate about the ways we are doing well in our ministry together at Trinity Lutheran Church and the areas that might need attention. Your input and feedback are needed in order for us to be faithful in carrying out our mission.

To be a healthy and faithful community, we need to be open with one another about what we expect in all areas of our life together. If there is a specific question or matter you would like to discuss directly with a staff member, Council member, or committee member, please indicate that desire below.

## Praises:

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## Pinches:

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### Desired Outcome (Solution):

I would like our congregation to move forward with \_\_\_\_\_

I wish we could implement/initiate \_\_\_\_\_

I am more comfortable with/when \_\_\_\_\_

I would like us to \_\_\_\_\_

**Here is a specific question, suggestion, or concern I would like to discuss with \_\_\_\_\_:**

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Your Name \_\_\_\_\_ Ph. # \_\_\_\_\_ Date \_\_\_\_\_

Please return this form to one of the secure “Praises and Pinches” boxes in the NARTHEX or the FELLOWSHIP HALL. It will be collected by a member of the Mutual Ministry and you will be contacted about your message and how it will be handled.

Rec'd: \_\_\_\_\_

Contacted: \_\_\_\_\_



## “Question Box” Feature in the Monthly Newsletter

Council endorses the adoption of a “Question Box” section for the newsletter.

This is an approach that can be effective for straightforward, relatively uncomplicated inquiries. The procedure is:

1. a member submits a written, signed question to the church office
2. the question is addressed in the newsletter. The questioner is not identified, but the person who answers the question is. (This could be the pastor, Council president, chair of the Property Committee, treasurer, etc.)

Here is a sample of a “Question Box” from an actual congregation:

**THE QUESTION BOX**

*Q. WHERE DID "INTINCTION" COME FROM, AND WHY ARE WE USING IT DURING LENT? I HAVE NEVER RUN ACROSS IT BEFORE.*

A. Intinction is a method of distributing Holy Communion by having the communicants dip the host (wafer) into the wine or grape juice. The practice has been around for centuries, although it has only recently been revived in the Western Church. (It is standard practice in many Eastern Orthodox churches.)

Intinction serves several purposes. The practical ones are: 1) it is easier to prepare and clean up, and 2) a large number of people can commune in a short length of time. There are also some other helpful features of intinction. Those who have difficulty kneeling do not stand out from the rest of the congregation. Also, people are enabled to stay at the altar after receiving communion to pray for as long as they wish. The Worship and Music Committee decided to use the season of Lent to help the congregation get used to it. It will also be used on Easter.

Pastor Schmidt

**Approved: November 30, 2006**

## **The ONE Lutheran Campaign and Becoming a ONE Lutheran Congregation**

Council endorses the ONE Lutheran Campaign as recommended by the Service Outreach Committee and accepts the challenge to become a ONE Lutheran Congregation.

**Approved: January 25, 2007**

## Budget Development Policy

The Finance Committee is responsible for annual budget process for recommendation to the Church Council and presentation to the congregation at the Annual Meeting. Each August, all of the committees go through an effort to create an expense plan for the coming year. The following schedule and responsibility matrix will establish the guidelines for this process.

The expense budget should be based on projected needs, not just what was budgeted in the past. It is important to detail the expense proposal from a value or benefit perspective as well as a dollar amount. The Finance Committee will review the budget plans against many benchmarks, including actual spending history.

### Budget Calendar:

1. **August** – the Finance Committee will distribute the Budget Planning Form for the coming year along with instructions for completion. It is the responsibility of the Council committee liaison to ensure that their respective committees receive the form and instructions for completion.
2. **September-early October** – the committees will complete their budget plan, contacting the Office Administrator when necessary in order to detail each expense.
3. **September Council Meeting** – The Finance Committee will ask the committee liaisons about the progress on their respective budget plans.
4. **October 10<sup>th</sup>** – budget plans due to the Finance Committee
5. **October** – the Finance Committee will review the submitted budget plans and draft a composite Expense Budget for Council review, discussion and acceptance at the October Council Meeting.
6. **November** – a Proposed Budget document will be prepared for the congregation and distributed by mid month.
7. **November/December** – the congregation will vote on the Expense Budget at the Annual Meeting.

