

FIRST UNITED LUTHERAN CHURCH LEADERSHIP

GUIDEBOOK

Revised: May 2016



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FIRST UNITED LUTHERAN CHURCH

LEADERSHIP GUIDEBOOK

1.0 INTRODUCTION

This guidebook is provided as a central point of reference for the Pastor and the leadership team of First United Lutheran Church, Kennesaw, Georgia. In order to remain a living document, it should be updated whenever committee or council leadership changes occur and whenever the names or structure of committees and small group ministries change.

The President of the Church Council should sponsor an official review of this document at least once annually. The source files for this document are maintained on the computer in the church secretary's office.

Original Editor (for reference)

David M. Winchell

2.0 GOVERNANCE DOCUMENTS

2.1 *CONSTITUTION (Attachment A)*

The current Constitution was approved in December 2015 and is inserted in Attachment A.

2.2 *BY-LAWS (Attachment B)*

The current By-Laws were approved by the Congregation in May 2014 and are inserted in Attachment B.

2.3 KEY ANNUAL TASKS

#	Item	Prepared By	Start Preparing	Finish Preparing	Deliver To
1	Annual Membership Report to Synod	Pastor	January 1 st	February 15 th	Synod, and Council
2	Nominations for officers	Nominating Committee	February 1 st	May 1 st	Council, for May elections
3	Annual Time & Talents Campaign	Stewardship	March 1 st	May 1 st	Ministry Directors
4	Annual Ministry/ Committee Status Reports	Council Members	April 1 st	May 1 st	President, for May Congregational Meeting
5	Pastoral Review & State of FULC Report	President & Shared Ministry	April 1 st	May 1 st	President, for May Congregational Meeting
6	Employee Performance Reviews	Shared Ministry	July 1 st	October 31 st	Council, for approval
7	Budget	Treasurer/ Council	August 1 st	November 15 th	December Congregational Meeting
8	Nominations for Synod Conference	Nominating Committee/ Council	September 1 st	November 15 th	December Congregational Meeting
9	Nominations for Nominating Committee	Council	September 1 st	November 15 th	December Congregational Meeting
10	Annual Stewardship Campaign	Ministry of Property & Finance	September 15 th	November 1 st	Council, for budget

3.0 WHO WE ARE

3.1 MISSION, VISION, BELIEFS, AND CORE VALUES

Our Mission Statement: We are called by God to study his word, and through worship and prayer, we grow in Christian faith so that we willingly share our gifts and serve our church and community as Christ's disciples.

Our Vision Statement: First United Lutheran Church is a healthy, growing community of disciples on a spiritual journey: discerning our gifts and calling, growing deeper together in small groups, serving humbly in and beyond the church, living for Christ in our work and our world, and drawing friends to Jesus. Vision Reminder = Pray, Grow, Share, and Serve

Our Bedrock Beliefs: We believe ... Jesus is Lord and Savior, we are saved by grace through faith, the Bible is God's Word, all are called by God for ministry, and we believe in God the Father, Son, and Holy Spirit.

Our Core Values: love, commitment, faith, compassion, honesty, and humility.

3.2 HISTORICAL DISCERNMENT INITIATIVES

Over the years there have been a number of programs conducted to help First United Lutheran Church discern its identity, mission, and vision for the future. We recognize that every congregation must periodically redefine itself as the membership and its needs evolve.

Although these programs may not completely describe who we are now; they do form a valuable base of information to help understand our past as we continually work to seek out God's plan for our future. Documentation of the following programs is located in the Pastor's library.

- **CORE BELIEFS, MISSION, VISION**
- **CREATING WHAT MATTERS**
- **PERCEPT COMMUNITY STUDY**
- **NATURAL CHURCH DEVELOPMENT**
- **REV PATTON MEETING**
- **MARKS OF DISCIPLESHIP**
- **TOTAL MINISTRY AUDIT**

3.3 BEHAVIORAL COVENANTS FOR FIRST UNITED LUTHERAN CHURCH

RESOLVED, August 3, 2010; that the Council of First United Lutheran Church of Kennesaw is in consensus that the following behavioral covenants should guide our conduct toward one another in all we do as the FULC family in Christ.

GUIDING PRINCIPLES: These behavioral covenants are not rules to be enforced or to point at others but are promises we make to ourselves, internally, about how we will treat each other. They are not unique to the setting of FULC but should also guide our conduct throughout our lives. These covenants are **not** intended to promote conflict avoidance, which would only foment discontentment and underlying frustration. To the contrary, these help us to understand **how** to handle conflict without destroying relationships.

BEHAVIORAL COVENANTS:

1. We will ask ourselves, “Does this matter enough to me to get angry over?” and ask “What would Jesus have me do?” Most issues are not a matter of Scripture but of personal preference.
2. We will practice forgiveness by deliberately choosing to believe, when we feel hurt, that the other person meant no harm.
3. We will practice love by giving up something we would prefer in order to make someone else happy by giving them what they would prefer.
4. When voicing an opinion, we will take ownership of it by saying, “I believe” or “I would like to see”. We will not attribute our personal views to others either generally or specifically unless prepared (authorized) to name the people who share our view.
5. If we are not willing to address a problem directly, either by speaking to the person involved or by addressing it in a public forum, we will not complain about it privately to others in the congregation. We will either fix it; or forgive it.
6. We will avoid at all costs ad hominem attacks of a person’s character or personality and instead will focus on the issue or behavior that must be solved.
7. We will not accept or pass along speculation or gossip but will instead get the facts from the people involved in the subject at hand.
8. We will work hard for the common good rather than what we might perceive as good for us as small groups or individuals.
9. We will practice improving our empathy; seeking first to understand and only then to be understood.

SUPPORTING SCRIPTURE: Matthew 18:21-22, Mark 12:29-33, Matthew 12:36

4.0 2016 CONGREGATIONAL GOALS

For the Congregational Council year beginning July 1, 2016, the following priorities have been approved by the Congregational Council and are based upon analysis of Strengths, Weaknesses, Opportunities, and Threats (SWOT), the unfinished works from previous year's priorities, and from Pastor Prinsen's responsibilities of his call. All committees and independent small groups are asked to focus their efforts during the year on these priorities.

These priorities share the following attributes:

- **They are owned by the entire congregation, all committees, and all independent small groups; not a particular committee or group.**
- **They will take the form of a project or an initiative, not merely a responsibility.**
- **They will each be given a name and a theme, designed to build excitement and enthusiasm among its participants, the church, and the outside community.**
- **They will each have a champion who has accepted responsibility for driving it to successful completion.**
- **The champion will be accountable to the Congregational Council and will report progress in writing each month.**

4.1 PRIORITY AREA 1: COMMUNICATIONS

SCOPE: Despite our efforts, communications among our people, groups, and leaders has not been consistently thorough, resulting in unnecessary conflict. Many of our real or perceived problems would become much smaller if we solve this. It will be accomplished by researching successful methods done by other churches and organizations, brainstorming ideas, and implementing new protocols to be adopted by our Council, committees, and independent small group ministries.

4.2 PRIORITY AREA 2: CAMPUS MINISTRY (BUILDING CONNECTIONS WITH KSU)

SCOPE: Our church is surrounded by a college campus. It is virtually the only property on campus that is not part of the university. There are a large number of students crossing our property every day; in part through the use of our parking lot by the university. We have a Pastor who has campus ministry as one of his cherished goals. But we have yet to implement an official program for helping to bring college students to belief in Jesus Christ as their personal savior. This program will do that, not necessarily with FULC membership as an end goal (although that would be great) but simply as a means to be faithful servants to the Great Commission (Matthew 28).

4.3 PRIORITY AREA 3: EVANGELISM

SCOPE: The lifeblood of our ministry at FULC is service; we simply help people. It is the core of much if not all of what our committees and small groups do. Yet, we do not consistently use our delivery of service as a tool to invite people to join us in the body of Christ. So, we are not leveraging our greatest strength. This initiative will seek to implement ways to ask the people we serve to come be with us. It will also find ways for the evangelism function at FULC to become more self-sustaining; e.g. have a clear set of annual tasks and programs. It also will seek to include FULC in more ELCA-affiliated activities.

4.4 PRIORITY AREA 4: MEMBERSHIP

SCOPE: The goal of our membership function has been to nurture our members, especially those who are experiencing troubles in their lives, are ill, grieving, or have become disconnected from us. We also need to use this function as a way to promote involvement; in short, to fill jobs at FULC. We know that having a purpose in the church is personally enriching and we know that accepting a role in the church helps to bring about a regularity in participation and a belongingness, rather than church just being a sometimes thing in our lives. We also know that broadening participation will spread the workload and prevent burnout among others who perhaps already do too much. This is the focus of this initiative.

4.5 COMMITTEE LEVEL PRIORITIES

In addition to the church-wide priorities, the following assignments are given to these Council representatives:

- **Establish a Senior Committee (Elder Ministry); assigned to the Director of Outreach.**
 - To meet the spiritual, emotional, and physical needs of the elderly in our midst.
- **Establish a Young Adults program; assigned to the Director of Christian Education.**
 - To have a powerful place for our future members and leaders to plug into.
- **Implement a more effective Stewardship program; assigned to the Director of Stewardship and Finance.**
 - To have a more regular, year-round effective way to build financial strength for God's mission.
- **Update and modernize the website; assigned to the Vice President.**
 - To have a more modern way to communicate, advertise, and draw participation.
- **Create a program to deal with discord; assigned to the President.**
 - To be able to disagree without hurting each other. To solve organizational and personal conflict in a God-pleasing way.

5.0 ORGANIZATIONAL STRUCTURE

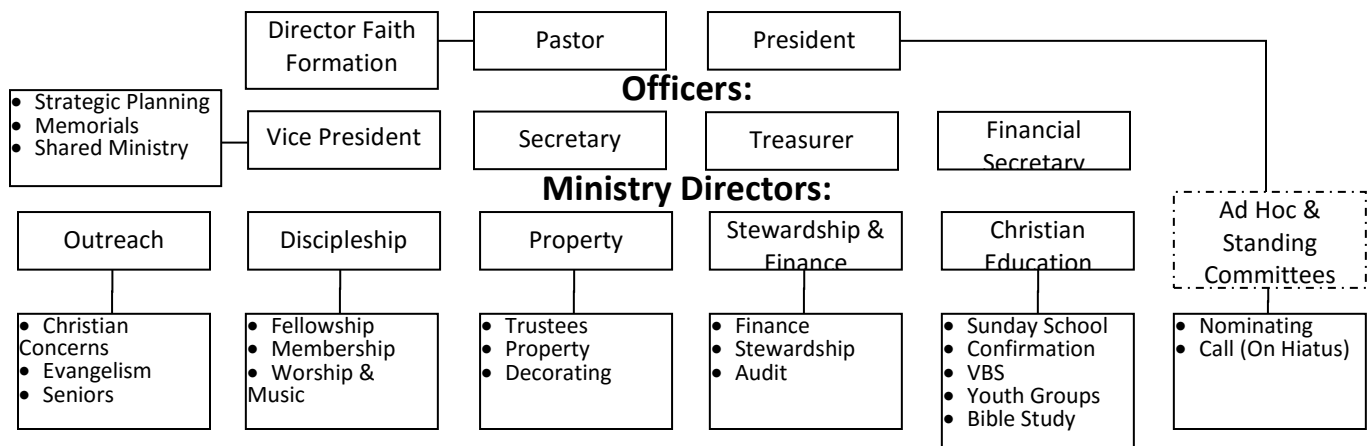
Prior to 2009, our previous Constitution and By-Laws provided for an environment where in each committee had a chairperson who was not a member of the Church Council and, additionally, a Council Representative who was not the same person. This was done to promote involvement by more people and to provide for open communications in the governance of the church. However, that structure had the following negative aspects:

- Not enough volunteers could be found to chair the committees, so oftentimes the Council Representative for the committee ended up being the de facto leader (and in some cases doing most of the work) anyway.
- The Council was far too large, which compounded decision-making and caused Council meetings to run on too long.
- It doubled the number of meetings that Council Representatives were required to attend.

The Constitution and By-Laws passed in 2009 created a “board of directors” style structure, in which three director positions provide the Council liaison and reporting for the various committees. That structure was increased to five ministry directors and is depicted graphically below. Per our Constitution, all of the below positions are elected except for the Pastor, who is called.

Terms of Office: Officers serve one-year terms and can serve for 2 consecutive terms, except for the Treasurer and Financial Secretary, who can serve for 3 consecutive terms. Council Representatives (Ministry Directors) and Committee Chairs serve two-year terms and can serve 2 consecutive terms. The Officers and Council Representatives comprise the Congregational Council, with the Pastor. They are elected (and re-elected) each spring by the congregation, and take office July 1st. Committee Chairs are appointed by simple majority of the Congregational Council.

FIGURE 1. FULC ORGANIZATIONAL STRUCTURE



5.1 CONGREGATIONALLY ELECTED POSITIONS

The ten elected Congregational Council positions and four elected Nominating Committee members have term lengths as stated in the Constitution, paragraphs 11.02, 11.03, 12.02, and 13.02. Elections are held at a Congregational meeting held each May/June, and the new terms begin on July 1st of each year.

5.2 DUTIES OF MINISTRY DIRECTORS

Ensure each committee under their direction:

1. Has a chairperson approved by Council.
2. Has at minimum 2 other members, or as prescribed by continuing resolution (whichever is greater).
3. Meets at least once monthly.
4. Has an active agenda, an update of which will be submitted to the Director monthly. (This can be in the form of meeting minutes). This will be submitted to Council and published in each month's Uniter.
5. Engages in event calendar coordination through the Church office.
6. Builds communication links with the small group ministries assigned to them. This will enhance the synergy between the spiritual workings of the Church and the physical workings of the Church.
7. Informs the Director of all "hot" issues; those issues that endanger the peace or progress of the Church.

Personal responsibilities of each director:

1. Maintain their own task list (hot sheet) for their directorship which the items, the associated deliverable, and the due date. This does not have to be all-inclusive but should include only those items critical to the success of their ministry. Review this list at Council assembly.
2. Attend meetings of the committees under their Directorship as able and given the time constraints of having multiple committees. If practical, arrange for multiple committees of the Ministry to meet on the same night.

5.3 APPOINTED POSITIONS

The committee leadership positions of the groups bullet-pointed in the above illustration are appointed positions. They are selected by the Council representative to whom they report and must be confirmed by a vote of the Council.

Council appointments to the Audit Committee, Call Committee, and Shared Ministry Committee are governed by paragraphs 13.03, 13.04, and 13.05 of the Constitution.

5.4 PAID STAFF

Decisions on the establishment of paid staff positions (other than the Pastor) are made by the Congregation Council. Selection and termination of incumbents are made by the Congregation Council upon the advice of the Shared Ministry Committee. Following are the current paid positions, job descriptions of which are in section 7. Names of the incumbents in these positions are in the church directory and in supplements posted when changes are made.

- PASTOR
- OFFICE MANAGER M-F
- OFFICE MANAGER T-W-TH
- TRADITIONAL MUSIC LEADER
- NURSERY WORKER(S)
- CUSTODIAN
- DIRECTOR FAITH FORMATION
- PRAISE AND WORSHIP MUSIC LEADER
- BOOKKEEPER

5.5 STIPENDED WORKERS

Decisions on the establishment of stipended positions are made by the Congregation Council. Selection and termination of incumbents are made by the Congregation Council upon the advice of the Shared Ministry Committee. Stipended workers are paid as a flat annual rate rather than on an hourly or salaried basis. Following are the current stipended positions, job tasks of which are in section 7. Names of the incumbents in these positions are in the church directory and in supplements posted when changes are made.

