ST. PAUL LUTHERAN CHURCH
POLICIES AND PROCEDURES

as

Adopted by Congregation Council

Congregation Council

TITLE: Congregation Council

POSITION SUMMARY

The constitutional chapters relating to the work of a congregation’s officers, the meetings of Congregation Council, and the annual meeting of the congregation are contained in Chapters 10 through 13 of your congregation’s constitution. Check your Congregation’s Constitution, Bylaws, and Continuing Resolutions for specific differences.

I. Qualification and Gifts

• Have a love of God and demonstrate a commitment to following the way of Christ
• Have an enthusiasm and vitality for this calling to serve
• Be solution-oriented in your approach to the ministry and work of this congregation
• Be a generous and faithful contributor to the congregation

II. Time Commitment

• Council meetings – preparation, assignments, and committee meetings
• Council retreat
• Annual Meeting (February) and Congregation Meeting (November) of the Congregation

III. Principal Accountabilities

1. The members of the Congregation Council are trustees who act on behalf of the church membership. The Congregation Council has the principal responsibility for ensuring fulfillment of the church's mission and the legal accountability for its operations. This means that as a group, the members are in charge of establishing a clear organizational mission, forming the strategic plan to accomplish the mission, overseeing and evaluating the plan's success, working with the pastor and providing adequate support to that individual, ensuring financial solvency of the organization, interpreting and representing the community to the organization, and instituting a fair system of policies and procedures for human resource management.
2. Council members have a duty of loyalty to the organization, its pastor(s), staff and other council members. While differences of opinion are sure to arise, council members should seek to keep disagreements impersonal. Practicing discretion and accepting decisions made on a majority basis will promote council unity and confidence.

3. The pastor is responsible to the congregation and accountable to the synodical bishop.

4. Council members accomplish their functions through regular meetings and by establishing a committee structure that is appropriate to the size of the organization and the Congregation Council. Ideally, council members arrive at meetings prepared and ready to engage in thoughtful dialogue, and there is a group process, which generates and uses the best thinking of its members.

5. Councils should be open to self-evaluation and regularly review their own composition to ensure constituent representation, as well as council expertise and commitment. Councils also are responsible for evaluating and determining compensation for the organization.

6. Establish an Audit Committee of 3 non-council voting members that report to the Congregation Council. Terms of service are three years. (C13.03)

7. Councils should emphasize and practice partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.

8. Each congregation should establish a goal to tithe 10% of its unrestricted income from members to the mission of the wider church.

9. The Congregation Council is responsible for management of the business and affairs of the corporation. In carrying out their responsibilities, the law imposes on pastors and members of the council specific fiduciary duties of care, loyalty, and obedience to the law.

IV. Florida Sunshine Law relating to public and private meetings:

a) Florida's Government-in-the-Sunshine-Law, commonly referred to as the Sunshine Law, provides a right of access to governmental proceedings at both the state and local levels. **While this law typically does not apply to church boards and councils, there are situations and circumstances in which a church in its relationship with schools, civic organizations, or government-funded entities may come under Florida Sunshine Law requirements. It is recommended that you check recent rulings on this law to determine if your meetings fall under the published requirements of this law.** Page 2 of this guide contains web links to further information on the Florida Sunshine Law. A short summary of the Sunshine Law is presented in the following paragraphs.

b) The law is applicable to all Governing Boards and groups delegated the responsibility to make recommendations on matters which will be acted upon. The law is applied to any gathering of two or more members subject to the Sunshine requirements to discuss some matter which will likely come before the governing board for action. There are three basic requirements of s.286.011, F.S.:
c) (1) meetings of public boards or commissions must be open to the public; (2) reasonable notice of such meetings must be given; and (3) minutes of the meetings must be documented.

d) Sunshine Law applies to deliberations and discussions between two or more members of a board or council when those two members are discussing some matter which will likely come before a board. The use of a telephone or a computer to conduct such discussions does not remove the conversation from the requirements of the Sunshine Law. Similarly, members may not utilize or "go-between" individuals or communication to learn of the views of another member outside the Sunshine Law.

e) No resolution, rule, or formal action shall be considered binding except as taken or made at a duly noticed meeting.

**ELECTION OF COUNCIL MEMBERS**

All persons nominated for Congregational Council at St. Paul Evangelical Lutheran Church, at the Congregation Meeting held before Advent, shall receive a majority of the votes cast by written ballot to be elected to fill a designated position. A show of hands count may be used as a method of elections if there are no names added from the floor to the elections ballot for Congregation Council. Nominations from the floor must have the approval of the person nominated and the person nominated must be present at the meeting to confirm nomination. A show of hands election will be at the discretion of the Congregation Council President and will be announced. No physical count is necessary if majority vote to elect the ballot as presented for the meeting.

A serving member of the Congregational Council with the current Vice President of the Congregation Council will be the tellers for the tabulation when the written ballots are necessary. The Congregation Council President will call for the vote, after sufficient time, the written ballot’s will be closed, all ballot’s will be collected, and will be brought to the current serving Vice President of the Congregation Council to be tabulated. The Secretary will announce the vote results and will be the custodian of the ballots. (*See section 10 of the Congregation Constitution for more information*)

**1. OFFICERS & OFFICES**

**OFFICERS**

**C11.01.** The officers of this congregation shall be a president, vice president, secretary, and treasurer (s).

a. The officers shall be elected by the congregation by written ballot and shall serve a three year term with a limit of two terms (C11.02.). Each year in the term shall begin on January 1st and end on December 31st.
b. Duties of the officers shall be specified in the bylaws.
c. The officers shall be voting members of the congregation.
d. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

C11.01.01. The president shall preside at meetings of the Congregation Council.

C11.01.02. The vice president shall assume the duties of the president in the event of the president’s inability to serve.

C11.01.03. The secretary shall keep accurate minutes of all meetings of the congregation and of the Congregation Council, which shall be preserved permanently in the congregation’s archives.

C11.01.04. The treasurer(s) shall receive reports of all assets received from all sources including the report of contributions from the financial secretary and disburse them on proper orders, making monthly remittance of mission support receipts to the treasurer of the Florida - Bahamas Synod. The treasurer shall make a written report of all financial transactions to the Congregation Council on a monthly basis and to the congregation at its annual meeting.

Members of the same household cannot be elected to serve as Congregation Council Officers. If an officer of the Congregation Council is not able to fulfill the elected time, the Executive Committee shall have congregation approval to install an interim officer until the next election period.

**Congregation Council President**

**TITLE:** Congregation Council President

**POSITION SUMMARY**

The President, in conjunction with the rest of the Congregation Council, has general oversight of the life and activities of the congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The President [and other officers] are elected by the congregation at the Congregation Meeting.