Approved: **September 27, 2007**

## Budget Planning Form

**BUDGET YEAR:** \_\_\_\_\_ **COMMITTEE NAME:** \_\_\_\_\_ **CHAIRMAN:** \_\_\_\_\_

**COMMITTEE MEMBERS (list):** \_\_\_\_\_

**DATE SUBMITTED:** \_\_\_\_\_

| Expense Category Number | Expense Sub- Category Number | Description of Item or Activity | \$\$ Amount (Proposed) | \$\$ Amount (Prior Year) | Expected Date of Expense | Comments..... |
|-------------------------|------------------------------|---------------------------------|------------------------|--------------------------|--------------------------|---------------|
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
|                         |                              |                                 |                        |                          |                          |               |
| <b>TOTAL</b>            |                              |                                 | \$                     | \$                       |                          |               |

Attach additional pages as needed.

**Approved: September 27, 2007**



# Facility Use Policy

As a Christian congregation serving Volusia County, we are pleased to offer our facilities to individuals and not-for-profit groups. This policy can only be changed by the Trinity Evangelical Lutheran Church Council. Authority to grant exceptions rests with the Executive Committee, not with any individual.

## Schedule of Donations and Deposits

All groups and individuals wishing to use the church will be required to complete an Application Form and pay a donation or fee based on the schedule listed below. The purpose of this donation is to defray operational costs, including opening and closing of the church, air conditioning/heating, cleaning, lighting, and wear and tear. Alcoholic beverages may only be consumed on church property with approval from the Executive Committee. Smoking is not permitted on any owned or leased property of the congregation.

## Definitions

In this document, members are defined as: active or associate member, spouse, child, step child, parent, parent-in-law, or legal ward.

## FUNERALS AND MEMORIAL SERVICES:

The fees described below may vary if extra services are requested.

### Nonmembers:

- \$125 to the organist
- \$75 to the soloist, if selected by Trinity
- \$35 to the sound person
- An honorarium for the Pastor is at the discretion of the family
- \$100 facility fee
- \$100 kitchen use fee (if used)
- Coffee and dessert will be provided by the Women of the Evangelical Lutheran Church of America. If the family requests additional food to be served, the family will furnish it and the funeral committee will serve it.

### Members: (suggested honorariums)

- \$125 to the organist
- \$75 to the soloist, if selected by Trinity
- \$35 to the sound person
- An honorarium for the Pastor is at the discretion of the family
- Coffee and dessert will be provided by the Women of the Evangelical Lutheran Church of America. If the family requests additional food to be served, the family will furnish it and the funeral committee will serve it.

**Approved: September 27, 2007**

## **WEDDINGS:**

### **Nonmembers:**

**Pastor:** \$300.00

**Organist:** The Cantor at Trinity must be given the first right of refusal to play for weddings. Remuneration must be based on the current AGO guidelines which may be found at [www.agohq.org](http://www.agohq.org).

**Bulletins per one hundred:** \$10.00

**Building Use:** \$400 (for use of the Nave, Narthex, and Fellowship Hall dressing area)

**Non Refundable Deposit:** \$100

### **Members of Trinity Lutheran Church:**

**Pastor:** \$150 Honorarium

**Organist:** The Cantor at Trinity must be given the first right of refusal to play for weddings. Remuneration should be based on the current AGO guidelines which may be found at [www.agohq.org](http://www.agohq.org).