- CONFIRMATION DIRECTOR
 - Develop class/event schedule for 3 year program
 - Select & order curriculum materials
 - Create weekly lesson plans
 - Teach COW classes
 - Recruit volunteers for various roles
 - Engage in event promotion (all media)
 - Prepare and manage to a budget
 - Communicate w Council, Parents, CE
 - Prepare annual report for function
- VACATION BIBLE SCHOOL (VBS) DIRECTOR
 - Represent VBS on Faith Formation
 - Select and order VBS curriculum
 - Plan VBS dates, time of day & program
 - Plan VBS set-up and clean-up dates
 - Create VBS budget & appropriate spending
 - Communicate effectively w all parties

- Perform VBS volunteer recruitment
- Engage in VBS promotion via all media
- Submit annual VBS report

5.6 OTHER VOLUNTEER POSITIONS

- NETWORK ADMINISTRATOR
- PHOTOGRAPHER
- WEBMASTER
- WEDDING DIRECTOR

6.0 FULC CONTINUING RESOLUTIONS

The basic revision of the Continuing Resolutions was initially passed in November of 2009 and has been amended periodically since. Changes are annotated on the front index of the Continuing Resolutions, which follow in this document. Continuing resolutions were reordered by logical groupings in spring 2016.

“IT IS HEREBY RESOLVED THAT THE FOLLOWING MINISTRIES AND ATTACHED COMMITTEES ARE ESTABLISHED TO AID IN THE SUCCESSFUL ACHIEVEMENT OF THE MISSION AND VISION OF FIRST UNITED LUTHERAN CHURCH OF KENNESAW, GEORGIA.”

1. SPIRITUAL GIFTS COMMITTEE
2. MINISTRY OF CHRISTIAN EDUCATION
3. SUNDAY CHURCH SCHOOL
4. CONFIRMATION/FIRST COMMUNION
5. VACATION BIBLE SCHOOL
6. YOUTH COMMITTEE
7. MINISTRY OF PROPERTY
8. PROPERTY COMMITTEE
9. BOARD OF TRUSTEES
10. DECORATING COMMITTEE
11. MINISTRY OF STEWARDSHIP AND FINANCE
12. FINANCE COMMITTEE
13. STEWARDSHIP COMMITTEE
14. AUDIT COMMITTEE
15. MINISTRY OF OUTREACH
16. EVANGELISM COMMITTEE
17. CHRISTIAN CONCERNS COMMITTEE
18. MINISTRY OF DISCIPLESHIP
19. WORSHIP AND MUSIC COMMITTEE
20. FELLOWSHIP COMMITTEE
21. MEMBERSHIP COMMITTEE
22. DUTIES OF THE VICE PRESIDENT
23. MEMORIALS COMMITTEE
24. SHARED MINISTRY
25. STRATEGIC PLANNING COMMITTEE
26. ADMINISTRATIVE RESPONSIBILITIES OF ALL GROUPS
27. CAPITAL FUND
28. APPROVAL OF SPECIAL INTEREST GROUPS AND SMALL GROUP MINISTRIES
29. EQUIPPING MINISTRY FUNCTION – this function is currently inactive, unstaffed and unbudgeted.
30. COMMITTEE CHAIR TERM LIMITS
31. CASH MANAGEMENT
32. RESOLUTION ON SAME GENDER WEDDINGS

CONTINUING RESOLUTION #1: RESCINDED, 12/16/2010

SPIRITUAL GIFTS COMMITTEE

MISSION: Identify and catalog the spiritual gifts of First United Lutheran Church members. Use this information to recruit officers, Council members, committee chairpersons, committee members and small group members to carry out the Church mission.

Inasmuch as the Spiritual Gifts function is performed by the Director Equipping Ministry, reporting through Shared Ministry, a Spiritual Gifts Committee is redundant, and therefore this continuing resolution establishing is rescinded by vote of the Congregational Council on 12/16/2010.



CONTINUING RESOLUTION #2:

MINISTRY OF CHRISTIAN EDUCATION

MISSION: Provide leadership in planning and executing programs that teach adult members, children, and visitors about the Holy Trinity, Scriptures, and Lutheran teachings, including Luther's Small Catechism.

REPORTING RELATIONSHIP: There is an elected Director of the Ministry of Christian Education, as mandated by the Constitution, who is a member of the Congregation Council. This Director will be elected in the May/June meeting by the Congregation for a two-year term to take effect July 1. The incumbent may be re-elected once, for a maximum continuous service of four (4) years.

DUTIES: Oversee the committees assigned to the education and spiritual development of people; provide a communications conduit between those groups and the Congregation Council, other committees and small groups, and the Church at large. Provide leadership, counseling, and physical and spiritual support to these groups.



CONTINUING RESOLUTION #3:

SUNDAY CHURCH SCHOOL

MISSION: Organize and conduct educational programs for youth of all ages, adults, and visitors that teach the Holy Scriptures and continue to reinforce their meaning in our daily lives.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Christian Education, as mandated by the Constitution.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. Director of the Ministry of Christian Education will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Rally Day, Church Library, Subscriptions



CONTINUING RESOLUTION #4:

CONFIRMATION/FIRST COMMUNION

MISSION: Organize and carry out a program for young people that prepare them for their First Communion by educating them in our shared beliefs as established in Holy Scripture and Luther's Small Catechism. Organize and carry out the testing of candidates and the annual confirmation ceremony.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. This function may also be performed by a stipended confirmation director. The committee is represented on the Congregation Council by the Director of the Ministry of Christian Education, as mandated by the Constitution.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Christian Education will be an ex officio member.



CONTINUING RESOLUTION #5:

VACATION BIBLE SCHOOL

MISSION: Organize and carry out a summer program for small children during the school break that provides opportunity for fun and fellowship while teaching children about Jesus and his Saving Grace.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. This function may also be performed by a stipended VBS director. The committee is represented on the Congregation Council by the Director of the Ministry of Christian Education, as mandated by the Constitution.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Christian Education will be an ex officio member.



CONTINUING RESOLUTION #6:

YOUTH COMMITTEE

MISSION: Provide ministry to and with adolescents and young adults in our midst so that they may know, love, and serve Jesus Christ, and grow in applying their Christian faith in their daily lives. Provide Christian peer support wherein youth can share the joys and struggles of growing into adulthood as a Christian in a difficult world. Provide encouragement and work to involve the youth in the life of First United Lutheran Church as they grow into adulthood.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Christian Education, as mandated by the Constitution.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Christian Education will be an ex officio member.



CONTINUING RESOLUTION #7:

MINISTRY OF PROPERTY

MISSION: The Director of this ministry provides leadership in the operation of those committees and members involved in care and maintenance of the real property and equipment of First United Lutheran Church, so that we have a facility that is pleasing to our guests and accommodating to the needs of our members, and that declares to the world that we are a vibrant and growing community of believers.

REPORTING RELATIONSHIP: The Director of this ministry will be elected in the May/June meeting by the Congregation for a two-year term to take effect July 1. The incumbent may be re-elected once, for a maximum continuous service of four (4) years. This function represents the following committees on the congregational council: Property, Trustees, and Decorating committees.

DUTIES: Oversee the committees assigned, provide a communications conduit between those groups and the Congregation Council, other committees and small groups, and the Church at large. Provide leadership, counseling, and physical and spiritual support to these groups.



CONTINUING RESOLUTION #8:

PROPERTY COMMITTEE

MISSION: Provide for the maintenance, repair, and improvement of our church buildings, facilities, and grounds. Provide for the safety, security, and cleanliness of Church properties and assets.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Property.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Property will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Planning Committee, Fellowship Committee, Finance Committee, and Board of Trustees



CONTINUING RESOLUTION #9: REVISED, 09/13/2011, TO OMIT REQUIREMENT FOR A PASTOR TO BE THE CHAIRPERSON

BOARD OF TRUSTEES

MISSION: To manage any and all bank accounts restricted for use in maintaining and improving Church exterior properties, such properties to include the parking lot, landscaping, driveways, sidewalks, and all external structures. To take independent action in conjunction with the Property Committee to improve such properties within a spending limit of \$10,000 per project. Projects exceeding \$10,000 must be approved by the Congregation Council and/or the Congregation.

REPORTING RELATIONSHIP: The Chairperson will be a member not on the Congregation Council, reporting to the Congregation Council via the Director, Ministry of Property.

MEMBERSHIP: Permanent members include the Treasurer, Bookkeeper, Pastors, the Director of the Ministry of Property, the Chairperson of the Property Committee, and at least one other member not on the Congregation Council but to be approved by the Congregation Council.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE):

Property Committee, Treasury, Stewardship



CONTINUING RESOLUTION #10: ESTABLISHED BY VOTE OF THE CONGREGATIONAL COUNCIL IN MARCH, 2013

DECORATING COMMITTEE

MISSION: The mission of the Decorating Committee is to support the property committee and FULC by working to create through the arrangement of colors, furnishings, and décor a physical environment that is safe, welcoming, dignified and hospitable to visitors, guests and members.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council and the chairperson will serve a maximum of two 2-year terms. The committee is represented on the Congregational Council by the Director of the Ministry of Property.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly church service. The Director of the Ministry of Property will be an ex-officio member.

AFFILIATED GROUPS: Pastor, Property Committee, Levites, Fellowship, Altar Guild, Worship and Music, Christian Education. Initiatives include year-around interior and exterior decorating, seasonal decorating and special-occasion decorating.



CONTINUING RESOLUTION #11:

MINISTRY OF STEWARDSHIP AND FINANCE

MISSION: The Director of this ministry provides leadership in the operation of those committees and members involved in the financial and time and talents management of First United Lutheran Church so that we have the monetary and people resources to complete God's work on earth in an effective way.

REPORTING RELATIONSHIP: The Director of this ministry will be elected in the May/June meeting by the Congregation for a two-year term to take effect July 1. The incumbent may be re-elected once, for a maximum continuous service of four (4) years. This function represents the following committees on the congregational council: Finance, Stewardship, and Audit committees.

DUTIES: Oversee the committees assigned, provide a communications conduit between those groups and the Congregation Council, other committees and small groups, and the Church at large. Provide leadership, counseling, and physical and spiritual support to these groups.



CONTINUING RESOLUTION #12:

FINANCE COMMITTEE

MISSION: Provide for the responsible management of the financial assets and liabilities of First United Lutheran Church. This includes gathering budget requests, putting together a draft budget, administering a budget, securing insurance, and coordinating and cooperating in an annual Audit. Assist the Church officers, Council members, committee chairpersons, and small group leaders in understanding the financial structure and condition of First United Lutheran Church and help them to properly manage funds.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Stewardship and Finance.

MEMBERSHIP: In addition to the Treasurer and Financial Secretary, there will be at least one member representing each weekly Church service who is not either a Council representative or a ministry/committee chairperson. The Bookkeeper shall be a member. The Director of the Ministry of Stewardship and Finance will be a member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Stewardship Committee, Audit Committee



CONTINUING RESOLUTION #13:

STEWARDSHIP COMMITTEE

MISSION: Grow faithful, generous givers through a regular annual Stewardship program that culminates in a pledge drive. Provide mechanisms, services, and information to assist members in giving regularly.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Stewardship and Finance.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Stewardship and Finance will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Finance Committee, Treasurer, Financial Secretary, and Bookkeeper



CONTINUING RESOLUTION #14:

AUDIT COMMITTEE

MISSION: Act as an independent body to review the financial practices and transactions of First United Lutheran Church to ensure they are conducted accordingly to generally accepted accounting principles and Christian principles. Conduct at least one audit per year.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Stewardship and Finance.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Stewardship and Finance will be an ex officio member. The Bookkeeper, Treasurer, and Financial

Secretary may not be members of this committee.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Finance Committee, Treasurer, Financial Secretary, and Bookkeeper



CONTINUING RESOLUTION #15:

MINISTRY OF OUTREACH

MISSION: Provide leadership in the operation of those committees and members involved in witnessing for Christ outside of our congregation both locally and internationally, by sharing the good news of the Saving Grace of our Lord Jesus Christ and by revealing the Love of Christ through our actions toward helping others.

REPORTING RELATIONSHIP: The Director of this ministry will be elected in the May/June meeting by the Congregation for a two-year term to take effect July 1. The incumbent may be re-elected once, for a maximum continuous service of four (4) years. This function represents the following committees on the congregational council: Evangelism and Christian Concerns.

DUTIES: Oversee the committees assigned to the conduct of the Church in giving Glory to God and fulfilling the Great Commission in our words and deeds. The position will also ensure open communications between those committees and the Congregation Council, small groups, and the Church at large. Provide leadership, counseling, and physical and spiritual support to these groups.



CONTINUING RESOLUTION #16:

EVANGELISM COMMITTEE

MISSION: Develop and implement community outreach programs to increase awareness of First United Lutheran Church with the goal of increasing church attendance and membership. Implement the church's mission and vision statements outside of the church to people who are not active members of a Christian congregation.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director the Ministry of Outreach.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Outreach will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Inquirers Class, Adult baptism, Church Greeters, Friendship Sunday, Website, and Media Outlets



CONTINUING RESOLUTION #17:

CHRISTIAN CONCERNS COMMITTEE

MISSION: Lead congregational efforts to be helpful, compassionate Christians regarding the social, emotional, and economic needs of people in our congregation and in our local, national, and world communities. Witness through our actions. Be the outreach arm of the congregation. Show Christ's love is alive and at work in our world.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is

represented on the Congregation Council by the Director of the Ministry of Outreach.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Outreach will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Care and Share, MUST Ministries, Blood Drive, ELCA World Hunger Program, Habitat For Humanity, Guatemala Mission, Needy Families, Disaster Relief, Angel Tree, Thanksgiving Meals, Samaritan's Purse Christmas Child, Kenya Mission, Baraka Women's Centre Mission, Christian Appalachian Project (CAP).



CONTINUING RESOLUTION #18:

MINISTRY OF DISCIPLESHIP

MISSION: Provide leadership in the operation of those committees and members involved in witnessing for Christ inside of our congregation by conducting events and programs that build unity among our members, by ministering effectively to our members (especially those who have fallen away) and by organizing and optimizing worship services.

REPORTING RELATIONSHIP: The Director of this ministry will be elected in the May/June meeting by the Congregation for a two-year term to take effect July 1. The incumbent may be re-elected once, for a maximum continuous service of four (4) years. This function represents the following committees on the congregational council: Worship and Music, Fellowship, and Membership.

DUTIES: Oversee the committees assigned to the conduct of the Church in giving Glory to God and fulfilling the Great Commission in our words and deeds. The position will also ensure open communications between those committees and the Congregation Council, small groups, and the Church at large. Provide leadership, counseling, and physical and spiritual support to these groups.