The constitutional chapters related to the work of a congregation’s officers, the meetings of Congregation Council, and the annual meeting is contained in Chapters 10 through 13 of your congregation’s constitution.
I. Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor to the congregation

II. Time Commitment

- Council meetings – preparation, assignments, and committee meetings
- Council retreat
- Lead Annual and Congregation Meeting of St. Paul Evangelical Lutheran Church

III. PRINCIPAL ACCOUNTABILITIES

A. Presides at all meetings of the Congregation Council and the congregation and ensures that the Council performs its constitutionally mandated duties:

1. To lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals.
2. To seek to involve all members of this congregation in worship, learning, witness, service, and support.
3. To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
4. To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
5. To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
6. To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
7. To arrange for pastoral service during the sickness or absence of the pastor.
8. To emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.
9. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
10. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

B. As President of the council, he/she ensures that the council is aware of their responsibility for the financial and property matters of this congregation, specifically:

1. Ensures that the provisions of the congregation’s constitution and its bylaws are carried out.
2. Provides for an annual review of the membership roll.
3. Assists the Congregation Council in appointing and supervising salaried lay workers.
4. Presents a comprehensive report to the congregation at the annual and congregation meeting.
5. Suggestion: Prepare an article or summary of council actions and include the Monthly
6. Working in collaboration with the pastor, and Executive Committee of Council, sets an agenda in advance of council meetings.
7. Oversees a process whereby the pastor and two voting members are appointed to attend the annual Synod Assembly.
8. Appoints a committee to ensure that constitutional changes adopted by the Churchwide Assembly are entered into the congregation’s constitution and sent to the Florida-Bahamas synod for review and approval by Synod Council.
10. Is vigilant to circumstances involving conflict of interest.

Congregation Council Vice President

TITLE: Congregation Council Vice President

POSITION SUMMARY

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I. Qualification and Gifts
   • Have a love of God and demonstrate a commitment to following the way of Christ
   • Have an enthusiasm and vitality for this calling to serve
   • Be solution-oriented in your approach to the ministry and work of this congregation
   • Be a generous and faithful contributor to the congregation

II. Time Commitment
   • Council meetings – preparation, assignments, and committee meetings
   • Council retreat
   • Annual and Congregation Meeting of the Congregation

III. Principal Accountabilities

1. Serves as President in the event the President is unable to perform his/her duties, shall preside over the Congregation Council or Congregational Meeting in the absence of the President, and shall perform any additional duties as prescribed by the President.
2. Chairs committees on special subjects as designated by the Congregation Council.
3. Follows up with the pastor, council secretary, and treasurer to ensure the annual statistical information is filed with the ELCA by February 15 each year.
Emphasizes partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA.

**Congregation Council Secretary**

**TITLE:** Congregation Council Secretary

**POSITION SUMMARY**

The constitutional chapters relating to the work of a congregation’s officers, the meetings of Congregation Council, and the annual meeting are contained in Chapters 10 through 13 of your congregation’s constitution. Check the Congregation's Constitution, Bylaws, and Continuing Resolutions for specific differences.

I. Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor to the congregation

II. Time Commitment

- Council meetings – preparation, assignments, and committee meetings
- Council retreat
- Annual and Congregation Meeting of the Congregation
- Ensure preparation and filing of the Annual Congregational Report to the Evangelical Lutheran Church in America.

III. Principal Accountabilities

1. Keeps accurate minutes of all meetings of the congregation and of the Congregation Council in a volume provided by the congregation, which shall be made available to the voting members and be preserved permanently in its archives.
2. Serves as the custodian of the Church Seal and shall issue the notice of the call.
3. Perform such additional duties as prescribed by the President.
4. Be responsible for keeping records of council actions, including overseeing sending out meeting announcements, distributing copies of minutes and the agenda to each council member, and assuring that corporate records are maintained.
5. Ensures that the congregation provides a copy of its governing documents to the synod, as specified by ELCA bylaw 9.53.03.
6. Working with the pastor of the congregation, files or oversees the filing of the statistical report of the congregation with the Evangelical Lutheran Church in America. This report is due on February 15.
7. Emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations.

OFFICES

The Congregation Council is authorized to appoint the following Offices within the congregation: Financial Secretary(s) and The Director of Christian Education Director(s). These appointments need not be members of the Congregation Council.

Congregation Council Treasurer(s)

The constitutional chapters relating to the work of a congregation’s officers, the meetings of Congregation Council, and the annual meeting are contained in Chapters 10 through 13 of your congregation’s constitution. The treasurer(s), along with a financial secretary(s), if constitutionally provisioned, shall maintain confidentiality of donor records of giving and commitments, but realize also that such record belongs to the church. This record of information shall always be maintained on the data system and computers in the office of the congregation with at least one other individual having the ability to access all the treasurer(s) information. The treasurer shall work closely with the Finance Committee of the congregation, or in absence of such committee, with the Congregation Council.

I. Qualification and Gifts

- Have a love of God and demonstrate a commitment to following the way of Christ
- Have experience in the use of standard accounting procedures
- Have an ability to establish and maintain appropriate safeguards and oversee persons assisting in financial transactions
- Possess knowledge and understanding of insurance requirements, audit procedures, energy audits, bonding, and legal liabilities
- Have an enthusiasm and vitality for this calling to serve
- Be solution-oriented in your approach to the ministry and work of this congregation
- Be a generous and faithful contributor to the congregation

II. Time Commitment

- Council meetings – preparation, assignments, and committee meetings
- Finance Committee meetings
- Council retreat
- Weekly oversight of collection tabulations and deposits
- Periodic and timely payment of bills
- Annual and Congregation Meeting of the Congregation

III. Principal Accountabilities

1. Oversee the collection, counting and deposit of all contributions to the congregation, (if this is not the responsibility of the financial secretary) ensuring that at least two, unrelated persons are present at all times during collection and counting;
2. Oversee the treasurers of *all accounts maintained by any organization that is part of and or functioning within the congregation*, ensuring that they follow generally accepted accounting principles, policies and procedures;

3. Ensure that all bills are paid in a timely fashion; this task can also be accomplished by the Administrative Assistant, or Financial Secretary, if this position is utilized by the council, at the church office. Computer equipment and software programs are property of the congregation. Data may be offloaded from the church’s personal computer system for offsite analysis and back-up by the treasurer(s);

4. Ensure that adequate insurance is maintained on all real and tangible property;

5. Determine that the books and accounts of the congregation and organizations within the congregation are in accordance with generally accepted accounting principles, policies and procedures;

6. Emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and in cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA;

7. Establish a practice of “First Fruits” giving with the goal of tithing 10% of the unrestricted income to the ministries of the wider church.

8. Ensure that the congregation’s deeds and other instruments of ownership are maintained in a secure manner;

9. Meet regularly with the pastor, council, preschool, and/or staff for planning and evaluation;

10. Be an active member of the Finance Committee;

11. Oversee and Assist in the development of budget for St. Paul Evangelical Lutheran Church and St. Paul Lutheran Preschool;

12. Be available for other committees that might need help in planning budgets or need other assistance in financial matters;

13. Submit a regular, monthly financial report reflecting all of the organization and organization(s) within the congregation to the Congregation Council;

14. Submit an annual financial report of the organization and the organization(s) within the congregation to the congregation (at the Annual Meeting in February) that fully discloses income and expense, and assets and liabilities (including all trust and endowment funds).