**Bulletins per one hundred:** \$10.00

**Building Use:** 0

**Cleaning of Nave, Narthex and Fellowship Hall Dressing Area -** \$100

**Non Refundable Deposit:** \$100

**Rehearsal time:** if needed, is included in the above.

**Note:** throwing of rice, birdseed or confetti is not permitted on any church property.

**Kitchen:** see Kitchen and Custodial use sections below.

**FELLOWSHIP HALL USE BY INDIVIDUALS and/or GROUPS:  
(e.g., seminars, meetings and workshops)**

\$200 minimum per event up to 4 hours

\$ 50 per additional hour

Note: A Trinity member or Staff member must be present for the duration of the event.

**KITCHEN:**

If the kitchen is used in conjunction with any event, an additional fee of \$100 will be required in advance.

**CUSTODIAL:**

A minimum donation of \$100 is required in advance for clean up of the facilities after the event.

## EXEMPTIONS FROM REQUIRED DONATIONS

Groups meeting any of the following requirements will not be expected to give a donation; however, the Executive Committee must approve their application.

1. The group functions as an integral part of Trinity Evangelical Lutheran Church.
2. The group is under the supervision, direction, and control of the Executive Committee or a designated member. The responsible member must remain on site for the duration of the event.
3. Church-related, religious groups for the purpose of advancing Christ's ministry.
4. Non-religious, non-profit groups that minister to the hurts, hopes, and needs of the community.
5. Non-profit artistic functions such as choirs, chamber music groups, etc., who perform free of charge for the local community.

Official ELCA functions, Synod or Conference meetings may be held at the church with costs (or no costs) to be determined by the Executive Committee.

# Facility Use Policy Application Form

## Application Form

TRINITY EVANGELICAL LUTHERAN CHURCH  
 485 TURNBULL BAY ROAD  
 NEW SMYRNA BEACH, FL 32168  
 (386) 428-4307  
 Pastor Don Reiter

Please complete the following application for permission to use the facilities of Trinity Lutheran Church

| <b>ORGANIZATION INFORMATION</b>                 |
|---|
| Requesting Organization (Name, Address, Phone): |
| Affiliation (Church or Community)               |
| Purpose of Use:                                 |

| <b>FACILITY USE REQUIREMENTS</b>   |
|--|
| Room(s) Requested:   |
| Kitchen – circle yes or no.                      YES                      NO |
| Outside Grounds – circle yes or no.      YES                      NO         |
| When Required:<br>Date & Time—Including set-up/clean-up Time                 |

| <b>RESPONSIBLE PARTY INFORMATION</b>   |            |
|--|------------|
| Print Name(s):                         | Telephone: |
| Signature of Primary Responsible Party | Date:      |
| Signature of Trinity Sponsor:          | Date:      |

| <b>TRINITY LUTHERAN CHURCH OFFICE INFORMATION</b>    |       |
|--|-------|
| Deposit:   | Date: |
| Donation Schedule:                                   |       |
| Applicant Received Copy of Application:    Yes    No |       |

| <b>APPROVAL</b>      |       |
|----------------------|-------|
| Executive Committee: | Date: |
| Additional Comments: |       |
|                      |       |

Approved: **September 27, 2007**

## Facility Use Policy Group Leader Letter

Dear Group Leader:

Thank you for your inquiry regarding the use of Trinity Lutheran Church for your group.

As a Christian congregation serving Volusia County, we are pleased to offer our Fellowship Hall facility to not-for-profit groups for seminars, meetings and workshops. To ensure that we can defray operational costs, including the opening and closing of the church, air conditioning, heating, cleaning, lighting and wear and tear, we charge the following costs:

- \$200 minimum per event up to 4 hours. \$50 per additional hour.
- \$100 for custodial services
- \$100 for use of kitchen facilities

We ask that the group abide by the "Facility Use Rules" as listed on the back of this letter.

Certain groups may qualify for using the facility without charge provided that the group is either church related for the purpose of advancing Christ's ministry or that the group is organized to minister to the well being and welfare of those in need in our community.

Enclosed is an application for use. Please complete the application and mail it back to Trinity. Should you have any questions, please contact the church office at 386-428-4307.