CONTINUING RESOLUTION #19:

WORSHIP AND MUSIC COMMITTEE

MISSION: Assist the Pastors, Congregational Council, and church members in providing for the highest quality in the services of contemporary and traditional worship of God. Involve an increasingly large number of persons as worship participants and, according to their gifts, as worship leaders so that we might praise and glorify God in beauty, in orderliness, and in sincerity.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Discipleship.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The music leader for each service will be a member. The Director of the Ministry of Discipleship will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Altar Guild, Choirs, Worship Assistants and their leaders, Flowers, Ushers



CONTINUING RESOLUTION #20:

FELLOWSHIP COMMITTEE

MISSION: Plan and oversee the community-building activities of FULC, providing members with opportunities to share our

friendship in Christ and build a Christian community through congregational events and meals.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Discipleship.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Discipleship will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Coffee Hour, food and kitchen service, Weddings and Funerals, Dinner groups



CONTINUING RESOLUTION #21:

MEMBERSHIP COMMITTEE

MISSION: To nurture FULC members to show that they are loved and needed. To provide members with methods to get involved in Church life and grow into a deeper relationship with God and His Church.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director of the Ministry of Discipleship.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Discipleship is an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Fellowship, Christian Concerns, Christ Care, Via de Cristo, Prayer Chain, Stephen Ministry, Pastors, FULC leadership team, Quilting groups.

RESPONSIBILITIES:

1. For potential members, provide welcome meetings and liaison with The Director of Faith Formation to quickly bring people into active life with the Church.
2. For existing members, provide early alert when members are missing from the church and reach out to those individuals in Christian support.
3. Provide updates of the membership roster.
4. Work to establish and maintain a time and talents database, and use it to help the Nominating Committee to fill council and committee leadership positions.



CONTINUING RESOLUTION #22: ESTABLISHED BY VOTE OF THE CONGREGATIONAL COUNCIL ON 08/12/2011

DUTIES OF THE VICE PRESIDENT

PURPOSE: Set forth the responsibilities of the Vice President of the Congregational Council, supplementing By-Laws, Para. 11.01a, Duties of Officers.

MISSION: The primary mission of the Vice President is to act in the stead of the President in his absence and to provide leadership and Council liaison for matters related to Administration; defined as personnel management (through Shared Ministry) and policies and procedures for the effective governance of the Church.

DUTIES:

1. Perform the duties of the President in the event of the absence, resignation, or incapacitation of the President.
2. Serve as the Council representative and liaison for the Shared Ministry Committee, the personnel administration board of the Church. In this role, bring to the Council all matters requiring action with regard to the paid staff.
3. Serve as the Council liaison for the Strategic Planning Committee, working to ensure that the long term goals of the Church are acted upon by Council and that they mesh well with the ongoing tactical operation of the Church.
4. Serve as the Council liaison for the Memorials Committee, working along with the Chairperson of the Memorials Committee to ensure procedures are in place to see that the wishes regarding memorials and honorariums are carried out.

AFFILIATED GROUPS:

Congregational Council, Shared Ministry, Director of Faith Formation, Strategic Planning, and Memorials Committee.



CONTINUING RESOLUTION #23: REVISED BY VOTE OF THE CONGREGATIONAL COUNCIL ON 09/13/2011

MEMORIALS COMMITTEE

MISSION: Track the special gifts of monies and property given in memoriam or in honor of specified individuals to ensure the wishes of the giver are carried out accurately and efficiently. Provide guidelines for the timely processing of Memorial Funds presented to the Church. This includes receipt, acknowledgement, tracking, designating and proper disbursement of those funds.

REPORTING RELATIONSHIP: The chairperson of the Memorials Committee is represented on the Congregational Council by the Vice President.

MEMBERSHIP: A member not currently on the Council will be appointed by the Vice President to chair this function, and will be approved by the Council. There are no term limits associated with this position. There are no specifications as to other members of this committee. The Chairperson may act alone or recruit other members as needed to carry out this function.

DUTIES: See that procedures are in place to capture and document monetary gifts and gifts in kind given in honor of or in memory of specified individuals. This includes working with the Treasurer, Bookkeeper, and Financial Secretary to ensure gifts are recorded in the Church General Ledger with enough specificity so that their disposition is clear. Track the disposition of such gifts by working with the Council members assigned to the management of each affected general ledger special fund account to ensure the gifts are quickly expended to their intended purpose.

REQUIREMENTS:

1. Management of these funds rests with the Church Council. Key roles of the process are handled by the Financial Secretary, Memorial Committee, Bookkeeper and Council Vice President.
2. The Financial Secretary, upon receipt of the weekly offerings report from the counters, will properly document receipt of any Memorials (this includes offerings "in memory of", or "in honor of" designations). The individual Memorial information will be forwarded to the Bookkeeper each week. The official Memorial File will be maintained by the Financial Secretary.
3. The Bookkeeper will create a separate line item for each Named Memorial on the Special Funds Spreadsheet, under "Memorials". Subsequent additions to each Memorial will be accumulated to each line item as necessary.
4. At the end of each month, the Financial Secretary will provide accumulated Memorial information to the Memorial Coordinator, including donors and any family contact information related to the Memorial that is available.
5. Within 90 Days of the first named Memorial donation, the Memorial Coordinator will acknowledge the donors directly. The Memorial Coordinator will also attempt to contact the family representative tied to the Memorial, in order to identify a designation with that family. If the family representative is undecided as to where those funds should be designated, it is desired by the Church/Council that they go to the Church General Fund for discretionary use as needed in the best interest of the Church.
6. Within 90 Days of the first named Memorial donation, and not to exceed 180 Days, the disbursement designation of that Memorial should be designated and processed. The Church Council reserves the right to process any Memorial donation not designated after 180 Days through the General Fund.

7. The Memorial Coordinator will complete a Memorial Voucher identifying amount and designation for the named Memorial, and forward it to the Council Vice-President.
8. The Council Vice President will verify Council approval for the Memorial Voucher, sign it and forward it to the Bookkeeper for Disbursement.
9. The Bookkeeper will disburse funds as authorized, and update Memorial records as necessary.
10. After the Vice President notifies the Financial Secretary and Memorial Coordinator that the funds have been disbursed, all documentation for that Memorial will be closed out and placed in the official Memorial File.

AFFILIATED GROUPS: Financial Secretary, Treasurer, Bookkeeper



CONTINUING RESOLUTION #24:

SHARED MINISTRY

MISSION: (This is an abstract of the Shared Ministry job description, which may be referred to for more detail). To aid the pastors and paid staff to make their ministries effective by being available for counsel, keeping the pastors and paid staff advised about conditions in the congregation. The Ministry is responsible for developing effective and healthy relationships among all employed staff. The committee is also responsible for developing and executing appropriate performance assessment tools for the paid staff.

REPORTING RELATIONSHIP: This committee's council representative is the Council vice president.

MEMBERSHIP: The committee shall consist of six persons from the congregation. The term of office shall be two years, three members to be appointed each year. The president, vice president and the pastors shall appoint members jointly. Committee members will hold no other office on the Congregation Council during their term. The members of the committee shall elect a chairperson. The chairperson will serve as a liaison to the congregation council.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE):

All groups, the Pastors, and the Council at large.



CONTINUING RESOLUTION #25: REVISED, APRIL 2016

STRATEGIC PLANNING COMMITTEE

MISSION: Facilitate the development and implementation of policies, plans, projects, and other initiatives that act upon our discernment of what the Lord has sent us to do, here, in this place. When made practical by a clearly realized direction of the church, extend this planning up to five years into the future. Specific responsibilities include:

1. **Capital Budget:** As the committee responsible for the capital budget, our job is to receive funding requests from the Finance Committee for projects that cannot be funded from the general fund, and enact ways to fund them (e.g. capital campaigns). Capital projects are those that exceed the life of 1 budget year or exceed the dollar limit supportable by the general fund.
2. **Mission and Vision:** Assist the Pastor, and by extension the Council and Congregation, to redefine the Mission and Vision statements of FULC as the congregation evolves and our priorities change. This should be done every 5 years or so.
3. **Projects and Policies:** Help the Pastor and the Council to seed appropriate committees of FULC with projects that speak to the annually-defined priorities and Pastor's goals of his Call. Watch these projects to see if they blossom into initiatives that require additional staff or infrastructure improvements. Define, publish, and promote practices that enhance the success of these projects.

4. **Long-Range:** When a primary focus of FULC ministries is discerned, Strategic Planning will be the planning vehicle for large scale projects involving outside funding and coordination of multiple groups both within and outside of the congregation.

REPORTING RELATIONSHIP: The Vice President of the Congregation Council will represent the committee to the Council. The team will provide status reporting through the Vice President of the Congregation Council; receive input, guidance and direction; and ensure that the Council fully accepts and endorses the end products of its efforts.

MEMBERSHIP: The Strategic Planning Committee will consist of a minimum of six members of the congregation, or whatever larger number the chairperson considers appropriate. The chairperson of the Finance Committee shall be a member.



CONTINUING RESOLUTION #26:

ADMINISTRATIVE RESPONSIBILITIES OF ALL GROUPS

Officers, Directors, Chairpersons, and Council Representatives of all groups chartered under either the Constitution or its By-Laws or by Congregation Council Continuing Resolutions share in the following responsibilities for their respective groups.

LEADERSHIP:

1. Conduct monthly meetings of the group.
2. Attend monthly Council meetings regularly if a member of Council.
3. Work to build a robust membership in the group, with active participation that includes members from both/all weekly services.
4. Work to develop joint initiatives with other ministries and small groups to engender cohesiveness in the Congregation.
5. Consult with congregational leadership as to the regular improvement and effectiveness of the group and its members.
6. Consult with the persons assigned to discovering time and talents, and the Nominating Committee, regularly for fulfilling vacancies and optimizing the talents of members.

COMMUNICATION:

1. Post a monthly update in the Uniter communiqué.
2. Report critical activities through Sunday newsletters and pulpit announcements.
3. Provide a monthly report to the Congregation Council and a cumulative report at the end of each calendar year.

FINANCIAL:

1. Create and submit an annual budget.
2. Monitor financial status of the church and manage the account balances in the special fund accounts and general fund budget accounts. Do not commit to expenditures before first ensuring that both the budget authority and the actual funds exist to support the expenditure.
3. All vouchers for payments must be signed both by the committee chairperson and the appropriate Council representative. In the case where the submitter is a Council representative, the voucher must be co-signed by either the President or Vice President.
4. Work to efficiently expend special funds allocated to your committee(s) so that specific gifts do not languish un-honored and so that the congregation is not increasingly burdened with restricted funds.
5. Work to support not only the special ministry efforts of the committee or ministry you lead but the continuing operation of the entire Church.



CONTINUING RESOLUTION #27: REVISED: 03/14/2013

CAPITAL FUND

MISSION: Establish a vehicle for long term financial planning for the congregation that provides for the funding of projects exceeding the scope, time horizon, or cost of the annual expense budget.

REQUIREMENTS:

1. The capital fund will be managed by the Congregational Council, with input from the Strategic Planning Committee as it related to the Strategic Mission.
2. For audit and tracking purposes, monies collected for the Capital Fund will be maintained in a separate special fund account.
3. Each year, the Strategic Planning Committee will submit a revenue plan and expenditure plan (budget) for the portion of the Capital Budget related to the Strategic Mission to the Congregational Council for approval, so it can be added to the overall Capital Budget the Council will submit the Congregation for approval at year end. This must be received on or before the October Council meeting each year.
4. Funding Guideline: The Capital Fund will include both regular capital assets to be purchased for church infrastructure improvement and capital raised as part of a capital campaign or other fundraising to support a defined Strategic Mission. The dollar amount may be at any level for any item or project that either the Council or the Strategic Planning Committee identifies as being appropriate to capitalize. However, a generally accepted project floor would be in the \$10,000 range and having a useful life in the 5-10 year range and beyond.
5. Capital funds raised to support regular church infrastructure improvement must be kept separate from funds raised for the Strategic Mission. By law, funds raised by a non-profit entity for a special purpose are restricted to that purpose.
6. For the Capital Budget to be assembled, the Strategic Planning Committee must provide to the Council those planned capital expenditures dealing with the Strategic Mission on a timely basis for the date requirement in paragraph #3 above to be met.
7. Expenditures to be made out of the Capital Fund will be approved by the Congregational Council upon recommendation of the Strategic Planning Committee. (Subsequent approval may also be required by the Congregation, according to the Constitution and By-Laws).
8. Funds may be moved from the General Fund to the Capital Fund by vote of the Council except as earmarked via a gift (per law).
9. Funds may be moved from the Capital Fund to the General Fund, to cover ordinary operating expenses, only by vote of the congregation, and may also be restricted by law.
10. The annual strategic plan submitted by the Strategic Planning Committee will serve as the basis for the sourcing and use of the Capital Fund.

AFFILIATED GROUPS:

Board of Trustees, Finance Committee, Congregational Council, Strategic Planning Committee



CONTINUING RESOLUTION #28: ESTABLISHED BY THE COUNCIL ON 08/12/2011, UPDATED APRIL 2016

APPROVAL OF SPECIAL INTEREST GROUPS AND SMALL GROUP MINISTRIES

The Constitution, in Paragraph 14.02, requires that “all special interest groups, other than those of the official organizations of the ELCA may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution”.

The Council herewith gives approval for the ongoing operation of the following groups, subject to the continuing participation of FULC members.

- Christ Care Groups
- Dorcas Circle
- Mary Martha Circle
- Quilters For Christ
- Stephen Ministry
- Via de Cristo
- Levites



CONTINUING RESOLUTION #29: ESTABLISHED BY VOTE OF THE COUNCIL ON 09/13/2011 (CURRENTLY INACTIVE)

EQUIPPING MINISTRY FUNCTION – this function is currently inactive, unstaffed and unbudgeted.

PURPOSE: Formalize the already-established Equipping Ministry function and establish its reporting requirements so as to conform to the Bylaws.

MISSION: Increase the capacity of First United Lutheran Church to excel in its ministry by nurturing and growing the spiritual gifts of members, building a bond amongst members so that all understand they have an important role to play in our shared mission, and helping to see that the member gifts are applied in the church where they are most needed.

REPORTING RELATIONSHIP: The Director, Equipping Ministry, is established as a paid staff member, reporting to the Pastor and evaluated by the Shared Ministry Committee, and is a member of Shared Ministry. The Director, Equipping Ministry is empowered to enlist volunteers to successfully achieve the Equipping Ministry function. The Director, Equipping Ministry, will provide a monthly activity report to the Pastor and to the Council via the Vice President and to the Director, Ministry of Worship and Praise, in order to conform to the By-Law requirement that the New Member function is the responsibility of the Director, Ministry of Worship and Praise. If at any future time, the Director Equipping Ministry becomes a volunteer position, its reporting relationship will at that time be to the Director, Ministry of Worship and Praise.

DUTIES:

1. Assist the pastor in teaching new member classes and interview new church members, congregants and church members who have not completed or finished such spiritual gift inventories to obtain their spiritual gift information.

2. Assist congregants in naming their spiritual gifts and in determining their spiritual strengths for personal Christian ministry in God's world and to the congregation.
3. Develop and maintain a Spiritual Gifts Database to provide names to the Council and to committee chairpersons to help recruit members and leaders based on their gifts and on FULC organizational needs (e.g., council persons, officers, ministry teams, nominating team, Sunday school).
4. Make contact with worship guests with local addresses, cultivate a relationship with them, and invite them to attend a new member class.
5. Work together with the Stewardship Committee to conduct a time and talents stewardship campaign annually. A 'time and talents fair' may be part of this campaign or may be done separately.

AFFILIATED GROUPS:

Congregational Council, Shared Ministry, Vice President, Director Worship and Praise, Nominating Committee, Stewardship Committee, Pastor



CONTINUING RESOLUTION #30: ESTABLISHED BY VOTE OF THE CONGREGATIONAL COUNCIL ON 01/10/2013

COMMITTEE CHAIR TERM LIMITS

PURPOSE: To limit ownership, to gain members who have acquired new skills and time and those people who are new to FULC membership rolls.