IV. General Accountability

1. The treasurer(s) is accountable to the council and the congregation.

2. The treasurer’s ministry should be assessed as a part of the annual mutual ministry review of the entire leadership team of the congregation (pastor, officers, council members and, in many cases, heads of ministry groups and committees)
Specific Duties of the Treasurer(s)

I. Oversight of the following:

1. The Sunday Offering:
   - Loose Plate
   - Church Owned / Affiliated School(s)
   - Regular Adult Envelopes (current year)
   - Regular Adult Envelopes (prior year)
   - Regular Adult Envelopes (next year)
   - Special Adult Envelopes (Initial Offering, Ash Wednesday, Lent, Holy Week, Good Friday, Easter, Christmas, Flowers, etc.)
   - Memorial Gifts (Provide Administrative Assistant or the appropriate person with donor names and addresses for purposes of acknowledgement)
   - Endowment Gifts (Provide Administrative Assistant or the appropriate person with donor names and addresses for the purpose of acknowledgement)
   - WELCA Accounts as part of the Women of the ELCA
   - Capital Fund Envelopes and Debt Reduction Envelopes (Provide Administrative Assistant or the appropriate person with donor names and addresses for the purpose of acknowledgement when special gift is made)
   - Payments for Use of the Building by outside groups
   - All Other Gifts
   - Deposits: All Offerings and Preschool payments

   NOTE: Arrangements should be made to have two responsible persons secure the offering after worship services. Financial Secretary(s) at St. Paul Evangelical Lutheran Church will work with the Treasurer(s) in maintaining records of individual giving, membership statements of giving, and all donor records.

2. Credit all identifiable gifts to Donor’s Giving Record. Record by name all gifts made to the church;

3. At designated times (for example, at the end of February, May, August, November and December) make “Giving Statements” available to donor. Consult with the pastor and the Financial Team as to messages/enclosures to be included;

4. Prior to December 1, assign Next Year’s Pledge Envelopes to all members (pledging and non-pledging). All members should have an envelope number assigned for purposes of identifying gifts. Throughout the year it is a good idea to identify new members and invite them to make a pledge and offer them pledge envelopes;

5. Participate in Annual Stewardship Commitment Program by insuring the recorded pledges have been received;

6. Be responsible for accuracy of computer records of all gifts by each donor;

7. Make sure adequate funds are available in the church checking account for salaries, bills, and mission support to the synod for the ministry of the wider church;

8. Review all bills or invoices, sign checks processed by Administrative Assistant for bills and invoices, and make timely payment by check;

9. Assign appropriate account code(s), income and expense;
10. Complete and mail a Mission Support Remittance Form monthly to the Florida-Bahamas Synod, attaching a check with financial support totals for other synodical and churchwide ministries (e.g. Outdoor Ministry, Campus Ministry, or World Hunger)
11. Be responsible, with the Finance Committee assistance as needed, for preparation of Annual Budget and the Preschool Budget for ensuing year;
12. Present Congregation and Preschool budgets to congregation for approval at the Congregation Meeting in November;
13. Prepare monthly Treasurer’s Reports that provide the council with complete information about the financial health and condition of the congregation and all organizations working within the congregation. Review these reports with the Congregation’s Finance Committee;
14. Along with another person from the Executive Committee, manage congregation investments and all funds in excess of operating needs in light of liquidity needs and secure short and long term investments as needed and as directed by the Congregation Council;
15. Along with another person from the Executive Committee, maintain a record of all deposits/withdrawals regarding Endowment Fund Accounts and Preschool Scholarship Accounts;
16. Prepare a detailed report for Annual Congregation Meeting showing not only income and expense compared to budget for the prior year but also showing all assets and liabilities (including all trust and endowment funds);
17. Prepare the Financial Page of the Annual Congregational Report in a timely manner to ensure the congregation is able to submit its Congregational Report to the Evangelical Lutheran Church in America by February 15th, the due date;
18. Work with the Congregation Finance Committee to ensure that financial and budget planning for the church and preschool occurs in a timely manner;
19. Cooperate with the Congregation Audit Committee in its work. Be open to the recommendations that the committee may have as to matters of internal controls and congregation financial record keeping;
20. Ensure that a record of all purchases of a capital nature is maintained in a permanent record book (Computer inventory listing) by the Property Committee. Expenses to be included would be those normally considered as subject to depreciation in business accounting – furniture, fixtures, major improvements and additions, etc. Congregation records should include the date of purchase, the vendor, cost, and include any reference to a warranty (number of years).

II. Full Financial Disclosure to Members of the Congregation

As Treasurer(s), you are the steward of the financial resources of the congregation. Many members of the congregation may not be interested in financial matters. However, others may be thoroughly interested. In any case, full disclosure is the best policy. Giving the congregation more information than they want is better than giving them less. The Treasurer(s) will work with the Finance Committee to present a monthly update and summary of the congregation and preschool health

**Monthly: Keeping the Congregation Informed about “How We Are Doing”**
Suggestion: Prepare an article or summary of council actions and include the Monthly Treasurer’s Report of the congregation and all organizations working within the congregation in the church’s monthly newsletter;

**Annually: What kind of reports should be distributed at the Annual Meeting?**

1) Annual Financial Report of Revenues and Expenses for St. Paul Evangelical Lutheran Church and its Preschool, showing the prior year budget and actual and the budget for the New Year.

2) Prepare a Balance Sheet showing all the assets, especially financial assets of the congregation including preschool, endowments, and investments;

3) List all the accounts of the congregation and organizations within the congregation with year-end account balances at both the beginning of the year and end of the year;

4) Congregations Operating Account, Preschools Operating Account, Endowment Funds, and Special Accounts such as the Altar Guild Fund, Flower Fund, Youth Group Fund, Pastor’s Discretionary Fund, WELCA, Preschool Scholarship Fund, Memorial/Memorial Garden Fund, Hospitality Fund, Music Fund, and all other special funds. All of these are funds of the congregation and should be audited as part of the annual congregation audit, with a report made on them at the annual meeting;

5) If the congregation has had a capital campaign or debt reduction program, a report on those funds should be made each year until the funds have been fully used for the purposes of the capital campaign or debt reduction;

6) List all Endowment Funds showing the name and purpose of each fund including whether the fund is restricted (by the donor) or designated (by the council), stating who manages the funds (i.e., the Trustees), stating market value at the beginning of the year and end of the year and perhaps the original book (cost) value. Sometimes a brief history of a fund, if it known, stating when the fund was established and who the donor was will inspire others to remember the church in their wills.

7) Detailed Pledge Report: (from the Financial Secretaries) showing the following information:
   a) Number of pledges for the coming budget year;
   b) The total dollar amount pledged for the coming budget year;
   c) Both the median pledge and the average pledge amount;
   d) Detail report showing how many pledges in different ranges;
   e) Report the number of new pledges this year, the number of pledges that increased, the number that stayed the same, the number that decreased, the number that were not recommitted, the number of non-pledging households.