Sincerely yours,

Trinity Lutheran Church Council

**Approved: September 27, 2007**

## Facility Use Rules

1. **SMOKING IS NOT PERMITTED** on any owned or leased property of the congregation.
2. Do not use kitchen equipment or supplies (refrigerators, stoves, coffee, tea, paper products, etc.) unless prior written arrangements have been made.
3. Treat all furniture with care.
4. Report any damage to the church office using the Incident Report Form attached to the copy of the Facility Use Agreement Form. A determination will be made regarding the necessity for and amount of replacement cost.
5. Do not put up signs or posters except in designated areas. (Use of staples, tape, or thumbtacks in other areas is not permitted.)
6. Premises must be vacated by 10:45PM (Sunday – Friday) and by 4PM on Saturday, unless prior arrangements have been made.

### **BEFORE LEAVING:**

1. Clean food from tables, floors, and kitchen sinks and counters. Be sure all surfaces are wiped clean.
2. Make sure all toilets are flushed.
3. Please remove any paper and debris from outside areas including the porch, parking lot and playground.
4. Close and lock all doors.

Inform the church office **[in writing]** when there is any change in leadership.

You may only use the specified facilities on the date and time listed on the approved application form. An additional form must be completed should you wish to use the facilities at any other time.

**Approved: September 27, 2007**  
**Revised: January 22, 2011**

# Facility Use Policy Incident Report Form

Trinity Evangelical Lutheran Church  
485 Turnbull Bay Road  
New Smyrna Beach, FL 32168  
Tel: (386) 428-5301 Fax: (386) 423-3231

## INCIDENT REPORT

*The purpose of the Incident Report is to document any incident accurately for remedial use by the church and for insurance information.*

Date of Incident: \_\_\_\_\_

Type of Incident (circle one):      Damage                  Personal Injury

Name of Person (s) involved:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Describe What Happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What Action Was Taken:

\_\_\_\_\_  
\_\_\_\_\_

Who Witnessed the Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Incident Report Written By: \_\_\_\_\_

Date: \_\_\_\_\_

Approved: September 27, 2007

## **Golf Outings (Lutheran) Sponsorship**

Trinity will continue to serve as one of the sponsors of the Lutheran Golf Outings which includes the use of the name of Trinity, but excludes any liability or financial obligation.

**Approved: 11-29-2007**



# Core Values

1. reflect what is basic and important in a congregation
2. define a congregation's enduring character and identity
3. specify the underpinnings of a congregation's culture
4. transcend time, space, and individual leaders
5. convey what a congregation truly stands for
6. guide all decisions and actions of a congregation

**To promote and respond to the good news of the Gospel,  
and claiming our Lutheran identity, the people of**

**Trinity Lutheran Church  
New Smyrna Beach, Florida**

***Present our CORE VALUES***

**1. OUTREACH & HOSPITALITY**

We extend the grace and love of Christ to all, invite all, and welcome all to share our mission.

**2. CARE**

We support and demonstrate compassion, equality, and justice in the church, the community, and the world.

**3. WORSHIP AND MUSIC**

We strive for excellence in our corporate response to God.

**4. RESPONSIBLE STEWARDSHIP**

We share our gifts to protect and nourish our church, the world, and its environment.

**5. HEALTH**

We live in ways that promote wellbeing and harmony within the diverse human community.

**6. SPIRITUAL DEVELOPMENT**

We encourage and nurture ongoing education and activities that challenge us to deepen and live out our Christian faith in relationships and service.

**Approved: 9.27.2007**

# **Air Conditioning Policy**

## **Guidelines and Responsibilities:**

Two new air conditioning units were installed in November 2007 for the sanctuary and narthex. These units are on a system that can be programmed to maximize efficiency and savings. There is an operational manual which is in the church office that describes the system and program. Trinity Lutheran's custodian is the designated person to program the system and to monitor its use.