MISSION: To limit the terms of committee chairpersons to two 2-year terms. Motion made by Pastor Tony Prinsen, seconded and approved unanimously at regular FULC Council Meeting of 1/10/2013.

REPORTING RELATIONSHIP: Council

AFFILIATED GROUPS: FULC Council, Ministry Directors and all committees.



CONTINUING RESOLUTION #31: ESTABLISHED BY VOTE OF THE CONGREGATIONAL COUNCIL ON 03/14/2013

CASH MANAGEMENT

MISSION: Protect the ability of the church to meet regular monthly operating expenses (such as payroll, utilities, and mortgage payments) through the Council self-limiting itself by rules that help maintain a minimum cash balance in the operating fund checking account.

REQUIREMENTS:

1. The Congregational Council will work to maintain a minimum cash balance of six weeks regular operating expenses.
2. That balance may not consider funds restricted for special gifts, for the Board of Trustees, for the Capital Fund, or for any future endowment fund. Those funds by definition are restricted funds that may not be used for church operations unless approved in writing by the specific givers of such funds.
3. If operating funds are projected to fall below the six week requirement, the Council will cease approving vouchers for expenditures that are discretionary in nature.

4. If a significant need arises that will require reducing operating funds below the six week threshold, other financing will be sought (such as debt or solicitation of special gifts) or, if possible, the expenditure will be deferred until the cash threshold can be maintained.
5. It is recognized that from time to time it may be literally impossible to conform to the above rules. If that occurs, the Council will convene an ad hoc committee, chaired by the Treasurer and including at least two non-Council members, to create and implement an action plan for improving the operating cash balance.

AFFILIATED GROUPS: Board of Trustees, Finance Committee, Congregational Council, Strategic Planning Committee



CONTINUING RESOLUTION #32: ESTABLISHED BY VOTE OF THE MEMBERSHIP OF THE CONGREGATION ON JANUARY 24, 2016

RESOLUTION ON SAME GENDER WEDDINGS

Whereas our gracious God sent His son Jesus Christ into the world to reveal His love to all people, whereas marriage is a gift of God intended for the joy and mutual strength of those who enter it and for the well-being of the whole human family, and whereas each of us is a child of God, we the members of First United Lutheran Church do hereby adopt the policy that our pastor(s) at his/her discretion; and at this or any other location, can solemnize the marriage between two children of God; as such all guidelines, policies, and practices will be amended to reflect such marriages.

CONTINUING RESOLUTION #33: ESTABLISHED BY VOTE OF THE CONGREGATIONAL COUNCIL ON MAY 10, 2016

SENIOR COMMITTEE

MISSION: Develop and implement programs to attend to the needs of the elderly within the congregation and in the community at large. This includes:

1. Report problems and opportunities to the Property Committee, Board of Trustees, and Strategic Planning Committee about the physical infrastructure of the church and surrounding areas relating to the safety and mobility of seniors, especially as it concerns ADA compliance.
2. Develop and execute events and programs within the church that are particularly targeted to the spiritual, emotional, and physical needs of the elderly.
3. Work to keep senior members actively engaged with the church; especially the homebound and frail.
4. Develop and execute services, events and programs in the community designed to serve seniors and attract them to worship at FULC.

REPORTING RELATIONSHIP: A chairperson who is not a Council member is approved by the Congregation Council. The committee is represented on the Congregation Council by the Director the Ministry of Outreach.

MEMBERSHIP: In addition to the Chairperson, there will be at least one member representing each weekly Church service. The Director of the Ministry of Outreach will be an ex officio member.

AFFILIATED GROUPS AND INITIATIVES (EXAMPLES—MAY CHANGE): Inquirers Class and the following committees: Finance, Christian Concerns, Property, Trustees, Levites, Strategic Planning, and Evangelism

7.0 GENERAL POLICIES

7.1 FIRST UNITED FAMILY NEED ASSISTANCE POLICY

(Please keep this document visibly posted in the church office)

Revised: March 5, 2015

The Christian Concerns Committee is the outreach board for First United Lutheran Church. In this capacity, it is charged with administering requests made to the church by or for families or organizations experiencing a financial need. Christian Concerns has a modest budget for Needy Families and for General Outreach. Because of our limited funds, we are only able to provide financial assistance for requests arising from our extended church family. "Extended Church Family" is hereby defined as including:

1. Any member of First United Lutheran Church or their family.
2. Any relative or friend of a First United Lutheran Church member; provided the request for assistance is made by the member.
3. Any other person that has been endorsed for assistance in writing (e-mail is acceptable) by the Pastor, Director of Outreach, or Chairperson of Christian Concerns.

People in need who do not fall within the above definition will be referred to the community charitable services resources lists maintained in the church office. We are sorry that we do not have the financial wherewithal to accommodate requests that fall outside of our extended church family. Of course, any private individual wishing to provide monies or services on their own is certainly free to.

Requests for assistance from within our Extended Church Family should be forwarded to the Chairperson of Christian Concerns and should include the dollar amount requested. The Chairperson of Christian Concerns has the authority to prepare and sign a voucher for monies to be dispensed; subject to available special funds or remaining budget authority. If the Chairperson of Christian Concerns is uncomfortable in making the decision outright; he or she may withhold action until conferring with the committee at the next monthly meeting or by requesting an email consensus if the need is urgent. Lack of funds may result in part but not all of a particular dollar request being fulfilled.

7.2 FIRST UNITED LUTHERAN CHURCH PROPERTY USE POLICY

Approved by the FULC Council

Revised: January 21, 2015

All groups and individuals using FULC properties for other than church business or FULC-established ministries, missions, and programs must conform to the following policies and procedures.

Requirements:

1. Sign and follow the FULC Property Use Agreement, which is made part of this policy (copy provided).
2. Receive advance approval to use FULC property by the Pastor, the Property Ministry Director, or the Chairperson of the Property Committee.
3. If children are to take part in the property usage, the group must conform to the FULC Safe Child policy (copy provided).
4. Usage by outside parties cannot supersede any pre-scheduled FULC event. FULC reserves the right to supersede a scheduled event with 10 days' notice.
5. A maintenance surcharge of \$25.00 will be levied if room or equipment used is not returned to its original status. This is in addition to any charges levied for normal property use.
6. Surcharges will be levied for the use of the kitchen or any AV equipment. The Chairperson of the Property Committee will determine the appropriate fee. Payment will be accepted as specified in the FULC Property Use Agreement.
7. Entering locked rooms or private offices is prohibited.
8. Tampering with or adjusting environmental systems (thermostats, humidity controls, venting) is prohibited. Telephone numbers of authorized persons will be provided, for the adjustment of controls should the room(s) being used become uncomfortable.
9. Any use of the church property requires:
 - a. Treating FULC property with respect. Damage to walls, doors, bathroom fixtures, or any other structures, which occurs from other than normal use, is not acceptable.
 - b. Clean up afterwards (wiping down tables, vacuuming and taking out trash).
 - c. Returning furniture to designated areas or original room configuration. Any sound equipment and lobby furniture is not to be moved. Furniture is not to be used outside the building.
 - d. Shutting off lights.
 - e. Locking and closing all outside doors.

Questions about this policy, the FULC Property Use Agreement, or the Safe Child Policy should be made to the FULC Church Office at firstunited@bellsouth.net or (770) 427-0325.



FIGURE 2. PROPERTY USE AGREEMENT

Property Use Agreement for Property at 3841 Campus Loop Rd, Kennesaw, Ga. 30144

This is an agreement by and between First United Lutheran Church of Cobb County, Inc., (hereinafter referred to as "FULC") and _____ (hereinafter referred to as "GUEST"). It will take effect on the date of _____.

WHEREAS, FULC owns property located at 3841 Campus Loop Rd, Kennesaw, Ga. 30144 which is normally used for church activities and Sunday Worship, and WHEREAS, GUEST desires to use the property, and WHEREAS, FULC has agreed to allow GUEST to use the property provided that the following terms and conditions are met. It is Therefore Agreed By and Between the Parties:

1. FULC agrees to allow GUEST use the above described property for the purpose described below.

2. **Guest Representation:** The following named persons are the official contacts for the GUEST and agree to be responsible for the GUEST's adherence to this agreement and to the FULC Building Use Policy, a copy of which accompanies this agreement.
Primary Contact:
Phone:
E-mail Address:
Secondary Contact:
Phone:
E-mail Address:

3. **Fee Agreement:** GUEST agrees to pay FULC \$25.00 per week for the use of the property. This nominal fee is to provide partial reimbursement for utilities, facilities maintenance and repairs. GUEST also agrees to pay single use fees for extraordinary items as defined in the accompanying building use policy. Payment may be made weekly or monthly to First United Lutheran Church at the church office, 3841 Campus Loop Rd, Kennesaw, Ga. 30144.

4. **Exception To Fee Agreement:** If it is determined by the FULC Pastor, Property Ministry Director, or the Property Committee Chairperson that, in his judgment, while the GUEST meets all other requirements of this agreement and of

the FULC Building Use Policy, the GUEST is unable to pay the above-defined fee, the fee may be waived and substituted with the below-defined services in kind:

DEFINED SERVICES IN LIEU OF FEES:

- 5. GUEST agrees that it will not use the property for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
- 6. GUEST agrees that it will not use the property for any purpose that is contrary to the mission, purpose or belief of First United Lutheran Church.
- 7. GUEST agrees to abide by any rules or regulations for the use of the property documented on the accompanying FULC Building Use Policy.
- 8. **Insurance:** GUEST promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.00. The GUEST will provide a certificate of insurance to FULC at least seven days prior to the date upon which the GUEST begins to use the above described property. The certificate of insurance will indicate that GUEST has made FULC an “additional insured” on GUEST’s policy with respect to the use by GUEST of the above described property.
- 9. **Inability to provide insurance verification:** If GUEST is an informal group not possessing of liability insurance and therefore unable to conform to paragraph 8 above, GUEST agrees to obtain a signed waiver (included in ADDENDUM A below) from each GUEST participant in all GUEST activities held at the property. If the participants are minors, GUEST will obtain the signature of at least one parent or legal guardian on such waiver.
- 10. **Indemnification by Primary Contact:** In consideration of signing this property use agreement, I hereby, for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages that I may have against FULC and its agents, employees, representatives, successors and assigns for any and all injuries suffered that arise out of GUEST programs held on the FULC property. I warrant that I have the right to authorize the foregoing and do hereby agree to hold FULC harmless of and from any and all liability of whatever nature which may arise out of or result from such participation in GUEST activities. For the consideration stated above, I further agree that in the event that GUEST participants or I should make any claim against FULC for damages arising out of any GUEST program or activity I will personally indemnify, defend, and hold harmless the organization and its agents, employees, representatives, successors, and assigns against any and all loss and damage, occasioned thereby, including attorney’s fees. I have read and understand this agreement and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein.

GUEST Authorization:

Signature _____ Date _____

Please Print Name _____

FULC Authorization:

Signature _____ Date _____

Please Print Name _____

(Reference also Addendum A)

ADDENDUM A to FULC Property Use Agreement

REVISED: January 21, 2015

INDIVIDUAL WAIVER AND INDEMNIFICATION: When any group (GUEST) has executed the FULC Property Use agreement but is unable to provide proof of liability insurance indemnifying FULC, all GUEST participants must sign the below waiver. This waiver must be signed by all new participants at each GUEST gathering at the FULC property and a copy must be returned and maintained at the FULC church offices.

“In consideration of my participation in group event(s) at First United Lutheran Church of Cobb County, Inc., I hereby, for myself, my heirs, executors, and administrators, waive and release any and all rights and claims for damages that I may have against FULC and its agents, employees, representatives, successors and assigns for any and all injuries suffered that arise out of my group’s programs held on the FULC property. I warrant that I have the right to authorize the foregoing and do hereby agree to hold FULC harmless of and from any and all liability of whatever nature which may arise out of or result from such participation in group activities. For the consideration stated above, I further agree that in the event that other participants or I should make any claim against FULC for damages arising out of any group program or activity, I will personally indemnify, defend, and hold harmless the organization and its agents, employees, representatives, successors, and assigns against any and all loss and damage, occasioned thereby, including attorney’s fees. I have read and understand this agreement and have willingly placed my signature below as evidence of my acceptance of all the conditions contained herein.”

Participant Signatures:

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

Printed Name _____ Signature _____ Date _____

(Please copy form for additional signatures as required. Add any new participants at each meeting. Return copy or original to the FULC church offices).

8.0 SHARED MINISTRY PROCEDURAL DOCUMENTS

8.1 *HIRING OF NEW EMPLOYEES*

When a vacancy occurs of a position and the vacancy needs to be filled, the existing job description and the terms of employment for the position need to be reviewed. The review will be done by the Supervisor, the Shared Ministry liaison for the position and if applicable an affiliated committee and/or the Council. When the job description and terms of employment have been approved by the Council, then the interview process can begin.

Interview process for all positions will be led by the Pastor, accompanied by a member of Shared Ministry and the Ministry Director the position relates to.

Choosing the candidate to offer employment will be up to the discretion of the Pastor. He may choose to be the sole person to make the decision or he may request assistance from appropriate committees, other appropriate resources, &/or the Council.

If a perspective employee requests terms of employment that are different from what has previously been agreed on and Pastor would still like to pursue the hiring of this person, then the requested terms of employment need to be reviewed by the Council and any other appropriate sources to ascertain if the requests are in the best interest of the congregation. Negotiation of all parties involved may be necessary to accomplish the procurement of the individual.

Once the candidate has agreed to be employed by FULC then prior to starting employment they need to meet with Pastor, the Shared Ministry liaison for that position & if appropriate a member of an appropriate committee. This meeting is to thoroughly review the employee's job description, terms of employment, and the Personnel Policy for First United Lutheran Church Non-Clergy Employees. At the end of the meeting, tentative dates for the employee's 3 month and 6 month reviews will be made. Inform the employee that at the 3 month review they should come prepared with goals that they think that they can accomplish in the next 9 months. The reviews will be conducted by the Pastor, the Shared Ministry Liaison, and possibly a member of an appropriate committee or Council.

8.2 ANNUAL REVIEW PROCESS FOR NON-CLERGY EMPLOYEES

- The Shared Ministry Chair will send employees the self-assessment form via an e-mail attachment by July 1. The employee is to complete the form on the computer and e-mail it as an attachment to the Shared Ministry Chair. The Chair will forward the self-assessment on to the employee's supervisor and their Shared Ministry Liaison. The form used for reviews is shown in Figure 3 below.
- The Shared Ministry committee will schedule meetings with the committees and individuals the employee relates most closely to, to obtain independent feedback on each employee's performance.
- The above information will be used by Shared Ministry to complete preliminary reviews. These will be shared with the Pastor.
- During August and early September, Shared Ministry will meet with the Pastor to receive his feedback and make appropriate adjustments to the reviews. At this time, final ratings and preliminary wage recommendation will be documented.
- Shared Ministry, through the Vice President, will make official rating and wage recommendations to the Congregation Council by no later than the September council meeting. These will be debated, finalized, and voted upon for inclusion in the upcoming year's budget.
- Annual Review meetings will be scheduled with each employee and will be completed by no later than November 15th. The meetings will include the employee, a member of Shared Ministry, the Pastor, and the Ministry Director most closely associated with the position. Wage information will be conveyed to the employee, reactions documented, and upcoming year's goals set.
- The original documents go into the employee's personnel file with signatures and dates.