III. Internal Revenue Service Matters – Gifts, Unrelated Business Income Tax, Fundraising, 1099, W9 and Cash Accounts

1. When a church hires a substitute organist, pastor or other temporary employee, he or she is required to complete a W9 form. The church retains the form. If the individual earns more than $600 in a given year, the church will issue a 1099. If the individual does not complete a W9, the church is required to issue a 1099 regardless of the amount earned.

2. Christmas monetary gifts, such as solicited gifts for the pastor or other paid staff are not allowed by the IRS. If gifts (money) are solicited, the amount given to an individual
must be included on the W2 at year-end. Money given to a pastor or other paid staff that is not solicited but given directly from an individual is permissible.

3. In-kind gifts to the church. Basically, gifts in-kind are donations of tangible and intangible personal property and contributions of services made to a non-profit. Tangible gifts-in-kind include clothing, furniture, equipment, inventory, and supplies, among other things. Intangible gifts in-kind include contributions of advertising, patents, royalties, and copyrights. Gifts in-kind can also include things such as discounted rent. Services provided include legal, accounting, plumbing, nursing, physicians, and other professional services.

4. Cash accounts. For example, a church sponsors a Coffee Café on Sunday mornings. Cash donations are received to offset this function. All monies received via the café must be deposited into the church giving account. Money to buy new supplies must come from the church treasurer, not cash taken from the café donations. The individual operating a function can maintain a petty cash account, but must provide receipts to the treasurer for purchases.

5. If the congregation does not have an expense reimbursement policy, one should be established. Under IRS regulations, the payment of expense allowances, whether an auto allowance or an expense allowance, is taxable income to the recipient and must be reported on a Form 1099–Misc. Income. This can be avoided by developing an Accountable Expense Reimbursement Policy. Under such a policy, the pastor reports expenses to the church and receives reimbursement. Reimbursements paid under such a plan are not taxable and need not be reported to the IRS. Proper documentation concerning the business purpose of the expenses should be provided and maintained by the congregation.

6. IRS regulations for individual cash contributions of $250 or more:
   a. Donors will not be allowed a tax deduction unless they receive a written receipt from the church that satisfies the following requirements:
      i. the receipt must be in writing;
      ii. the receipt must identify the donor by name (a social security number is not required);
      iii. the receipt may combine all contributions, even those that are for $250 or more, in a single amount or it can list each contribution separately to aid donors in resolving discrepancies;
      iv. the receipt must state whether or not the church provided any goods or services to the donor in exchange for the contribution, and if so, the receipt must include a good faith estimate of the value of those goods or services;
      v. if the church provides no goods or services to a donor in exchange for a contribution, or if the only goods or services the church provides are “intangible religious benefits,” then the receipt must contain a statement to that effect;
      vi. the written acknowledgement must be received by the donor on or before the earlier of the following two dates: the date the donor files a tax return claiming a deduction for the contribution, or the due date (including extensions) for filing the return.
Financial Secretary

TITLE: Financial Secretary

QUALIFICATIONS: A member in good standing with gifts for taking care of financial matters.

POSITION RESPONSIBILITIES:

1. Shall post the offering envelope amount to the individual financial statement, assuring that a backup system is in place to prevent a catastrophic loss of information. As determined by the Congregation Council, the Treasurer(s) (or other lay member not related to the Financial Secretary), shall also have knowledge and access to such confidential records.
2. Shall maintain confidentiality of donor records of giving and commitments, but realize also that such record belongs to the church. This record of information shall always be maintained on the data system and computers in the office of the congregation with at least one other individual having the ability to access the information.
3. Shall work closely with the Finance Committee of the congregation, or in absence of such committee, with the Congregation Council.
4. Shall submit a report at each Congregation Council meeting showing all special offerings received during the previous month. These figures should balance with the Treasurer’s report.
5. Along with the Treasurer(s) shall at the Annual Congregational Meeting submit a summary report of all monies received, including special offerings, during the previous fiscal year.
6. Shall, at the end of each quarter, make and give to each member an individual financial statement showing what he/she/they has(have) given for that quarter with an accumulated total for the year.
7. Shall be responsible for maintaining control of the envelope numbers and issuing offering envelopes to new members.

A detailed Pledge Report: (from the Financial Secretaries) showing the following information:

- Number of pledges for the coming budget year;
- The total dollar amount pledged for the coming budget year;
- Both the median pledge and the average pledge amount;

Detail report showing how many pledges in different ranges;

Report the number of new pledges this year, the number of pledges that increased, the number that stayed the same, the number that decreased, the number that were not recommitted, the number of non-pledging households.

8. Shall provide acknowledgements to the contributor and to the family of the deceased for any memorials received. (This may be done by the Administrative Assistant)
9. Shall oversee the safe storage of the records of the members’ offerings for the last seven years.
10. Shall submit financial records to Congregation Council upon their request for review and audit in a timely manner at any time, including for an annual audit.
11. The Financial Secretary OR the two members of the counting team appointed by the Financial Secretary will make the bank deposits in the secure bag directly into the banker’s hands or the night depository.

12. Confidentiality of gifts received will be part of the training and reviewed with volunteers yearly.

I. Mission and Purpose of the Finance Committee

The mission and purpose of the Finance Committee is to serve as stewards of the financial resources of the congregation. As stewards, a primary function of the Finance Committee is to help identify ways and means to facilitate financial support for the congregation to carry out its stated mission and vision. While the council has ultimate responsibility as stewards of all the resources of the congregation, the Finance Committee shares this responsibility, and that of the treasurer, by bringing its knowledge, experience, and commitment to stewardship too bear on congregation financial matters. The Finance Committee should be a Committee of advice to the council modeling, pledging, giving, and supporting the vision and mission established by the congregation. The council might consider approving the members of the Finance Committee.

A. Some of the responsibilities of the Finance Committee are:

1. Provide the Treasurer(s) with a group of thoughtful, committed members of the congregation with whom the treasurer(s) can discuss ideas and congregation financial matters.

2. Assist the Treasurer(s) in the development of a job description for the Treasurer and that of Financial Secretary, if utilized by the council. Having a Financial Secretary not only provides someone to assist the Treasurer, it allows for better dual control.

3. Review and/or develop Internal Controls. Annually review existing Internal Controls to ensure they are being followed and to ascertain if there are opportunities for improvement and/or modification. For the protection of both the Treasurer(s) and the Congregation, appropriate internal control procedures should be in place. [This starts with the process for counting of the Sunday Offering – two unrelated persons should be present throughout the process.]

4. Assist in the development of the annual congregation budget and review the annual preschool budget.

5. Work in cooperation with the Nominating Committee as they recruit the members of the congregation audit committee. Review the results of the audit committee for the congregation and all organizations within the church. The report of the Audit Committee shall also be made directly and personally to the full council. A copy of the Audit Committee Report shall be part of the council minutes for July after mid-year audit and the yearly audit shall be part of the annual report.

6. Assist with the development of financial record-keeping systems and methods. Computer software should be reviewed to ensure that the reports meet the needs of the council and the congregation. The reports provided to the council and others should be “user-friendly.”
7. The committee should ensure a review all congregation endowment and trust funds on a quarterly basis by the Endowment Committee.