If any member of the congregation would like the thermostat to be adjusted, please bring your request to the attention of the custodian, office administrator or Pastor. Do not attempt to make the adjustment yourself. Doing so may affect the program and result in decreased efficiency and increased cost.

**Approved: 12-20-2007**

# Gift Acceptance Policy

**Definition of Gift:** Physical property such as furniture, furnishings, kitchen supplies, musical instruments, table linens, etc.

## Guidelines and Responsibilities:

Trinity will accept gifts that are in harmony with the purpose and programs of Trinity Lutheran Church. When a gift is offered to the church, the appropriate committee chairman will be notified and the committee will review the offer of the gift to ensure that it will be useful and beneficial.

Before accepting any gift, the committee will review any restrictions on how and where the gift may be used. Once a gift has been accepted, it will not be returned. All accepted gifts become the property of Trinity Lutheran Church.

An acknowledgement letter will be sent to each donor for their gift.

Should the donor wish to receive recognition for the gift, it will be noted once in the *Beacon*. The use of plaques or inscription plates as a form of recognition is not permitted with the exception of bookplates.

**Adopted: December 20, 2007**

## Gifts Accepted: (in revision process)

12/20/07 – Mission Statement sign from Arlin Bachman

10/09/08 – Outdoor Cross "Wind Spinner" from Carl and Dawn Alexy

01/15/09 – Lettering on south outdoor brick wall ("Trinity Lutheran Church") from the family of Hazel Rutherford in honor of her 100<sup>th</sup> birthday on February 17, 2009.

10/28/10 - A new, meditative, artistic rendering of Trinity's Core Values posted in the narthex. This is a gift from the Jacobson family in memory of Julin (Jake) Jacobson. Diana Bardyn was the artist. Ray Matis constructed the frame.

2012:

- Special worship music in memory of Odeal Williams
- Surveillance camera equipment and monitors were purchased for the office area and nursery
- Lay Eucharistic Ministers' communion kits
- Pall for ashes
- Choir loft renovations funded by donations received in memory of Lynn Hanson
- The new meeting room on the south side of the screened porch funded by the Dinker family and donations received in memory of Milford 'Dink' Dinker.
- 60 " flat panel TV and equipment for the fellowship hall funded the Syverson family and donations received in memory of Mel Syverson
- Baptismal banner in memory of Odeal Williams
- New shed funded by Gladys Bachman and donations received in memory of Arlin Bachman

2016:

Funeral Banner donated by Pat & Jay Droz

Picture in narthex donated by Trudy Miller

## **Church Equipment Use Policy**

Council passed a motion that allows Pastor the use of congregation equipment for church and synod functions.

**Adopted by Council: January 24, 2008**

## **Family Promise**

Trinity Lutheran Church covenants with Family Promise to serve as a Host Congregation for one year, beginning with the initiation of the Family Promise operation.

**Endorsed by Council: February 28, 2008; Renewed (for one year), June 24, 2010; April 30, 2011, renewed from June 2011 to December 2011**

## **Committee Minutes & Annual Reports**

The critical record of Committee Activities and Decisions should be in the Congregation's Annual Report. Therefore committee minutes need only be kept as long as the Committee finds them useful (probably 2 years).

A suggested format for Committee Annual Reports is outlined below.

### **Name of Committee**

Purpose Statement

Activities During Year

Policies/Decisions Adopted

Personal Reflections of Chair

Names of Committee Members

Submitted by

**Approved by Council: March 26, 2009**

## **Fellowship Committee Policy Regarding Birthdays & Anniversaries**

At their request Trinity will acknowledge members who reach the milestone of their 80<sup>th</sup> birthday or above, or their 50<sup>th</sup> Wedding Anniversary or above. This acknowledgment will include an announcement & prayer in worship and a dessert & beverage reception in the fellowship hall following the service of their choice.