FIGURE 3. PERFORMANCE REVIEW FORM

(Following page)

Employee Performance Review

(See instructions at bottom of page 2).

Employee Information	
Name:	Employee ID:
Job Title:	Date:
Department:	Reviewer:
Review Period:	Date of Review:

General Employee Attributes	1 = Unacceptable	2 = Needs Improvement	3 = Satisfactory	4 = Good	5 = Excellent
Job Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Quality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance/Punctuality/Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication/Listening Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Christ-like approach*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall for this section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Does the employee strive to adhere to the First United Lutheran Church Behavioral Covenants?

Position Requirements*	1 = Unacceptable	2 = Needs Improvement	3 = Satisfactory	4 = Good	5 = Excellent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall for this section	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*See position description and/or Leadership Guidebook for additional detail.

Self-Review Comments	
-----------------------------	--

Personal Goals	
-----------------------	--

Other Views*	
---------------------	--

*Comments from the people this position serves. Attach longer comments as necessary.

Overall Assessment	1 = Unacceptable	2 = Needs Improvement	3 = Satisfactory	4 = Good	5 = Excellent
Summary Rating by Evaluation Team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

New Objectives	Complete By	Details

*Focus should be on turning around the weak points of the review.

Employee Post-Review Comments	
--------------------------------------	--

Note: Any wage adjustments that have been approved by the Congregational Council should be announced at this time.

Acknowledgement

Signing this form confirms the review took place. It does not necessarily indicate agreement with this evaluation.

Employee Signature		Date	
FULC Signature		Date	

*Given to the Congregational Council by Shared Ministry after the review has taken place.

Instructions

1. Employee must complete this form as a self-review prior to the review meeting. The focus of the review meeting will be on the employee explanation of the self-rating and Shared Ministry's corresponding research.
2. **AVOID THE "HALO" EFFECT.** If the employee is excellent, it is tempting to rate almost all of the review components as also excellent. Even the best employees have things they can improve.
3. **AVOID THE "CENTRAL TENDENCY".** The central tendency is taking an employee and rating them down the middle on everything. Work to have a lot of variation in the review; with highs, mediums, and lows.
4. **FIND SOMETHING TO IMPROVE!** People do not improve from only acknowledging their strengths. Only by knowing our developmental needs can we grow as employees.
5. **TACKLE DIFFICULT SUBJECTS HEAD-ON; BUT WITH LOVE.** We do employees no favors if we do not tell them the truth.

8.3 ANNUAL REVIEW PROCESS FOR PASTOR

The Pastor's Self-Assessment will be his completed Annual Report which will be completed in April. Inclusive within that report will be an assessment of the congregational goals set the prior year. When completed Pastor will send it via an e-mail attachment to the Council President and the Shared Ministry Chair, and it will become part of the consolidated annual report presented to the Congregation at the May semi-annual congregational meeting.

Subsequent to the May Congregational Meeting but before the succeeding Congregational Council takes office on July 1st of each year, a review meeting will take place.

- In attendance will be the Pastor, Executive Committee, and the Shared Ministry Chair.
- The meeting will include a review of the Annual Report, the setting of Congregational Goals for the upcoming year, and an open discussion about the status of the Pastor and the Congregation.
- The official output of the meeting will be the completed review along with a new set of goals for the coming year. These will be read into the minutes at the next Council meeting and will be made a formal part of the Church's historical record.

9.0 SAFE CHILD POLICY

Implemented: January 1, 2011

CHILD AND YOUTH ABUSE PREVENTION PROGRAM **FOR FIRST UNITED LUTHERAN CHURCH**

9.1 INTRODUCTION

To help protect children, FIRST UNITED LUTHERAN CHURCH has adopted the following Child and Youth Abuse Prevention Program. It is important that all FIRST UNITED LUTHERAN CHURCH paid staff and volunteers understand and implement these guidelines to help prevent sexual abuse against children. The following includes the Purpose and Definitions for these guidelines, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

9.2 PURPOSE

These procedures are designed to reduce the risk of child sexual abuse in order to:

1. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
2. Assist FIRST UNITED LUTHERAN CHURCH in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
3. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
4. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
5. Reduce the possibility of false accusations of sexual abuse made against volunteers and paid staff.

9.3 DEFINITIONS

The following terms used herein and are defined as follows:

1. Paid Staff: Any pastor, minister, preacher, cleric, or employee who is paid.
2. Children/Youth/Minor: Any person who has not reached his/her 18th birthday or the age of majority as

defined by state law.

3. Adult: Any person who has reached his/her 18th birthday or as defined by state law.
4. Volunteer: Means any unpaid person engaged in or involved in activities and who is entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors or adults.
5. Sexual Abuse: The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
6. Child Emotional Abuse: Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.

9.4 PROTECTION AND PREVENTION

Volunteer and Employee Screening Procedures

The following screening procedures are to be used with paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All information collected should be maintained in confidence.

1. Employment Application and Volunteer Application: Any paid staff and volunteers who will work with a minor must complete the Employment Application and/or the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.

Our Employment Application includes questions regarding:

- Current and previous residence addresses.
- Current and previous employment, including addresses, dates, duties, titles, and reasons for leaving.
- Names and addresses of schools attended and degree(s) earned.
- References from previous employers and organizations that serve children.
- Pending criminal charges (where not prohibited by state law).
- Criminal history information.

Our Volunteer Application includes questions regarding:

- Current address.
- Volunteer experience.
- Criminal history information.
- Personal references.

Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant or for dismissal if he or she is employed. This statement authorizes FIRST UNITED LUTHERAN CHURCH to contact any individual or organization listed in the application.

2. Review all statements made in the application, paying specific attention to any gaps in time and irregular employment patterns or unexplained absence. Pursue these gaps with employers listed and in a subsequent interview.

3. Conduct interviews with qualified applicants.

If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.

Whenever possible, FIRST UNITED LUTHERAN CHURCH will have an associate participate in the interview.

4. Contact all listed references for volunteers. Contact each of the volunteer applicant's references and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.

5. Contact all listed references and employers for paid staff. Inquire as to the reason the applicant left and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.

6. Criminal Background Check: FIRST UNITED LUTHERAN CHURCH will conduct a criminal background

check on all paid staff and volunteers who are entrusted with the care and supervision of minors or a person who directly oversees and/or exerts control or oversight over minors. All criminal background checks will be updated periodically.

7. Six-Month Rule: All volunteers will be required to have been a member of FIRST UNITED LUTHERAN CHURCH for six months and have reviewed and signed the Child and Youth Abuse Prevention Program.

9.5 CONFIDENTIALITY

Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted if possible. These materials will be archived.

9.6 SUPERVISION PROCEDURES

Unless an extenuating situation exists, FIRST UNITED LUTHERAN CHURCH:

1. Will have adequate number of screened and trained paid staff or volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity.
2. Will monitor facilities during activities involving children.
3. Will release minors only to a parent or guardian and utilize sign in and sign out sheets.
4. Will obtain written parental permission, including a signed medical treatment form and emergency contacts, before taking minors on trips and should provide information regarding the trip.
5. Will use two paid staff or volunteers when transporting minors in vehicles.
6. Will require that young children be accompanied to the restroom and the paid staff or volunteer wait outside the facility to escort the child back to the activity. Whenever possible, the escort will be the same sex as the minor.
7. Will encourage minors to use a "buddy system" whenever minors go on trips off of FIRST UNITED LUTHERAN CHURCH property.
8. Will screen all paid staff and volunteers and approve those individuals in advance for any overnight activities.
9. Will designate a "confidential counselor" to whom any minor can go at any time, without special permission, to discuss any problems he or she is having.

Behavioral Guidelines for Religious Organization Paid Staff

All volunteers and paid staff will observe the following guidelines:

1. Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
2. To the extent possible, FIRST UNITED LUTHERAN CHURCH events that are co-educational will have both male and female chaperones.
3. Whenever possible, at least two unrelated paid staff or volunteers will be in the room when minors are present. Doors will be left fully open if one adult needs to leave the room temporarily and during arrival to the class or event before both adults are present. Speaking to a minor or minors one-on-one should be done in public settings where paid staff or volunteers are in sight of other people.
4. Avoid all inappropriate touching with minors. All touching shall be based on the needs of the individual being touched, not on the needs of the volunteer or paid staff. In the event a minor initiates physical contact and/or inappropriate touching, it is appropriate to inform the minor that such touching is inappropriate.
5. Never engage in physical discipline of a minor. Volunteers and paid staff shall not abuse minors in any way, including but not limited to physical abuse, verbal/mental abuse, emotional abuse, and sexual abuse of any kind.
6. If you recognize an inappropriate relationship developing between a minor and adult, maintain clear professional boundaries and refer the minor to another individual with supervisory authority.
7. If one on one pastoral care is necessary, avoid meeting in isolated environments.
8. Anyone who observes abuse of a minor will take appropriate steps to immediately intervene and provide assistance. Report any inappropriate conduct to the proper authorities and officials of FIRST UNITED LUTHERAN CHURCH for handling.

9.7 DISQUALIFICATION

No person may be entrusted with the care and supervision of minors or may directly oversee and/or exert control or oversight over minors who has been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or has presently pending any criminal charges for any offense outlined below until a determination of guilt or innocence has been made, including any person who is presently on deferred adjudication. The following offenses disqualify a person from care, supervision, control, or oversight of minors:

1. Any offense against minors as defined by state law.
2. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency

with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.

3. A prior criminal history of an offense against minors.

9.8 SEXUAL OFFENDER AT FIRST UNITED LUTHERAN CHURCH

FIRST UNITED LUTHERAN CHURCH may allow a person known to be a sexual offender to remain or become a member of the congregation but they must adhere to specific guidelines. However, first check with the offender's probation/parole officer for any restrictions regarding attending services or other functions where children are present. Ask the probation/parole officer to put any restrictions in writing. If restrictions don't prohibit participation, implement the following four guidelines.

1. A known sexual offender cannot participate in any of the child or youth programs in any way;
2. A known sexual offender can only participate in a predetermined service each week; and
3. A known sexual offender must report in and be assigned to an escort who will accompany him or her at all times.
4. The identity of the sexual offender will be disclosed to the congregation.

9.9 RESPONSE TO SEXUAL ABUSE

FIRST UNITED LUTHERAN CHURCH will respond promptly to investigate any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously. It is important to be appropriately respectful to the needs and feelings of those who allege sexual abuse and those who have been accused of sexual abuse.

Note: The person entrusted to investigate an allegation should be a leader of your organization. Insert the appropriate title or position where noted.

When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. (Insert title) or an appointed person will begin investigating the allegations and may use the assistance of legal counsel or other consultants. If (insert title) is the individual accused of sexual abuse, then (insert title of the next highest ranking official) will conduct the investigation. The investigation will be conducted as follows:

1. Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.

2. Report the matter to FIRST UNITED LUTHERAN CHURCH's insurance carrier.
3. Cooperate with authorities and the insurance carrier.
4. FIRST UNITED LUTHERAN CHURCH may suspend (with pay for paid staff) the alleged offender while a confidential investigation is being conducted.
5. An official of FIRST UNITED LUTHERAN CHURCH (and legal counsel or other consultants) will then meet with the governing body of FIRST UNITED LUTHERAN CHURCH and present a report on their investigation, which will include findings and recommendations of actions.
6. An official of FIRST UNITED LUTHERAN CHURCH will meet with the alleged perpetrator and notify him/her of the results of the investigation and recommendations for actions.
7. An official of FIRST UNITED LUTHERAN CHURCH will meet with the alleged victim, along with his/her parents or guardians, and notify them of the results of the investigation and recommendations for actions.
8. During the investigation, an official of FIRST UNITED LUTHERAN CHURCH shall maintain contact with the alleged victim and his/her parents or legal guardian, and inform them of the actions taken and assist them in their process of healing.
9. An official of FIRST UNITED LUTHERAN CHURCH (and legal counsel or other consultants) may meet with the alleged perpetrator, the alleged victim, and any others with knowledge of relevant facts.
10. Communicate with criminal and civil legal counsel of FIRST UNITED LUTHERAN CHURCH.
11. Communicate with those affected by the ministry of the alleged perpetrator.
12. Hire a consultant or assign a spokesperson to respond to media or prepare a statement for the media if the need shall arise, subject to the approval of FIRST UNITED LUTHERAN CHURCH's attorney.

9.10 CHILD AND YOUTH ABUSE PREVENTION PROGRAM ACKNOWLEDGMENT

These guidelines have been designed to guide and assist you when working with minors. The information establishes general practices and guidelines and should not be construed in any way as a contract of employment or continued employment. FIRST UNITED LUTHERAN CHURCH reserves the right to make changes in the content or application of this program and to implement those changes with or without notice.

The terms defined herein are defined for the purposes of the program and do not suppose or establish a legal relationship. These terms are not defined for the purposes of creating a legal relationship with the FIRST UNITED LUTHERAN CHURCH or any related or associated entity and instead are to be used with this document.

I have received a copy of the FIRST UNITED LUTHERAN CHURCH's Child and Youth Abuse Prevention Program. I understand it is my responsibility to become familiar with and adhere to the information contained herein. I understand that these policies are the property of the FIRST UNITED LUTHERAN CHURCH.

Print Name

Signature

Date

10.0 FINANCIAL MANAGEMENT

10.1 BUDGETING

First United Lutheran Church currently has 3 funds and a budget for each. They are:

- General Fund (expense budget), also known as the Mission Plan.
- Parking Lot Fund (funded by university parking space rental)
- Capital Fund.

Associated with the General Fund budget will be Incoming Projections supplied by the Financial Secretary, also known as the Giving Plan.

Explanations:

10.2 GENERAL FUND

The General Fund is where revenue and expense for the current fiscal year are accounted. The budget timeframe for the General Fund is **one year only**. The Revenue portion of the General Fund is budgeted in what we refer to as the “Giving Plan”. The expense portion of the General Fund is budgeted in what we refer to as the “Mission Plan”. The Mission Plan contains the activities we hope to fund during the year. While many of the items in the Mission Plan are fixed overhead expenses such as the church mortgage and utilities, many others are work done for the Lord. It is important to note that the Council has a fiduciary responsibility to manage cash flow in a manner that ensures the church’s continued survival. This means simply that the budget is only a plan; a target. If gifts fall short of what is needed to expend the entire Mission Plan, the Council will refuse to allow expenditures to be made even against budgeted items.

A note on **Special Funds**: Special Funds are not budgeted; they are real monies that have been collected wherein individuals have earmarked their gifts for a specific purpose. Such gifts cannot be lumped in with General Fund giving because the Church is required by law to spend the money for the purpose identified by the giver. Therefore, Special Gifts must be accounted for separately. (They are often also referred to as Restricted Funds). The church must hold monies in a bank account for the purpose of covering special funds and cannot use those monies for operating expenses. However, in the case where a special gift was made for an item that is also a General Fund account, that money of course can be used to reduce the budgetary requirement for that line item.

10.3 PARKING LOT FUND

The Parking Lot Fund is separate from the General Fund and is managed by the Board of Trustees. (See Parking Lot Fund Continuing Resolution). It includes monies earned through the rental of church parking spaces to Kennesaw State University for student use. This fund can only be used for exterior infrastructure maintenance and improvements. Examples include the parking lot, driveways, sidewalks, and landscaping. By vote of the congregation, it cannot be used to cover General Fund expenses. Why is this?