8. An endowment fund policy should be adopted and approved by the congregation. Such a document should state the ways in which endowment funds will be invested and the manner in which the income from those funds will be used. The existence of an endowment policy that is communicated to the congregation will tend to encourage future bequests and planned gifts to the congregation endowment fund since donors will know the congregation intends to be good stewards of the funds left to it.

9. The Stewardship Team should be developed within the finance committee and they should provide communications to the congregation that will educate members of the congregation about how their offerings support ministry and mission and how that makes a significant difference in the lives of both members of the congregation and those outside the congregation. This can be done through a monthly newsletter.

10. A recent inventory (with photographs or a video) of all church-owned furniture and fixtures should be maintained. Insofar as possible, the inventory should list the date of acquisition and replacement value. Vestments and altar items should be included. A copy should be maintained off site.

11. Develop a records retention policy. The ELCA Guidelines for Record Retention provides a list of retention schedules for different types of legal documents and records showing how long each type of congregational record should be maintained.

12. Consider developing a plan whereby all vital church records are copied on a suitable medium (CD, flash drive) which is reviewed annually to ensure they are still readable in the current states of technology. Maintain one copy. Such congregation records include council minutes, financial records, records of baptisms, confirmations, marriages, and funerals.

13. Establish a policy of computer backup and ensure a set of recent computer files are maintained off-site.

THE DIRECTOR OF CHRISTIAN EDUCATION shall evaluate, guide and lead the Sunday school; be a member of the Education Committee; hold periodic meetings with the teachers and staff and oversee the work of the Sunday School Secretary who shall maintain the records of the school. Along with the Education Committee, the Director shall recruit and train teachers and substitutes; assign classrooms; oversee Advent Event and Rally Day; preside over Sunday School programs and Openings/Closings; order all needed texts and supplies; evaluate criteria for a curriculum and make recommendations to the Education Committee and Pastor for revisions or replacement; oversee youth program and is responsible for approval of youth activities.

COUNCIL STRUCTURE:
The Congregation Council Structure involves elected members (that meet more than the minimum required by constitution) of St. Paul Evangelical Lutheran Church who are actively involved in the life of the congregation. Actively involved can be described as:
1. Shall be baptized members of the Christian faith
2. Actively attending worship services and receiving Holy Communion at St. Paul Lutheran Church
3. Making a regular recorded contribution for support of St. Paul Lutheran Church and the ministries of the church

Members of St. Paul Evangelical Lutheran Church who are elected to serve as congregation representatives on the Congregation Council will serve as described in Chapters 10-13 of this congregation’s constitution. Elected members of the congregation council also serve in a position of liaison to the committees of this congregation.

**St. Paul Lutheran Church Congregation Council**

**Liaison Duties**

- Elected member of the congregation serving St. Paul Lutheran Church. The powers of the congregation council are stated in section 5 of the Congregation Constitution.
- Serve as a liaison for specific committee or ministry group. Therefore, the liaison is responsible for communication from committee to the council and from the council to the committee. Confidential information is sometimes discussed at council meetings which mean you will not be able to share that with the committee or chair. Confidentiality means confidentiality!
- As liaison, you are not responsible for submission of month reports to council. The committee chair has the responsibility of submitting reports to council unless otherwise discussed with the chair(s) of the committee. The monthly reports are submitted to the Administrative Assistant.
- You are however responsible to ensure reports are being filed and that you are aware of the content of the report submitted prior to the council document being submitted each month. The communication between council liaison and committee chair is imperative for the health and wellness of the congregation.
- If articles or reports are not submitted by the committee chair, you are responsible to document why the report was not submitted and remind the chair that reports are required by each committee. If the issue continues, the Congregation Council President or Vice President will meet with the committee chair regarding reports.
- The council responsibilities are found in the Congregation Constitution in section 12 “Congregation Council”. Please know your responsibilities as council representative and liaison. The annual report should be a collaborative report as you and the chair(s) review and report on the past year’s mission and ministry. By Constitution you are responsible for submitting the “Annual Report”. The committee chair and council liaison will both work on and sign the annual report before the report is submitted to the Administrative Assistant in and with appropriate formatting for the annual report.
- The Director of Christian Education (or Chair) will submit a monthly report and annual report. Collaboration with the council liaison on these reports will ensure the liaison knows the content in the reports.
• The Committee Chair(s) leads the committee. Therefore; your responsibility in leadership is to support and aide in the success of the church through the committee. As liaison, you do not have leadership over the chair except that expressed in the Constitution for council. The chair(s), as head of the committee, is responsible for the management of any restricted fund accounts (income and expense). The liaison is responsible in communicating account information from council to the chair(s). When financial expenses are being processed you should follow the guidelines set by the Financial Team of St. Paul Lutheran Church. Do not compromise the Congregation Constitution as it reflects your elected position.

• As liaison, you are to support, nurture, and help the committee grow in the direction set by the congregation, the council, and ministry chair. Your position is to help complete the tasks of ministry in your specific area. You serve as one of the committee members as well as council representative. You’re to help increase volunteers as you establish relationships with others within the congregation and the community; so that God is glorified through the work of the church.

COMMITTEE STRUCTURES:

Hospitality Committee includes the following committees: Fellowship, Evangelism, Member Care, and Bereavement (each committee has a designated committee chair)

Finance Committee includes the following committees: Audit, Stewardship, Memorial/Garden, and WELCA (each committee has a designated committee chair)

Worship and Music Committee includes: Altar Guild, Flower Guild, and The Shared Ministry of Music Team.

The other committees in the ministry of St. Paul Evangelical Lutheran Church are as follows:

Social Ministry Committee  Property Committee  Endowment Committee
Mutual Ministry Committee  Christian Education/Youth Committee  Library Committee

2. STANDING COMMITTEES

Each Standing Committee shall be composed of at least three or more members on the Roll of Voting Members of this congregation. Although appointed by and responsible to the Congregation Council, these committees shall be recognized as representative of and performing essential services for, this congregation as a whole. The Pastor shall have voice and vote in all committees.
Except as stipulated in the following paragraphs, duties of all committees shall be assigned by the Congregation Council, along with such instructions as in its judgment are in the best interests of this congregation.

Other congregation committees may be formed as the need arises, by decision of the Congregation Council. All actions of committees shall be subject to review by the Congregation Council with Council having final authority, within limits of the Constitution.

**EXECUTIVE COMMITTEE**

The Executive Committee will be made up by the officers of the congregation council and the Pastor as described in the constitution chapter 11. The Executive Committee is authorized to act on behalf of the congregation council between council meetings, as the need arises. It is recommended that a council member on the Executive Committee meet with church staff regularly. The full duties of the Congregation Council Officers are listed in this manual.

The Executive Committee will receive performance reviews of the staff from Mutual Ministry and Senior Pastor. They will make recommendations to the Congregation Council concerning compensation, benefits, continuing education and working conditions.

The Senior Pastor with the help of the Executive Committee is responsible for conducting the annual review of the membership roll.