**Adopted by Fellowship Committee: November 13, 2008**  
**Rev. January 8, 2009**  
**Endorsed by Council: January 22, 2009**



## **Congregational Policy on Sexual Ethics Related to Sexual Misconduct in Ministry**



**TRINITY EVANGELICAL LUTHERAN CHURCH  
NEW SMYRNA BEACH, FLORIDA**

Sexuality is a good gift of God. The faithful response to God who has created us male and female is our commitment to use our sexuality only in ways that glorify God.

When God's gift of sexuality is used faithfully, the Church is a safe place for all to worship, learn, work, and be helped in a manner that is free from sexual exploitation, abuse or harassment. When the Church becomes an unsafe place, the integrity of the gospel is impaired, particularly among those who are victimized.

Trinity Evangelical Lutheran Church adopts and follows the latest edition of the Policy on Sexual Ethics Related to Sexual Misconduct in Ministry of the Florida-Bahamas Synod, ELCA. The commitment of Trinity Evangelical Lutheran Church is to provide a safe place for all and to promptly inform the Bishop or Bishop's representative of the Florida-Bahamas Synod in the event of a report of a rostered leader being involved in sexual misconduct. Sexual misconduct includes sexual intercourse or other physical intimacies, inappropriate sexual advances, requests for sexual favors, sexual suggestions, innuendoes and jokes, intrusive touching, or other offensive sexually-oriented behavior between a rostered leader and a child, counselee, congregant, student, intern, employee or subordinate, or anyone else who is vulnerable to exploitation. In certain situations, such as child abuse, statutory rape, or sexual harassment, the law may require notification of the proper civil authorities of the alleged misconduct.

Notification of any form of sexual misconduct by a synodically rostered leader should be made as rapidly as possible by telephone (813-876-7660), by letter, or in person to the Office of the Bishop. Letters may be addressed and marked "Confidential" to the Bishop, Florida-Bahamas Synod, ELCA, 3838 West Cypress Street, Tampa, Florida, 33607.

Furthermore, any sexual misconduct by any lay leader, teacher, congregant or any other person identified with the congregation should be reported to the pastor of Trinity Evangelical Lutheran Church. Notification of any form of sexual misconduct should be made as rapidly as possible by telephone (386-847-2162), by letter, or reported in person to the pastor at the church office. Letters should be addressed "Confidential" to the Pastor at 485 Turnbull Bay Road, New Smyrna Beach, FL 32168. The Pastor will then notify the Office of the Bishop of the synod and will consult on appropriate action to take in response to the report of sexual misconduct.

The commitment of Trinity Evangelical Lutheran Church is to give each report prompt attention, with respect and pastoral care for all persons involved. Copies of the first contact brochure, *Keeping the Church a Safe and Sacred Place for All*, the Synod policy, and the congregational policy will be made available to all in the congregation.

*Policy approved by the Congregation Council of  
Trinity Evangelical Lutheran Church 6-25-2009  
Adopted by Congregation January 24, 2010*



## **Fellowship Committee Policy Regarding Use of "Green" Materials**

The Fellowship committee resolves that only biodegradable paper cups and plates, or washable dishes, be used for all congregational activities.

**Adopted by the Fellowship Committee May 14, 2009**  
**Endorsed by Council: September 24, 2009**

## **Applause Policy**

**Sometimes applause in church happens simply because the emotions of gratitude and praise it expresses need to be released in that way.**

**We at Trinity view spontaneous applause in church not as an acclamation of individuals or groups, but as an appropriate expression of gratitude and praise to God.**

**Adopted by Worship & Music: August 5, 2009  
Endorsed by Council: September 24, 2009**

## **Resolution to Amend New Policy for Manual**

Whenever a policy is changed by council the appropriate changes will automatically be made to the Policy & Procedures Manual.