- The monies earned are through the rental of parking spaces and therefore they should be used for the care of the parking spaces.
- We may not always have that source of revenue and therefore cannot allow ourselves to become reliant upon it to run the church.

- Mixing those monies into the General Fund could weaken our stewardship efforts by making it too easy to cover our expenses.

Each year, the Board of Trustees is required to submit a budget itemizing the intended uses of the Parking Lot Fund in the coming year.

10.4 CAPITAL FUND

The Capital Fund is separate from the General Fund and is managed by the Strategic Planning Committee. (See associated Continuing Resolution). The Capital Fund is for long term (three to five years) financing of projects deemed important to the future of the church. The Capital Plan is created and approved by the Congregation at the mid-year meeting, and includes the following elements:

- A statement citing the items included in the plan, along with the purpose of each item and why funding must come from the capital plan and not the expense (General Fund) budget.
- Monetary requirements defined at a high level of detail and approved by the membership.
- A well-managed Capital Campaign that is separate from General Fund stewardship and which utilizes outside (non-membership resources) in addition to monies given by members that they fully understand are in addition to their annual pledge.
- An Execution Plan that governs the methods and timing in which the Capital Fund is expended.

Instructions and templates for the budgeting process are on the following pages.

10.5 **BUDGETING INSTRUCTIONS**

FULC Budgeting Instructions for Year: _____

\$ _____
Total Budget Request

Committee

Council Representative (Officer or Ministry Director)

The budget process is a three step process which is guided by the forms included in this package. If there is not enough space available on the form for all of the Committee's programs copy the form and use additional copies.

Step 1 / **Form 1.** Fill out PROGRAM / ACTIVITIES REVIEW – This is a worksheet to help you evaluate the past 12 months of committee spending. Take a look at last year and how well the plan for last year's budget worked and why.

- A. List Programs of the past year
- B. Accomplishments under that program
- C. Difficulties encountered

Step 2 / **Form 2.** Fill out PROGRAM / ACTIVITIES PLAN – On this worksheet you should carry forward the programs that you want to continue and add the new ones that you want to implement in the next year.

- A. List past programs which are to be continued
- B. List new programs to be instituted

Step 3 / **Form 3.** Fill out Budget Request form. This is the detail for the requested budget for next year and is used to write the formal budget.

- A. List recurring expenditures. These are expenses usually associated with an Autopay voucher and may or may not be associated with a particular program.
- B. List programs and projected costs from PROGRAM / ACTIVITIES PLAN form (Page 2).
- C. Determine total requested and enter on top of Form 3 and on the Total Budget Request line above (on this page).

FIGURE 4. BUDGET FORM 1

FORM 1					
<u>PROGRAM / ACTIVITIES REVIEW</u>					
Committee:			Chairman:		
Program Title	Program Accomplishments	Difficulties Encountered	\$ Budgeted	\$ Spent	Responsibility
OFFICE SUPPLIES					
POSTAGE					
PHONE SVC / DSL					
SOFTWARE UPDATES					
XEROX LEASE					
XEROX COPIER EXPENSES					
MISC COMPUTER NEEDS					
MISC PRINTER NEEDS					

Programs can be accounts or new or special programs

FIGURE 5. BUDGET FORM 2

FORM 2						
<u>PROGRAM / ACTIVITIES PLAN</u>						
Committee:			Chairman:			
Program Title	Program Objectives	Action Steps	\$ Required	Target Dates		Responsibility
				Begin	End	

FIGURE 6. BUDGET FORM 3A

FORM 3A - Budget Request

Committee _____ Total Requested: _____

<u>Description:</u>	<u>Amount:</u>
Recurring Expenditures & AutoPay's	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
<u>Programs:</u>	
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Finance Committee Comments: _____	

Council Comments: _____	

Other Comments: _____	

10.6 CURRENT BUDGETS (SEE ATTACHMENT C)

Current year budgets should be provided to all Leadership Guidebook holders and placed in Attachment C.

10.7 PROCEDURES AND CONTROLS

10.7.1 COUNTER PROCEDURES

First service offering should be taken from the plates and placed in one of the envelopes stored under the altar. The offering can be left under the altar until the conclusion of the second service. (The ushers may have already moved the offering). Retrieve offering from both services and return the offering plates to the back of the sanctuary. Boxes with supplies are in the Library closet.

a) Sorting:

- Separate the envelopes, loose checks, loose cash and misc. (prayer requests, attendance cards).
- As envelopes are sorted, pull open the flap, and put any with a “special offering” in the loose checks pile – do not remove anything from the envelopes until all are sorted.
- Sort the envelopes by “hundreds,” later putting in numerical order before verifying the contents.
- Any special funds, loose checks or misc. go to the head counter for recording.
- Loose cash is counted and kept separate (paper clip, post it note)
- Give total to head counter to enter in the summary section on page 3

b) Envelopes:

- Put envelopes in numerical order
- For each envelope:

c) Verify the amount written on the front is correct, and note check or cash

d) Remove contents, place face-down (to keep in order)

e) Place envelope face-down

- Count the cash from the envelopes, keep separate
- Add the checks for a total, keep separate
- From the envelopes, record each amount next to the offering envelope number on the sheet provided (usually one person reads to another who records)
- When all are recorded, add each column, then the total for the page
- Add the total envelope checks to the total envelope cash
- Compare total of envelope contents to the total on the envelope sheet
- Celebrate if it matches!
- If there’s a discrepancy

f) Re-add the envelope sheet

g) Run a second tape on the checks

h) Re-add the cash

i) Switch roles and compare the amount read from the envelope to the amount recorded on the envelope sheet

j) Compare the contents to the envelopes (that’s why you want them to stay in order)

- k) Total the cash envelopes, and determine if the discrepancy is cash or check
- l) Look for items the same amount as the discrepancy, on the tally sheet, on the envelopes, and in the checks
- m) Once balanced, give total to head counter to enter in the summary section on page 3.
- n) Special or Loose donations (head counter):
 - Sort checks into member/non-member (if known) alphabetize
 - Make a photocopy of all loose checks to be submitted to the Financial Secretary.
 - Look up offering envelope numbers for members and regular visitors
 - Record member general offerings on page 2 under general
 - If designated as a special gift, put the amount in the far right column, showing what account is to be credited
 - Record non-member offerings on page 3; if an unfamiliar name, include address and phone
 - Amounts of accumulated cash and checks for a specific purpose (example: coffee money) is listed in the right hand column, with the fund to be credited
 - Money collected to cover expenses (example: ski trip) should be listed on the right, but it is not a taxable donation, so it should not be listed individually; the person accumulating the money will have noted the source.
 - When all the misc. funds are recorded, total all funds, and compare to the sum of the member/non-member loose check columns (4).
 - Once balanced, bring the totals down to the summary on page 3.
- o) When each separate part is balanced (loose cash, envelopes, and loose cash/special funds), put all the cash in a pile to be totaled and get a total on all the checks.
- p) Get total of all columns on the summary sheet, and compare to total of checks and cash. If correct, YAY, you have balanced! If not, recount cash, re-add checks, verify that summary totals were transferred correctly and re-add.
- q) Once all is balanced:
 - Stamp each check with the deposit stamp
 - Initial each page showing who counted
 - Prepare deposit slip and deposit bag
 - Return all the supplies to the storage closet
 - Photocopy page 2 and 3, staple to the deposit slip copy and the tear off from deposit bag. Place in the treasurer's box
 - Bundle the envelopes and misc. papers, place with the 3 tally sheet originals. Place in financial secretaries box
 - Take deposit immediately to the bank night deposit

10.7.2 GENERAL AND AUDIT PROCEDURES

The following procedures are to ensure the proper handling of money in the church.

- a) All vouchers (requests for payment or reimbursement) are to be signed by the Ministry Director responsible for the affected budget line item or, in their absence, by an officer. This excludes auto-pay vouchers.
- b) Individuals may not approve vouchers that request payments to themselves.
- c) Auto-pay vouchers are for the purposes of avoiding delays in the payment of normal, routine, bills such as utilities. Auto-pay vouchers have “not to exceed” payment ranges assigned to them which have been approved by the Treasurer. Auto-pay voucher files are to be marked “auto-pay” and their limits are to be audited annually.
- d) The Council will adhere to the Deficit Control Procedure published herein. Conformance to the Deficit Control Procedure will be audited annually.
- e) Special Fund Accounts and sub-accounts assigned in the General Ledger must be specific enough to ensure that the monies accounted for therein will be spent for their intended (earmarked by the giver) purpose. For example, Memorial Gifts for a specific purpose and to honor a specific purpose must be posted to a sub-account in that name, not merely to a high-level account entitled “Memorials”.
- f) Annual budgets will be approved by the Council each spring, for subsequent approval at the May/June congregational meeting, for the following budgets:
 - General Fund (known as Giving Plan and Mission Plan) (managed by the Treasurer)
 - Parking Lot Fund (managed by the Board Of Trustees)
 - Capital Fund (managed by the Strategic Planning Committee)

10.7.3 SPENDING INSTRUCTIONS

Below is an example of an expense voucher, used to request a payment be made. Each committee/department (cost center) has a customize voucher that lists the General Fund budget accounts on the left side and the Special Fund accounts on the right side. Committee chairs and council representative should use the below notes to properly complete a voucher. Completed vouchers should then be placed in the Bookkeeper’s mail slot in the church office for payment.

FIGURE 8. EXPENSE VOUCHER EXAMPLE

Check# _____ Check Date: _____

(A) **OFFICE COST CENTER VOUCHER**

DATE: _____ AMOUNT: _____ PAYABLE TO: _____

VOUCHER SUBMITTED BY: _____ RECEIPTS ATTACHED? _____

DESCRIPTION OF EXPENSE: _____

ALLOCATION OF EXPENDITURE

BUDGET ACCOUNT	AMOUNT	SPECIAL FUND ACCOUNT	AMOUNT
OFFICE SUPPLIES			
POSTAGE	(B)		(C)
PHONE/DSL			
SOFTWARE UPDATES			
XEROX LEASE			
XEROX COPIER EXPENSES			
MISC. COMPUTER NEEDS			
MISC. PRINTER NEEDS			

(D) **AUTHORIZATION**

COUNCIL MEMBER: _____ COMMITTEE CHAIR: _____

Note: Disbursements by a Council Member to themselves must be cosigned by an Executive Committee member

Select one:

This expenditure will not exceed the budget for this line item

This expenditure exceeds the budget for this line item but will be offset by **(E)**

This expenditure will result in the annual budget being exceeded but is required to achieve our Mission. I request exception approval

- A. There is a different voucher form, with different accounts, for each committee (cost center). Blank forms may be found in folders found in the church mailroom. (This example lists accounts that are unique to the “Office” cost center).
- B. Expenses should be made for the account that is most appropriate. Monies may be split among various budget accounts and special fund accounts if needed. It is the committee chair’s duty to carefully manage the budget allocated.
- C. Any special (restricted) fund accounts listed represent real monies given by members for a specific purpose. Unlike the budgeted funds that expired and are replaced by a new budget each year, unspent special funds continue to be available into the following year(s). However, it is important that committees “use up” special funds quickly, to honor the giver and to ensure the church is not increasingly burdened with monies that cannot be spent for any other purpose. Unlike budgeted monies, special fund accounts cannot be overspent since they are real monies.
- D. The voucher must be signed by the committee chair (or key representative) and the assigned council member for that committee. If the assigned council representative is not available, the voucher may be signed by an officer of the church.
- E. A budget account may be exceeded as long as the submitter is able to identify the offset or provide supportive evidence. All leaders must work together to ensure that as a congregation we do not engage in deficit spending.

10.7.4 DEFICIT CONTROL PROCEDURE

FULC DEFICIT CONTROL PROCEDURE

Revised: May 2012

We trust in the Lord to provide us the resources to do His work. But the Lord works **through us**, and it is our responsibility to be good and faithful stewards of the resources He provides, financial and otherwise. Effective governance of the Church provides the means for us to have a place and the tools to serve his Mission. If we fail at this, it is not impossible for our doors to close. It has happened to other churches.

Part of our duty in fiscal governance is to guard against deficits. There are three types of deficits to consider, list below in order from least to most serious:

EXPENSE BUDGET DEFICIT: We spend more money than we planned to spend.

SEASONAL SPENDING DEFICIT: The timing of income and expenses are not matched well calendar-wise, resulting in us temporarily spending more than we take in.

DEFICIT SPENDING (ANNUAL): Over the course of the year we spend more than we take in, resulting in an erosion of our cash position. This can put us at risk in our ability to cover fixed costs and to pay out special fund contributions as required by law.

It is each Council representative's duty to know the budgeted amounts for his ministry line items, and to only submit vouchers if those amounts will not be exceeded. To guard against deficits, the following procedure will be used.

1. All voucher forms will include the following required check boxes for the submitter:
 - This expenditure will not exceed the budget for this line item.
 - This expenditure exceeds the budget for this line item but will be offset by _____.
 - This expenditure will result in the annual budget being exceeded, but is required to achieve our Mission. I request exception approval.
2. The person submitting the voucher must check one of the three boxes.
 - a. If the first box is checked, the bookkeeper will process the payment.
 - b. If the second box is checked, the submitter must cite in which account and which month the offsetting savings will occur. The bookkeeper will then process the payment but will copy the voucher for the Treasurer's use. The Treasurer will then modify the budget accordingly.
 - c. If the third box is checked, the voucher will not be processed but will be referred to the Treasurer and the President for action as described below.

3. Members must not submit vouchers for expenditures already incurred and expect to be reimbursed if they have not already received approval from the Council member responsible for the impacted budget line item.
4. The budget will be spread by month so that cash flow can be managed on a Council meeting-by-meeting base.
5. A portion of each council meeting will be focused on cash flow management.
6. Effective use of special funds during austere times will be employed to guard against general fund deficit spending.
7. **Voucher requests requesting over-budget approval:** After conferring with the Financial Secretary regarding the status of giving, and examining the state of income and expense across all budget line items, the Treasurer will make a recommendation to the President to approve or reject the voucher. This process may require discussion with the submitting party. Before final payment, both the Treasurer and the President must approve the voucher by written signature.
8. **Overall budget deficits:** There may occur times wherein all ministries are operating within their budgets but a spending deficit still exists due to a shortfall of giving or an unpredicted emergency expenditure. At these times, the Treasurer will bring recommendations to the next Council meeting that may involve spending freezes in specified general ledger accounts. These recommendations will be made in the form of motions to be approved by Council. The Treasurer will then ask the bookkeeper to refuse to pay vouchers made against the frozen accounts until such time as the Council by vote removes the freeze.
9. If an emergency situation regarding a current or future deficit arises, the Treasurer may request the President to call a special Council meeting to deal with the issue.

11.0 POSITION DESCRIPTIONS

As developed by Shared Ministry and approved by the Congregation Council. Where formal job descriptions do not exist, a list of duties is provided.

11.1 BOOKKEEPER

A COVENANT OF EMPLOYMENT

First United Lutheran Church of Kennesaw Georgia covenants with Jim Stiber to serve as Bookkeeper at FULC. This is a part-time position, with no benefits. There will be a ninety day introductory period.

As an employee of First United Lutheran Church, you shall:

- Receive the congregation as the people of God with love, goodwill, cooperation and respect.
- Strive in work and action to be a worthy example in Christian living.
- Uphold the congregation in prayer.
- Take work direction from the Pastor and/or the Assigned Representative of the FULC Finance committee.