The Important Work of Your Congregation’s Nominating Committee

1. Define Your Congregation Council’s and Preschool Board Needs
   A. Define and/or refer to the mission of the congregation
   B. Assess the skills, talents, demographics, and spiritual life of current board members and those who you would like to have on council or preschool board. List all skills and talents and demographics, see where your needs are…..
      Is there an absence of young people, women, or others?
      Do you need more workers and visionaries?

2. Recruiting Effective Council and Preschool Board Members
   A. Be prepared to devote time, attention and consistent effort
      Never send a letter as your first communication
      Face to face conversation is absolutely the best
      Telephone conversation is second best
      Select people with a passion for the congregation’s mission and wellness!
      Know the background of the person and tell them why you believe they could be an asset as they serve as council or preschool board member
Give them adequate time to pray and think about it
Be clear about expectations
B. Look for skills as well as key demographic traits – seek individuals with a positive attitude and passion for God’s church
C. Conduct exit interviews with members who resign or rotate off

3. Retaining effective Council and Preschool Board Members
   A. Conduct a thorough orientation
   B. Give members adequate and timely information and materials
   C. Engage council members in meaningful activities
   D. Follow sound board development principles. Include Spiritual Growth, Leadership Training, Team training, Skill development, and, of course, some fun!!
   E. Have a system for members rotating off the board and a plan for using their leadership skills in the life of the parish

4. Common Mistakes in recruiting effective Council and Preschool Board Members
   A. Recruiting nominees just weeks or days before annual meeting
      (Recruitment needs to be happening all year)
      Don’t spend enough time recruiting and assessing
   B. No orientation for new members
   C. No outlined procedures or standards to help identify, select, and retain effective council or preschool board members

Chapter C13.02.A of the Model Constitution for Congregations recommends that a Nominating Committee consist of six voting members of this congregation, two of whom, if possible, shall be outgoing members of the congregation Council, shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive reelection

AUDIT COMMITTEE

An Audit Committee of (3) three voting members and one alternate will be elected by the Congregation Council. Audit Committee members will not be members of the Congregation Council. The term of office will be for three years, with one member elected each year. Members will be eligible for reelection as long as they are willing to serve.

The duties of the Audit Committee are:

- Examine and review all accounts and records for all entities of St. Paul Lutheran Church.
- Exercise supervision and oversee the work of the audit if it is conducted by an outside auditor.
- Examine all insurance policies and prepare a schedule of the insurance coverage.
• Inspect and examine securities and investments of the congregation. Insuring a 2 person rule of accessibility of securities and investments.
• Assure all contracted services of St. Paul have current proof of liability insurance on file.
• Assure all individual and non-contracted services wanting to have a meeting or event have provided proof of liability insurance prior to utilizing the facilities; (charitable organizations may be excluded at the discretion of the congregation council).
• Prepare a schedule of the securities and investments for review by the Finance Committee.
• Report its findings in writing to the Congregation council with supporting schedules and recommendations for change and improvement if any.
• Verify the physical inventory as prepared by the Property committee which includes all sizes and styles of physical property, serial numbers (if available), sizes, brands, of electronics, music inventory owned by St. Paul, instruments owned by St. Paul by brand, size, Library book inventory and value, as well as any other identifying physical inventory miscellaneous items located in or outside of the facility located at 4600 N. Ninth Ave.
• Prepare the ELCA Certification of Financial Review of Congregational Records for the office files, and the Annual February congregation meeting.

**MUTUAL MINISTRY**

The Pastor and the Congregation Council President will appoint six (*active) voting members to serve on the Mutual Ministry Committee. Their term of office will be three years, with two members appointed each successive year. The terms may be adjusted at the discretion of the Pastor and the Congregation Council President. One committee member will be a member of the Congregation Council and serve as their liaison. No chairperson will be appointed for the Mutual Ministry Committee. Each committee member may request a meeting be called and the council liaison will facilitate the call of meetings.

* *Active voting member will be understood as regular attendance in worship (2 or more times per month) and has a giving record for general giving. The Mutual Ministry Committee builds relationships of mutuality and therefore each person on the committee should be engaged in the worship life of the congregation.*

The Mutual Ministry Committee is responsible for affirming and strengthening the mutual ministry of the pastoral staff of St. Paul Lutheran Church. This includes the Pastor(s), Deacon(s) (Parish or Roster), Administrative Assistant, Preschool Director, and all other positions that are considered staff of St. Paul or its preschool. Their purpose is to enable confidential two-way communication between the congregation and pastoral staff and clarify expectations. The Mutual Ministry Committee will recommend to the Executive Committee the implementation of ELCA policies for continuing education and vacation of rostered staff. This committee meets at least
once per quarter. Each member serving on Mutual Ministry has been assigned a committee to visit with. The proactive nature of Mutual Ministry and the committees will establish trust, communication, and strength for the congregation of St. Paul Evangelical Lutheran Church. The proactive approach will build health and wellness to help prevent conflict. Conflict will happen, but through communication and trust, it will have minimal effect on the ministry and mission of St. Paul.

CALL COMMITTEE

When a pastoral vacancy occurs, a Call Committee of six voting members will be elected by the congregation. The Call Committee will ensure a smooth transition for the incoming Pastor or rostered Deacon. They will assign a member of the call committee as a greeter upon the arrival of the new rostered leader. The greeter will introduce the rostered leader to the staff and tour the building. The Call Committee will ensure that the newly called staff office is ready and clean upon his/her arrival. The term of office will terminate upon the newly called Pastor or Deacon’s six (6) month evaluation. The Call Committee and Mutual Ministry Committee will assist the Deacon or Pastor in meeting the goals of the church and of their calling.

CHRISTIAN EDUCATION

The Christian Education Committee will oversee the following areas of ministry at St. Paul Lutheran Church: Christian Education programs including adult bible studies, youth ministry programs, preschool liaison, and nursery. The Christian Education Council Liaison will represent Christian Education and Youth Ministries. The committee is responsible for all Christian education programs of the congregation. This means all ages including Sunday school, Adult Bible Forums, Confirmation, Vacation Bible School, and other special programs and seminars.

Together with the church staff they will choose and order materials, provide teachers, arrange for adequate space, and publicize and promote Christian education events. They shall be aware of and provide a variety of Christian education opportunities to meet the needs of the congregation such as; providing orientation of the Christian Education wing to new members, listening and providing extended Bible study for those seeking to grow and or strengthen their knowledge of scripture, provide support for Sunday school staff, and nurture growth opportunities for the leadership of St. Paul. Christian Education is encouraged (but not required) to use the program resources produced or approved by the Evangelical Lutheran Church in America.

Because of the close relationship with children at St. Paul and St. Paul Lutheran Preschool, the Director of Christian Education oversees the hiring of the nursery paid and volunteer staff for St. Paul Lutheran Church and the services related to worship and church activities. He or she will ensure that the hired nursery staff for St. Paul Lutheran Church have had a background check and drug test prior to hire. The paid nursery attendant file shall be kept in the office with all staff
employment files. The expense of the background, fingerprinting, and drug testing will be at the expense of St. Paul Lutheran Church.

LIBRARY COMMITTEE

The Library Committee works with the Christian Education Committee. The Library Committee oversees the operation of the library by maintaining the catalog, shelving books, and assisting library patrons. The committee also is responsible for having a Library committee member available in the library after Sunday Services to check books in and out and give help and information as needed.