**Action:**        **Approved by Council – January 22, 2011**

## **SABBATICAL - PASTORAL**

**The Council resolves to support sabbatical leave for the Pastor of Trinity Lutheran Church when feasible, suitable and acceptable.**

**Action: Approved by Council – February 26, 2011**

## **SABBATICAL – PASTOR DON**

**The Council resolves to support a sabbatical leave for Pastor Don Reiter to be taken for 17 weeks in 2012.**

**Action:           Approved by Council – February 26, 2011**

# Offerings: Handling Of

## HANDLING CHURCH OFFERINGS

Guidelines for the Congregations of the Florida-Bahamas Synod, ELCA (Rev. 6-6-11)

The matter of properly and appropriately handling church offerings is vital to the well-being of every congregation. Establishing and following approved guidelines for tellers (those who count the offering) and for financial officers helps to protect those involved with the financial ministry of the congregation. It is vital that all offerings and receipts are properly handled, recorded and protected from loss or theft.

### COUNTING THE OFFERING

Ideally, immediately following each worship service at least two members, who are not related to one another, should count the offering in a secure location. If the offering cannot be counted immediately following worship, the offering should immediately be transferred from the offering plates to a vault or other secure location by at least two members who are not related to one another until the counting can take place. Those responsible for the transfer of money should meet the same requirements as tellers/counters.

### OFFERING TELLERS/COUNTERS

- There should be at least two tellers and they should not all be related to one another.
- The responsibility for counting offerings should be rotated on a periodic basis so that the same tellers are not always counting the offerings
- The people responsible for maintaining accounting records (financial secretary) and preparing financial reports (treasurer) should not be tellers/counters.

### HANDLING CASH AND CHECKS

- Cash should be counted by two people who are not related and the total amount agreed upon.
- Checks should be stamped "For Deposit Only" with the name of the congregation and the appropriate bank account number (checks collected should never be cashed).
- A standardized form, which includes a place for signatures of tellers and the date of counting, should be used to record offerings.
- A deposit slip recording the cash and checks should be prepared (all cash received should be deposited; no cash should be set aside for use or otherwise applied to expenses).
- A copy of the deposit slip and copies of the checks should be made for accounting records (A check log is an alternative to copying checks).
- The deposit of the offering to the bank should be made the same day the offering is counted. The people responsible for the deposit should meet the same requirements as tellers/counters.

### RECORDING DEPOSITS

The financial secretary will promptly record the deposit in the accounting records and track individual contributions. The treasurer will reconcile bank statements to deposit records on a monthly basis and any discrepancies will be promptly investigated.

**Adopted: August 25, 2011**  
**Revised: October 25, 2012**

## Nominating Committee Guidelines

C13.10. There shall be a *Nominating Committee* of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the Congregation Council. They shall be elected at Phase II of the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection.

C13.10.A10. This committee shall nominate a slate of candidates from which members will elect representatives to serve in various elected capacities in this congregation, such as Church Council and Voting Members to Synod Assembly.

*Normally select one nominee for each open position.*

*NOTE: For Synod Assembly Voting Member positions, provide alternate nominees.*

- Persons nominated shall be active members of this congregation,
- shall have abiding interest in the spiritual and temporal welfare of the congregation, and
- shall have abiding interest in the ability of this congregation to serve this community.

The committee shall, as part of the nominating procedures, interview persons being considered for nomination to insure that they understand the responsibilities of the office for which they are being nominated and that they will be willing to serve if elected.

*In the interview process for Council positions provide potential nominees with copies of:*

1. *Constitutional Duties of the Council (C12.04. to C12.12.)*
2. *Expectations of Council Members (see next page)*
3. *Council minutes from the preceding November Council meeting*

*In the interview process for Synod Assembly Voting Members provide potential nominees with copies of:*

1. *Expectations of Synod Assembly Voting Members (see next page)*

The committee shall provide a written slate of candidates with biographical information to the congregation at least one week prior to the scheduled election of candidates.