As Bookkeeper for First United Lutheran Church, you shall:

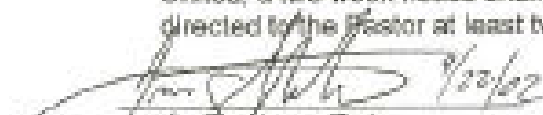
- Be responsible for running financial reports, posting entries, issuing checks and maintaining the bank accounts, complying with guidelines of FULC
- Keep records in an audit ready condition, participate in the annual internal audit
- Attend meetings of the finance committee, and other meetings as necessary.
- Receive an annual salary of \$4000

We, the congregation shall:

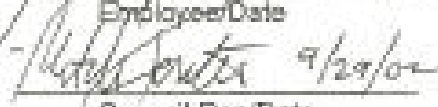
- Commit ourselves to the gospel by faithful participation in worship, learning, and fellowship activities.
- Seek to fulfill our calling to be servants to others in our families, occupations, communities, civic and political institutions, and voluntary associations.
- Receive you as our Bookkeeper, uphold you in prayer, and give you our love, respect and goodwill.
- Provide you and the Shared Ministry committee an opportunity to review your performance annually.

Together, we covenant to:

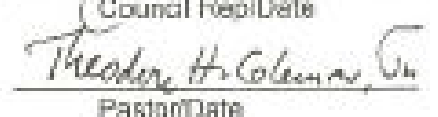
- Work together to be effective witnesses to our Risen Lord and Savior.
- Agree that in the event that either party wish to terminate employment at First United, a two week notice shall be given. Notice of intent to resign should be directed to the Pastor at least two weeks prior to the effective date.



Employee/Date 9/22/02



Council Rep/Date 9/29/02



Pastor/Date

BOOKKEEPER KEY JOB TASKS:

- Maintain general ledger account structure
- Timely transaction, adjusting & closing entries
- Support Treasurer & Financial Secretary
- Maintain filing system & voucher system
- Maintain bank accounts
- Issue checks and electronic payments
- Keep records audit-ready & support audits
- Facilitate timely financial reporting w treasurer
- Participate on the Finance Committee

11.2 CUSTODIAN

CUSTODIAN KEY JOB TASKS:

- Keep facilities clean
- Vacuum Pews
- Notify Property board of system failures
- Empty all wastebaskets
- Coordinate with suppliers and vendors
- Vacuum all rooms 1st floor
- Vacuum all rooms 2nd floor
- Clean and mop all bathrooms

11.3 NURSERY WORKER(S)

NURSERY WORKER KEY JOB TASKS:

- Age appropriate care & child interaction
- Welcoming, polite, friendly w parents/kids
- Care for babies, and ensure child safety
- Organize, clean, & sanitize nursery
- Conform to FULC Sale Child Policy
- Maintain current immunizations
- Maintain CPR training with AHA or ARC

11.4 DIRECTOR FAITH FORMATION

Faith Formation Director Position Description
First United Lutheran Church (ELCA) ~ 3481 Campus Loop Road, Kennesaw, GA 30144
770.427.0325 ~ firstlutheran@bellsouth.net

The position of Faith Formation Director is a half-time position (20 hours per week) and will have two main areas of ministry responsibility: Christian Education and Youth and Family Ministry. This position is supervised by the pastor and reports to the director of Christian education council person. For more information or to apply please contact the church office.

Christian Education Ministry Responsibilities

The Faith Formation Director will organize all Sunday school, Bible study and small group studies for all ages. This position is responsible for the following:

- Forming and developing a volunteer group of 3-5 congregation members to work together as a Christian Education Team for purposes of collaborating with the Faith Formation Director in organizing Christian Education.
- Chairing monthly meetings of the Christian Education team and providing an agenda and minutes for meetings that are reported to the pastor and director of Christian education council person.
- Choosing curriculum for classes from the ELCA publisher Augsburg Fortress, making exceptions only with expressed permission from the pastor.
- Recruiting, training, supporting and recognizing all teachers and teaching assistants.
- Scheduling classes and assigning rooms for classes.
- Organizing substitute teachers.

Youth and Family Ministry Responsibilities

The Faith Formation Director will organize all youth and family ministry programs. The position is responsible for the following:

- Forming and developing a volunteer group of 3-5 congregation members to work together as a Youth and Family Ministry Team for purposes of collaborating with the Faith Formation Director in organizing youth and family ministry.
- Chairing monthly meetings of the youth and family ministry team and providing an agenda and minutes for meetings that are reported to the pastor and director of Christian education council person.
- Organizing faith formation focused programs and activities for groups of three to five year-olds, kindergarten-2nd grade, 3rd-5th grade, middle school, high school and intergenerational groups.

General Responsibilities

The Faith Formation Director is also responsible for the following:

- Communicating and promoting classes, programs and events through church publications such as the weekly newsletter, monthly newsletter, email, website, Facebook, texting, etc.
- Ensuring that all activities are conducted in accord with First United Lutheran Church's child safety policies, including background checks.
- Maintaining database information on participants.
- Other duties as assigned by the pastor.

DIRECTOR FAITH FORMATION KEY JOB TASKS:

- Assemble & chair Christian Education team
- Organize & schedule Sunday school
- Organize Bible study & small group studies
- Select curricula under Pastoral guidance
- Recruit & assign teachers and substitutes
- Assemble & chair Youth & Family Ministry
- Organize faith formation events by age group
- Communicate & promote programs
- Maintain participant DB & adhere to policies

11.5 OFFICE MANAGER M-F

Monday/Friday Office Manager Job Description

In a part-time appointment of approximately ten hours per week (five hours on Monday and five hours on Friday), the Congregation Council of First United Lutheran Church seeks to employ an individual to help us accomplish our mission in the position of officer manager for Mondays and Fridays. Compensation for this position is \$10.25 per hour, as established by the FULC council on 9/22/2015.

In collaboration with the Tuesday/Wednesday/Thursday office manager, the main functions of the Monday/Friday office manager are:

1. to operate and manage an office for conducting the business affairs of the congregation during posted office hours on Mondays and Fridays,
2. to interpret the organizational structure for the congregation to its congregants, vendors, prospective congregants, and visitors, and
3. To serve as an administrative assistant to the pastor, especially with regard to church publications. The office manager is supervised by and reports to the pastor.

Primary Duties

1. Congregational Publications.

- Responsible for the church website (fulc.org), the weekly news, monthly newsletter (Uniter), mass emails, phone tree messages, Facebook posts, PowerPoint slide announcements for the lobby TV, annual reports for the May congregational meeting and a FULC member directory. As technology develops the Monday/Friday office manager will be responsible for using new media for publications and announcements too.
- Generate a list of member birthdays and anniversaries monthly for the church newsletter.
- Support the Tuesday-Wednesday-Thursday office manager in publishing worship bulletins.

2. Receptionist.

- Receive all communications (telephone calls, emails, mail, voice mail, and faxes), walk-in visitors, church members, vendors, delivery persons, and contractors as the on-site, point of contact person for the general business of First United Lutheran Church.
- Make appropriate referrals to persons in our organizational structure. Write telephone messages for pastor, staff, and volunteer leadership when they are not available.
- Sort and distribute the mail received at the church.
- Train key leaders in the operation of the Phone tree message system as needed. Print sets of mailing labels for key leaders, and trouble-shoot problems with mailing lists and membership listings (database).

3. Administrative Assistant to the Pastor.

- Notify the pastor in a timely way concerning accidents, hospitalizations, or deaths of church members.
- Please make communications (telephone calls, email, website updates, Facebook postings, letters, etc.) on behalf of the pastor as directed.
- Maintain a prayer list of personal requests for publication.
- Send letters to visitors and first-time worshippers on behalf of the pastor, and write a list of visitor names, addresses, telephone numbers, and email addresses for the pastor.
- Collaborate with the bookkeeper to provide assistance in trouble-shooting bills from vendors during business hours.
- Collect statistics on worship attendance and Sunday offering totals.

4. Church Calendar.

- Schedule church building use and on-site church activities. Ask church groups to complete a church activity form and then forward that request to the pastor, council property chair, and property committee chair for approval to schedule such events on the church calendar. Generally, they will deal with community groups (i.e., non-church groups).
- The pastor will schedule all worship services, baptisms, funerals, and weddings, and the Church Office Secretary will also add these events to the electronic calendar. The official FULC calendar will be the one on the website.

5. Church Office Equipment and Telephone system.

- Monitor, order, and receive supplies for church office equipment. Contact service people for equipment that is not working well. Please keep and file all equipment manuals and associated paperwork.
- Set-up the greetings and message voice-mails for staff on the church telephone system.

6. Building Keys.

- Issue church building keys to staff, volunteer leaders, and authorized representatives of outside groups as necessary.
- Keep and maintain a record of who has keys including deposits (if any).

Holidays and Vacation.

- The church office will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day when it falls on a weekday, and usually the day after Christmas, except when Christmas falls on a Saturday. These will be paid holidays (4 hrs. or 3 hrs. or whatever hours normally would be worked) for the office managers.
- Vacation time in this part-time position must be approved by the pastor. When you are on vacation or unable to work, please arrange with the other office manager and/or volunteers to provide coverage for the posted office hours.
- As of January 19th, 2016, the congregational council has approved of one week of paid vacation per year for this position.

FULC Staff Handbook, Annual Evaluation, and Termination of Employment.

- It is expected that the office managers will comply with the provisions of the First United Lutheran Church staff personnel policies as stated in the staff handbook and the Safe Child policy.
- Office managers will participate in an annual performance review by the pastor, assisted by the Shared Ministry team. This review will provide opportunity for mutual dialogue, goal setting, and conflict resolution
- Either the congregation council or the employee may terminate the employment relationship by giving the other thirty days written notice.

Job Qualifications

- Ability to keep confidential pastoral information secret.
- Professional demeanor and neat appearance.
- Good word processing, computer, and database skills.
- Excellent people skills.
- Attention to detail.
- Well-developed organizational skills and time management skills.

Monday and Friday tasks

- Building and office open-up and lock-up routines
- Telephone calls and messages
- Emails
- Facebook posts
- Voice mail
- Sort and distribute mail
- Receive visitors, church leaders and others

Weekly tasks

- Worship bulletins and weekly news printing.
- Visitor lists
- Website Updates
- PowerPoint slides for announcements.

Monthly tasks

- Contributions to monthly Uniter newsletter (calendar, birthdays, anniversaries) & publishing the Uniter
- Emailing Uniter to the FULC webmaster

Annual tasks

- Printing and folding Advent bulletins, Lenten bulletins, Maundy Thursday, Good Friday bulletins
- Annual reports to congregation (May)
- Member telephone directory
- Printing and folding Christmas Eve bulletins.

On-Demand tasks

- Baptism Certificates.
- Funeral & Wedding bulletins.
- Pastor communications.
- Bookkeeper trouble-shooting with vendors during business hours.
- Other duties as assigned by the pastor.

OFFICE MANAGER KEY JOB TASKS:

- Communications: Tel, E-mail, Phone Tree
- Pastoral Assistance
- Coordinate vendors, suppliers, service cos.
- Maintain & post to events calendars
- Assist with bookkeeping as needed
- Prepare bulletins, Uniter, other docs
- Other tasks as needed
- Back up Council Secretary

11.6 OFFICE MANAGER T-W-TH

Tuesday/Wednesday/Thursday Office Manager Job Description

In a part-time appointment of approximately fifteen hours per week, the Congregation Council of First United Lutheran Church seeks to employ Trish Holle to continue to help us accomplish our mission in the position of officer manager on Tuesdays, Wednesdays and Thursdays. Compensation for this position is \$13.35 per hour, as established by the FULC council on 1/19/2016.

In collaboration with the Monday/Friday office manager, the main functions of the Tuesday/Wednesday/Thursday office manager are:

4. to operate and manage an office for conducting the business affairs of the congregation during posted office hours on Tuesdays, Wednesdays and Thursdays,
5. to interpret the organizational structure for the congregation to its congregants, vendors, prospective congregants, and visitors, and
6. To serve as an administrative assistant to the pastor, especially with regard to church publications. The office managers are supervised by and report to the pastor.

Primary Duties

7. Congregational Publications.

- After consulting with the pastor, church musicians, and volunteer coordinators: publish church worship service bulletins on a weekly basis, occasional funeral and wedding bulletins, and other special service bulletins, such as Wednesday worship bulletins, Wednesday Advent Bulletins, Wednesday Lenten bulletins, Maundy Thursday, Good Friday, Advent, and Christmas Eve bulletins. Please email text of service bulletins in electronic form to worship leaders.
- Generate and distribute scripture readings to worship service lectors.
- Responsible for congregational mailings, mass emails and phone tree messages as needed.

8. Receptionist.

- Receive all communications (telephone calls, emails, mail, voice mail, and faxes), walk-in visitors, church members, vendors, delivery persons, and contractors as the on-site, point of contact person for the general business of First United Lutheran Church.
- Make appropriate referrals to persons in our organizational structure. Write telephone messages for pastor, staff, and volunteer leadership when they are not available.
- Sort and distribute the mail received at the church.
- Train key leaders in the operation of the Phone tree message system as needed. Print sets of mailing labels for key leaders, and trouble-shoot problems with mailing lists and membership listings (database).

9. Administrative Assistant to the Pastor.

- Notify the pastor in a timely way concerning accidents, hospitalizations, or deaths of church members.
- Please make communications (telephone calls, email, website updates, postcard mailings, Facebook postings, letters, etc.) on behalf of the pastor as directed.
- Maintain a prayer list of personal requests for publication.
- Collaborate with the bookkeeper to provide assistance in trouble-shooting bills from vendors during business hours.

10. Church Calendar.

- Schedule church building use and on-site church activities. Ask church groups to complete a church activity form and then forward that request to the pastor, council property chair, and property committee chair for approval to schedule such events on the church calendar. Generally, they will deal with community groups (i.e., non-church groups).
- The pastor will schedule all worship services, baptisms, funerals, and weddings, and the Church Office Secretary will also add these events to the electronic calendar. The official FULC calendar will be the one on the website.

11. Church Office Equipment and Telephone system.

- Monitor, order, and receive supplies for church office equipment. Contact service people for equipment that is not working well. Please keep and file all equipment manuals and associated paperwork.
- Set-up the greetings and message voice-mails for staff on the church telephone system.

12. Building Keys.

- Issue church building keys to staff, volunteer leaders, and authorized representatives of outside groups as necessary.
- Keep and maintain a record of who has keys including deposits (if any).

Holidays and Vacation.

- The church office will be closed on the following holidays: New Year's Day, Martin Luther King Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the Friday after Thanksgiving, Christmas Day when it falls on a weekday, and usually the day after Christmas, except when Christmas falls on a Saturday. These will be paid holidays (4 hrs. or 3 hrs. or whatever hours normally would be worked) for the office managers.
- Vacation time in this part-time position must be approved by the pastor. When you are on vacation or unable to work, please arrange with the other office manager and/or volunteers to provide coverage for the posted office hours.
- As of January 19th, 2016, the congregational council has approved of one week of paid vacation per year for this position.

FULC Staff Handbook, Annual Evaluation, and Termination of Employment.

- It is expected that the office managers will comply with the provisions of the First United Lutheran Church staff personnel policies as stated in the staff handbook and the Safe Child policy.
- Office managers will participate in an annual performance review by the pastor, assisted by the Shared Ministry team. This review will provide opportunity for mutual dialogue, goal setting, and conflict resolution
- Either the congregation council or the employee may terminate the employment relationship by giving the other thirty days written notice.