EVANGELISM and MEMBER CARE COMMITTEE

An Evangelism and Member Care Committee are part of the larger committee titled “Hospitality”. They will be responsible for outreach to the community, equipping members to share the Good News of Jesus Christ, and to offer invitation to St. Paul Lutheran Church.

They will be responsible for ensuring that St. Paul Lutheran Church maintains a welcoming presence in the church as well as the community. They may advertise worship times and special events on military bases where available.

They are to encourage and empower members of St. Paul to serve as Ambassadors for Christ when in public. The committee should call on members and new members through the year. The committee will encourage the people of God through articles in the monthly church newsletter. This encouragement will help the church and the members of God’s community at St. Paul to remain faithful together.

WORSHIP AND MUSIC COMMITTEE

The Worship and Music Committee is responsible for working with the Pastor and the music staff. They recruit and train worship participants such as assisting ministers, choir members, ushers, acolytes, greeters, altar guild members, and others necessary for the services. They will empower those who wish to serve via education in the rich liturgical tradition of the Lutheran church and encourage its use in its varied forms.

ALTAR GUILD

The Altar Guild is a subcommittee within Worship and Music Committee. This committee’s function is to physically prepare the altar for worship services, Holy Communion, Baptisms and funerals. This includes cleaning, taking care of flowers and candles, and changing the paraments and banners as appropriate for the season. The Worship and Music Committee meets monthly.
FLOWER GUILD

The Flower Guild shall be a subcommittee within Worship and Music as well as Finance. They are represented by the liaison of Worship and Music. The Flower Guild, established in October of 2014, provides flowers for the altar and supplies flowers for special services or occasions for the worship life of the congregation. The Flower Fund account will be used as a contractual designated account for income and expenses based on the council agreement from October 2014.

When the Flower Fund reaches a balance of more than $500.00, the guild and the pastor will meet to discuss how the monies can be used most effectively for the beautification of the grounds or interior of St. Paul Lutheran Church. For example: purchase trees, pine straw, mulch, seasonal flowers, indoor plants, and outdoor plants.

Responsibilities of the Flower Guild include but are not limited to:

- Provide one (1) large arrangement, placed on a stand in front of the altar each Sunday. This arrangement should be in place on Saturday morning.
- Purchase special flowers and or plants for Easter, Christmas, and special occasions for the worship life of the congregations.

Cost:

- Purchase flowers, not to exceed $15.00.
- Reimbursement will be made with the receipt through the policies of reimbursement set in place by the financial team. If no reimbursement is requested, the donation of sponsor will remain in the Flower Fund as designated by this policy. When a guild member does not seek reimbursement, the chair of the guild will be responsible for sending the gift donation card to the guild members.
- Cost to church members wishing to dedicate flowers is $25.00. The flowers can be taken by the sponsor after service(s) are over if they desire to pick them up. If the dedicated flowers are not taken by the sponsor, they will be delivered to a congregation shut in.
- Flower Guild members who are signed up to do the arrangements and are also the dedicating sponsor for the Sunday flowers; do not have to pay the $25.00 fee for flower dedication. The Guild member may utilize this sponsorship no more than three (3) times in one year.

Committee Membership and Training:

- All that are interested in serving on the Flower Guild are invited
- Training is provided by the Flower Guild through workshops
- Workshops are held in January, May and September to assist members with questions on floral design, recruit new members and complete the schedule for the coming months.
- The Flower Guild Meets as a whole three (3) times a year: January, May, and October
- The Flower Guild orders special flowers/plants for Christmas and Easter, along with arrangements for funerals and special occasions.

Flowers (baskets or bud vases) are delivered to shut-ins on special occasions. Red and white carnations are given to the congregation to honor all mothers on Mother’s Day.

**FELLOWSHIP COMMITTEE**

The Fellowship Committee is part of the larger committee titled “Hospitality”. They will be responsible for promoting fellowship events within the congregation. Events should be posted in the church newsletter and in the bulletin for visitors and members.

The committee will facilitate hospitality for each worship service held at St. Paul Lutheran Church. The funding of hospitality events will come from the congregation’s general fund. The committee members are not responsible for the provisions needed to host hospitality. Therefore, expenses for any church event should be coordinated with the Hospitality Committee Chair. The committee is responsible for maintaining the supplies needed to host coffee time (hospitality) and all other church fellowship functions supported by the community of Christ at St. Paul. Other opportunities may include but are not limited to dinners, picnics, special events, lunches for catechism classes, etc. In addition, the committee may be asked to assist other committees whose work may at times call for a fellowship event.

**BEREAVEMENT COMMITTEE**

The Bereavement Committee is a sub-committee of the Hospitality Committee and provides a reception following a funeral service.

**SOCIAL MINISTRY COMMITTEE**

The Social Ministry Committee is responsible for the involvement of St. Paul Lutheran Church in outreach through actions of Christian love, especially within our local community, and also at a global level via the ELCA. The Social Ministry Committee will establish priorities for mission involvement so that the members of St. Paul can work to accomplish God’s work together. We will celebrate mission within the context of worship as a way of acknowledgement of “God’s Work, Our Hands”.

Social Ministries is to encourage members of St. Paul to become involved in various ministries and missions to our community. They will work alongside of the pastor as the people of God share the love of Christ with the community and ELCA missions. In Christian love we extend
ourselves to our church, ecumenical community and to the world. In discussion with the Pastor, the committee makes recommendations to the Congregation Council for the expenditures of local benevolence funds.

**STEWARDSHIP COMMITTEE**

The Stewardship Committee shall be a subcommittee within the Finance Committee. The committee will be made up of members of the finance team as well as congregation members and will report to the Finance Chair or Liaison. They are responsible for the education of the congregation members in ways of good Christian stewardship of their time, talents, and treasures. They will encourage God’s people at St. Paul to live a life acknowledging God’s blessings for them. The Stewardship Committee will educate the people of God in “Legacy Giving” through St. Paul Endowment Fund, “Whole Life Stewardship” as well as “Biblical Tithe”; Promoting and building a stronger church community as we learn about giving, serving, and sharing God’s love.

They will conduct a fall campaign to establish each households “Estimate in Giving”. They will place at least a bi-monthly article in the congregation’s newsletter. They will provide periodic reviews of the financial conditions to the congregation throughout the year. They also will communicate areas of stewardship for the FB Synod or ELCA such as; ELCA mission stories, Deferred Giving, Luther Springs, Outdoor Ministries, and Lutheran Seminaries.

**MEMORIAL AND GARDEN FUND COMMITTEE**

The Memorial and Garden Fund Committee shall be a subcommittee within the Finance Committee. The committee consists of three (3) congregation members who are permanent resident members of St. Paul and the Senior Pastor. The committee members are appointed by the church council for a period of three years. The terms will be limited to two (2) three (3) year terms committee members will be replaced by rotation of time served on the committee.

Unexpired terms are to be filled by the Congregation Council. The committee will elect its chairperson and secretary notifying the Congregation Council of election results.