**Adopted by Council: January 26, 2012**

## EXPECTATIONS OF COUNCIL MEMBERS

1. Assist in fulfilling Council Duties/Responsibilities – Constitution C12.04.-C12.12.
2. Serve as a Committee Liaison to Council–Attend the committee’s meetings and provide a monthly written or electronic Committee report on the appropriate form (available for download). Reports should be submitted *no later* than 24 hours prior to the Council meeting.
3. Notebook... In this notebook keep all reports, minutes, the Constitution, the Policies & Procedures Manual (incl. hurricane policy, employee handbook, etc.). (New Council members will receive a printed or electronic copy of the Constitution & the P&P Manual.)

NOTE: Notebooks and/or dividers will be provided upon request to the office.

4. Preparation for Meetings– read the Council minutes, all reports, *The Parish Paper*, and book chapter(s) (*Healthy Disclosure*) prior to the Council meeting. Also complete any outstanding assignments before the meeting.
5. Excused from meeting: Please notify Council President, Pastor, or office as soon as possible if you are unable to attend a council meeting.
6. Be regularly visible at most congregation functions – e.g. worship, Bible study, feedback sessions, official meetings, events, etc.

## EXPECTATIONS OF SYNOD ASSEMBLY VOTING MEMBERS

1. Be responsible for registering early for Synod Assembly to take advantage of any early bird discount (the church office can assist with this).
2. Print out and carefully digest all Pre-Assembly material from the synod website ([www.fbsynod.com](http://www.fbsynod.com)).
3. Attend and participate in all Synod assembly sessions.
4. Report back to the congregation -- orally or in written form – the events of the Assembly and your reflections within one month following the close of the Assembly.

**Adopted by Council: January 26, 2012**





## **Policy on Confidentially**

This congregation values the worth of every individual, and we understand that it is our ethical duty to protect each member or visitor from harm. If you tell one of our ordained or other rostered leaders, our deacon, any member of the staff, Council, Care Team, Grief Team, or Lay Eucharistic Ministers that a child or dependent adult has been harmed or is at risk of harm, or that you may hurt yourself or someone else, we will share that information with legal authorities who can intervene. This information will be disclosed according to state mandates for reporting child, elder, and disabled or dependent adult abuse and according to the ethical standards of practice for ministry professionals. Confidentiality will be maintained about any and all information not directly related to the concern for safety.

**Adopted by Council: September 20, 2012**

**Re-affirmed by congregation at Phase II Meeting: January 27, 2013**

In light of this year's Penn State scandal, as well as in conjunction with its ongoing study of the book *Healthy Disclosure: Solving Communication Quandaries in Congregations* (Alban, 2007), Council adopted the following policy at September 20 meeting.

## **Staff Input to Council:**

Because of their unique perspective and hands-on daily involvement in the ministries of Trinity, the Council welcomes written input/observations/suggestions from the church staff and will address these during the Committee Reports section of its Council meetings.

**Approved by Council: January 24, 2013**

# **Trinity Staff Statement of Purpose**

The staff of Trinity Lutheran Church, New Smyrna Beach, FL, shall exist to contribute to the effective ministry of the congregation and the promotion of a positive and supportive church environment.

The staff shall be a consultative body with authority to make recommendations on all matters which have a bearing on the church environment and the ministries of the congregation.

The duties of the staff shall include: collaborating with Council and committees in proposing, initiating, developing, implementing, and supporting congregational ministries and/or policies and procedures which are in keeping with the congregation's mission.

**Adopted by Council: September 19, 2013**

# **Children's Policy**

For the safety of our children, if a child must leave during worship for any reason he or she must, at the discretion of the parent(s) or guardian(s), be accompanied by a parent, guardian, or an adult designated by the parent or guardian.

**Adopted by Council, May 23, 2013**

# **Committee Meeting Format/Agenda**

1. Present Agenda for Approval
2. Devotions
3. Attendance
4. Approval of prior minutes
5. Review incoming correspondence (Notes, Praise & Pinch, other forms)
6. Sub Committee reports (if any)
7. Budget review
8. Old Business
9. New Business
10. Next Meeting
11. Closing Prayer

**Approved by Council: November 21, 2013**