Job Qualifications

- Ability to keep confidential pastoral information secret.
- Professional demeanor and neat appearance.
- Good word processing, computer, and database skills.
- Excellent people skills.
- Attention to detail.
- Well-developed organizational skills and time management skills.

Tuesday, Wednesday and Thursday Tasks

- Building and office open-up and lock-up routines

- Telephone calls and messages
- Emails
- Voice mail
- Sort and distribute mail
- Receive visitors, church leaders and others

Weekly tasks

- Worship bulletins
- Email service bulletins to A/V specialists and worship leaders

Monthly tasks

- Scripture lessons to readers

Annual tasks

- Advent bulletins, Lenten bulletins, Maundy Thursday, Good Friday bulletins
- Christmas Eve bulletins.

On-Demand tasks

- Baptism Certificates.
- Funeral & Wedding bulletins.
- Pastor communications.
- Bookkeeper trouble-shooting with vendors during business hours.
- Other duties as assigned by the pastor.

OFFICE MANAGER KEY JOB TASKS:

- Communications: Tel, E-mail, Phone Tree
- Pastoral Assistance
- Coordinate vendors, suppliers, service cos.
- Maintain & post to events calendars
- Assist with bookkeeping as needed
- Prepare bulletins, Uniter, other docs
- Other tasks as needed
- Back up Council Secretary

11.7 PRAISE AND WORSHIP MUSIC LEADER

The role of this position is to help First United Lutheran Church accomplish its vision (Pray, Grow, Share, & Serve) and its mission “to share the good news of Christ” by serving among us as Contemporary Worship Music Leader for the Contemporary Sunday worship service.

The Contemporary Worship Music Leader is a paid position on the church staff. The Contemporary Worship Music Leader is to be supervised in this church staff position by the senior pastor. It is expected that they will work together collaboratively in their respective ministerial responsibilities. The Contemporary Worship Music Leader is also a member of the Worship and Music Committee, which is responsible on Church Council to the Director of the Ministry of

Worship and Praise:

Specific responsibilities to include:

1. Service Music

Select and play (leading the members of Celebration) congregational songs for the Contemporary worship service, which are appropriate to scripture lessons chosen for each Sunday and for the Church Season (following the Revised Common Lectionary). This should be done in consultation with the Pastor (or his/her representative in case of absence), the Worship and Music Committee and the Song Selection Committee if there is one. Lead Celebration and congregational singing at Sunday morning Contemporary worship services and at other worship services such as on Christmas Eve.

In consultation with the Senior Pastor and the Worship and Music Committee, select the appropriate musical and liturgical settings for the Holy Communion liturgical service for the various seasons of the Christian year. The seasons of the Christian year are Advent, Christmas, Epiphany, Lent, Easter, and Pentecost.

2. Service Bulletin and Music

In choosing music for worship, communicate song titles and any offertory or communion songs for Sunday Contemporary worship services to the church office secretary by Wednesday noon for weekly duplication.

Oversee and or assemble the PowerPoint slides used during the Contemporary Worship Service. Arrange for a volunteer to operate the PowerPoint presentation.

3. Rehearsal

Direct Celebration in one weekday rehearsal (currently on Thursdays) to prepare for Sunday worship services. Promote an experience of prayer, spiritual growth, musical learning, and mutual care at the rehearsals and with these groups.

4. Music Leadership Team

Recruit, audition, train, and direct singers, instrumentalists, and other musical leaders for Celebration.

5. Funerals, Weddings and Special Events

Because the Contemporary Worship Music Leader is currently a volunteer position and Celebration is formed completely by volunteers, playing service music for funerals, weddings and special events held at the church will be up to the Contemporary Worship Music Leader and the members of Celebration as they are able and in agreement with the people asking for their services. Reimbursement for Celebrations services will be arranged by Celebration and the Contemporary worship leader.

6. Worship Leadership Planning

Complete worship planning with the senior pastor (or his/her associates), the Worship and Music Committee and any contemporary worship service design teams. Assist the Church Council Representative in developing the Annual Contemporary Worship budget. Purchase and receive appropriate music and supplies, limiting expenditures to amount provided in church budget or in dedicated funds.

7. Supervision of Musical Staff

Supervise and rehearse the volunteer musicians and singers of Celebration. Be aware of and comply with all laws and procedures pertaining to immigration and work permits.

8. Copyright

Respect the property rights of composers, authors, and publishers by being aware of and complying with the copyright laws and attendant procedures regarding performance, reproduction, and performing rights of musical pieces. Keep musical licenses current and update the CCLI web site for usage when necessary. Report photocopying of music according to the provisions of any church copyright licensing agreements.

9. Sanctuary - Instruments and Equipment – Contemporary Music Library

As Contemporary Worship Music Leader you have responsibility for the care, maintenance, and use of the Celebration band and singer's space in the sanctuary, the musical instruments and equipment pertaining to the Contemporary service, the contemporary's music library, and the sanctuary public address system.

10. Annual Report - Performance Review - Staff Meetings

Write an annual report describing your activities and achievements, listing the names of persons participating in musical groups, and giving attendance numbers for events. Indicate in this report the current condition of the church musical instruments under your care, and specify the necessary annual maintenance. This report will be included in the book of reports presented at the May congregational meeting. Participate in an annual performance review by the senior pastor and the Shared Ministry team. This review will provide opportunity for mutual dialogue, goal setting, and conflict resolution. Participate in any annual staff planning retreat and quarterly staff meetings per the senior pastor's request.

11. Continuing Education

Grow your spiritual abilities and musical competencies by attending continuing education opportunities, workshops, or seminars. The church will provide a portion of the monies required to do such continuing education if available. Consult with your council contact for available funds.

12. Staff Personnel Policy

It is expected that the Contemporary Worship Music Leader will comply with the provisions of the First United Lutheran Church staff personnel policies and the Safe Child policy.

13. Absences/Vacation

If the Contemporary Worship Music Leader is unable to lead worship for a specific Sunday(s) he should arrange with a member of Celebration to supply for the appropriate worship leadership. If necessary arrange to have substitute musician(s) found to maintain the integrity of Sunday worship.

14. Terms of Volunteer Appointment

This appointment shall be considered probationary with the call of a new senior pastor so as to allow his/her development of their church staff. This appointment shall end when terminated by your resignation or by a vote of the Congregation Council.

Skills and Qualifications:

1. A basic knowledge of Contemporary music and worship styles.
2. Experience in worship leadership, instrumental and vocal performance.
3. Experience in developing and leading worship teams and the ability to relate to others with healthy interpersonal skills.
4. A working knowledge of the components important to Lutheran worship.
5. Ability to sing and play with accurate pitch and rhythm.
6. Knowledge of the Lutheran Church and the ability to match appropriate contemporary music with the themes of the Christian Church year and the abilities of the singers involved.
8. Ability to work collegially with staff members, pastors, and congregational leaders.

Revised 06-25-10

PRAISE AND WORSHIP MUSIC LEADER KEY JOB TASKS:

- Select & play appropriate songs
- Notify office of songs, for bulletin
- Oversee or assemble PowerPoint slides
- Direct Celebration Band, inch rehearsals

- Conform to licensing & copyright laws
- Worship planning, budget, purchases
- Coordinate band special event participation
- Maintain instruments, PA, & AV equip.

11.8 TRADITIONAL MUSIC LEADER

KEY JOB TASKS:

- Worship planning, budget, purchases
- Select & play appropriate songs
- Other tasks as needed
- Direct Choir, including rehearsals/staffing
- Conform to licensing & copyright laws

The role of this position is to help First United Lutheran Church accomplish its vision (Pray, Grow, Share, & Serve) and its mission “to share the good news of Christ” by serving among us as Organist/Choir Director for the traditional Sunday worship service. The Organist/Choir Director is to be supervised in this church staff position by the senior pastor. It is expected that they will work together collaboratively in their respective ministerial responsibilities.

Specific responsibilities to include:

1. Service Music

In relation to the Revised Common Lectionary scriptures and themes, select and play organ, piano, or keyboard music for the Lutheran liturgy, congregational hymns and songs. This should be done in consultation with the Pastor, the Worship and Music Committee and the Hymn Selection Committee if there is one. Direct singers and congregational singing at Sunday morning traditional worship services and at other worship services, such as, Ash Wednesday, Maundy Thursday, Good Friday, Christmas Eve services, and midweek Lenten and Advent services (generally Wednesdays at 7:30 pm).

In consultation with the senior pastor and the councilperson for traditional worship, select liturgical musical settings for the Holy Communion liturgical service for the various seasons of the Christian year. The seasons of the Christian year are advent, Christmas, Epiphany, Lent, Easter, and Pentecost. The sources for liturgical Holy Communion Lutheran settings are as follows:

Evangelical Lutheran Worship (Augsburg Fortress, 2006). Holy Communion settings one through nine, pp. 94-209.

2. Service Bulletin and Music

If you are choosing music for worship please communicate hymn titles and hymnal numbers and any offertory or communion songs for Sunday traditional worship services and other worship service bulletins to the church office secretary by Wednesday noon for weekly duplication.

3. Rehearsals:

Direct one weekday evening rehearsal (preferably Wednesdays) each week which may include adults in choir, musical ensembles, such as a hand bell choir, instrumentalists, and soloists. As choir director, you have the authority to dismiss, after one written warning delivered in private, any volunteer singer or musician whose behavior is not cooperative or respectful. Promote an experience of prayer, spiritual growth, musical learning, and mutual care at the rehearsals and with these groups.

4. Music Leadership Team

Recruit, audition, train, and direct singers, instrumentalists, and other musical leaders.

5. Funerals and Weddings

Play service music for funerals and weddings held at the church, consulting with wedding couples or with a family

representative for funerals, if requested. For these services, you will receive additional compensation as specified in the church wedding policies or in the operating budget (for funerals). For weekday funeral services when you are not available, the services of another musician or organist may be used with your permission.

6. Worship Leadership Planning

Complete worship planning with the senior pastor and any traditional worship service design teams. Purchase and receive appropriate music and supplies, limiting expenditures to amount provided in church budget or in dedicated funds.

7. Supervision of Musical Staff

Except for the contemporary church musician and musicians associated with the Sunday contemporary worship service, supervise any other paid musicians or volunteer choir directors. Be aware of and comply with all laws and procedures pertaining to immigration and work permits.

8. Copyright

Respect the property rights of composers, authors, and publishers by being aware of and complying with the copyright laws and attendant procedures regarding performance, reproduction, and performing rights of musical pieces. Report photocopying of music according to the provisions of any church copyright licensing agreements.

9. Music Room - Instruments and Equipment - Music Library

As Organist/Choir Director you shall have responsibility for the care, maintenance, and use of the music room, musical instruments and equipment pertaining to the Sunday traditional service, and the church music library. The contemporary church musician has responsibility for the care, maintenance, and use of the sanctuary public address system and musical instruments and equipment pertaining to the Sunday contemporary service. It is expected that each will work collaboratively in their musical leadership roles. You may recruit, train, and supervise someone to maintain the church music library.

10. Annual Report - Performance Review - Quarterly Staff Meetings

Write an annual report describing your activities and achievements, listing the names of persons participating in musical groups, and giving attendance numbers for events. Indicate in this report the current condition of the organ, pianos, and other church instruments, and specify the necessary annual maintenance. This report will be included in the book of reports presented at the May congregational meeting. Participate in an annual performance review by the senior pastor and the Shared Ministry team. This review will provide opportunity for mutual dialogue, goal setting, and conflict resolution. Participate in any annual staff planning retreat and quarterly staff meetings per the senior pastor's request.

11. Traditional Worship Committee and Teams

Support and consult with key leaders on traditional worship teams and ministry committee.

12. Continuing Education

Grow your spiritual abilities and musical competencies by attending continuing education opportunities, workshops, or seminars. The church will provide a portion of the monies required to do such continuing education.

13. Staff Personnel Policy

It is expected that the Organist/Choir Director will comply with the provisions of the First United Lutheran Church staff personnel policies and the Safe Child policy.

14. Vacation Sundays

Up to three Sundays per year are allowed for paid vacation time and sick leave. Arrange with the senior pastor your vacation time and any other time away. Arrange for a substitute organist leader in your Sunday absence(s).

15. Term of Appointment

This appointment shall be co-terminus with the call of the senior pastor. It shall end with the ending of the senior pastor's call, unless sooner terminated by your resignation or by a vote of the Congregation Council.

Skills and Qualifications:

1. Bachelor's degree or equivalent degree in music or in church music.
2. Experience in choral conducting.
3. Experience in developing and leading teams and the ability to relate to others with healthy interpersonal skills.
4. Knowledge of keyboard instrument and keyboard ability sufficient to play hymns, Lutheran liturgy, and easy accompaniments at sight.
5. Ability to sing and play with accurate pitch and rhythm.
6. Knowledge of basic music theory, including simple transpositions or harmonizing a melody.
7. Knowledge of the Lutheran Church and the ability to match appropriate keyboard music with the themes of the Christian Church year and the abilities of the singers involved.
8. Ability to work collegially with staff members, pastors, and congregational leaders.

Mission statement of First United Lutheran Church = We are called by God to study God's Word and through worship and prayer, grow in Christian faith so that we willingly share our gifts and serve our church and community as Christ's disciples. (Adopted 12/03). Vision Reminder = Pray, Grow, Share, and Serve)

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Revised 03-17-2010

11.9 PASTOR (As documented in Call Papers—Attachment D)

PASTOR KEY GOALS:

- Evangelism: Families, kids, students
- Develop & conduct Education programs
- Help reclaim lost sheep & disaffected
- Reinvigorate Membership Ministry
- Christian-like conflict resolution
- Improve synergy between 1st & 2nd svc
- Improve small group interface w church
- Create focus on a shared mission
- Improve communication & use of media

11.10 AD HOC AND STANDING COMMITTEES OF THE COUNCIL

Following are other committees as chartered by the Constitution and By-Laws.

- **Nominating Committee**
- **Call Committee**

Contact information for the below groups is available in the current directory and at the church office.

12.0 INDEPENDENT SMALL GROUP MINISTRIES

- Christ Care Lead Equipper
- Community Groups Using FULC
- Finley ChristCare Group
- Flowers for Worship Services
- McCarthy ChristCare Group
- Membership Records & Transfers
- Newsletter – Uniter
- Offering Counters, Training & Scheduling
- Prayer chain
- Quilters For Christ
- Stephen Ministry
- Strudthoff ChristCare Group
- Sunday Coffee hour refreshments
- Sunday School Director (youth & adult)
- Via de Cristo
- Women’s Circle – Dorcas Circle
- Women’s Circle – Mary Martha Circle

Contact information for people currently assigned to the below roles is available in the current directory and at the church office.

13.0 KEY WORSHIP AND MUSIC JOBS

(For these jobs, there is an assigned person each for the early and late services).

- Scheduling and Training of Worship Leaders
- Scheduling and Training of Ushers
- Scheduling and Training of Scripture Readers
- Scheduling and Training of Communion Assistants
- Scheduling and Training of Altar Guild
- Scheduling and Training of Acolytes

These attachments are inserted behind this page in these Leadership Guidebook and are also available from the church office.

Attachment A—FULC Constitution

Attachment B—FULC By-Laws

Attachment C—FULC Current Year Budget Summaries

Attachment D—Rev. Anthony Prinsen Call Papers

Attachment E—Unpublished Changes

(Use this section to post changes that will go into the next publication of the Guidebook).