The committee’s annual report will include a listing of all gifts purchased from the Memorial Fund for that year.

In regards to C13:10 of the St Paul Lutheran Church Constitution, the following additional procedures are to be followed:

- The Memorial Fund Committee is responsible for the funds in the Memorial Fund to be used as a means of support for lasting memorials.
The Memorial Fund is to receive undesignated contributions in memory of or in honor of deceased church members, family members, or friends, or in honor of an event, church member, family member or friends. In the event funds are designated for a specific item it will be up to the Memorial Fund Committee to ensure that such designation is an appropriate or suitable use of the gift.

The Memorial Gifts will be entered into a Remembrance Book for permanent records of gifts given. The Memorial Fund Committee will also serve as the Memorial Garden Committee, insuring that the garden be properly maintained and that the guidelines are followed.

Memorial funds may be used for the maintenance, upkeep and repairs as needed for the Garden as well as flowers for the garden on Palm Sunday and All Saints Day.

The Memorial Fund Committee will meet formally twice a year, September and February.

When expenditure is requested, upon majority approval of a request by the committee, it will send a report to the Congregation Council of the expenditure as a “report to council”. If the Committee approves expenditure in excess of $5,000.00, it must seek further approval from the Congregation Council at the next congregation council meeting unless it is an emergency expense.

ENDOWMENT FUNDS COMMITTEE

The Endowment Fund Committee shall function as a committee within the Finance Committee as represented by council liaison but will meet independently. The Endowment Fund Committee shall be responsible for the management of the Endowment Funds Program based on the Article of Agreement approved by the membership of St. Paul Evangelical Lutheran Church.

It is made up of five voting members initially appointed by the Church Council. Each year at the congregation (fall) meeting the congregation shall elect the necessary voting members to replace those whose terms have expired or to fill any vacancy. Each term will be three years with eligibility to serve 2 terms.

The Endowment Funds Committee will maintain complete and accurate books of accounts and present a written quarterly report to the Congregation Council and an overall report at the annual congregation meeting with the assistance of the congregation treasurer(s).

PROPERTY COMMITTEE

The Property Committee is responsible for maintaining the interior and exterior appearance of the building, minor maintenance of equipment, scheduling days with membership in cleaning, monitor and answer security alarm calls, open and close the church for special events, and maintaining correct inventory of church and preschool assets, of St. Paul Lutheran Church.
They will coordinate their work with the Administrative Assistant /Church Assistant and involve volunteers in workdays and other projects on the grounds. **Workdays should be organized and set quarterly.** They will be responsible for overseeing major improvements to the property and grounds (as decided upon by the Congregation Council). They will conduct an annual detailed physical inventory of the personal property owned by St. Paul Lutheran Church. Copies of the detailed physical property should be accompanied by an electronic photo drive. The yearly inventory report is to be submitted to the Congregation Council no later than eight (8) weeks before the annual congregation meeting. This committee will meet monthly with the Congregation Council President.

**YOUTH COMMITTEE**

The Youth Committee is a sub-committee of the Christian Education Committee and provides the Pastor and Director of Christian Education with information regarding youth. The Youth Committee is responsible for all youth programs of fellowship, education, and service (except Sunday school) within St. Paul Lutheran Church.

They recruit and train volunteers to serve as advisors to the youth. They will work with the advisors and the youth themselves, plan youth activities, retreats, and extended trips. They also help with coordinating transportation, physical arrangements, and scheduling of sufficient adult leadership.

**LONG RANGE PLANNING COMMITTEE**

The Long-Range Planning Committee is an ad hoc committee of the congregation council. It is responsible for preparation of a five-year plan for emphases, objectives, and new directions to be presented to the Congregation Council. The plan will include projected costs, time and talent needed, and effect on the congregation. Progress reports, as required, will be submitted for inclusion in the annual reports to the congregation. This committee will meet quarterly.

**FORMATION OF OTHER COMMITTEES**

Other committees of this congregation may be formed, as the need arises, by decision of the Congregation Council. Duties of committees of this congregation will be as specified in the continuing resolutions.

**TASK FORCE**

Such committees are appointed for a specific purpose and have a limited duration of time.
3. POLICIES

ADOPTION OF ANNUAL BUDGET
ANNUAL MEETING DATE

The Annual Budget shall be adopted at the Elections Meeting held before Advent. Committee’s shall submit a projected budget for the upcoming year, prior to the September Congregation Council meeting. The Treasurer and Co-Treasurer will meet with Finance Committee and Pastor to formulate a budget for the upcoming year based on trends and needs. This budget will be presented to the Congregation Council for adjustment or approval prior to the congregation elections meeting. Budget should be presented to the congregation of St. Paul Lutheran Church for review based on the timelines stated in the Congregations Constitution.

The Annual Meeting for St. Paul Lutheran Church shall be held on the 2nd week February each calendar year. All committees, sub-committees, or ad-hoc committee shall submit an annual report for the membership to review and approve. The previous year reports will be presented to the congregation at the annual meeting. Other business may be conducted at this meeting if the agenda reflects and proper notification has been given to the membership of St. Paul Lutheran Church. A show of hand (majority received) will be the declaration for approval of the previous year’s business and ministry for St. Paul Lutheran Church. (See section 10 of the Congregation Constitution for more information)

CONGREGATIONAL MEMBER’S ATTENDANCE
AND PRIVILEGE TO ADDRESS COUNCIL MEETING

The Congregational Council meetings are held as open meetings. All individuals who are voting members of St. Paul Lutheran Church have the right to observe (visit) said meetings. The opportunity to address the Congregation Council at the regular monthly meeting shall be given to any voting member(s) of St. Paul Lutheran Church. Individuals or persons who wish to address the Congregation Council shall provide the Congregation Council President with the topic of their address to Congregation Council and shall provide a one (1) calendar week notice prior to the scheduled meeting date.

Individuals shall speak one at a time and shall be limited to five (5) minutes and/or two (2) pages of single-spaced communication. Individuals speaking on the same general subjects shall be limited to three (3) at any one meeting.

The individuals/persons shall provide the Congregation Council President a copy of written statement for the records of St. Paul Lutheran Church. Individuals/persons may remain as an observer (visitor) after they have been provided their requested time. Observers (visitors) will not be permitted to remain in the room during a Congregation Council meeting when personnel (staff) or confidential business is being discussed. The opportunity to speak as a member of the Body of Christ at St. Paul Lutheran Church is a privilege. Therefore, the individual requesting
the ability to speak to the Congregation Council will not be disrespectful to the church, those serving on Congregation Council, or to the Lord Jesus Christ. Congregation Council members shall listen to concerns and questions but are not obligated to respond at the time of any individual address. This privilege will be granted on the Agenda and at the beginning following the call to order and devotion/prayer.

**COUNCIL MEMBER/EMPLOYEE INDEMNIFICATION AGAINST LIABILITY**

*Congregation Constitution Chapter 19, Indemnification*

1. In the event that insurance procured by St. Paul Lutheran Church, insuring Congregation Council members (including the Pastor) or employees of the Council against liability arising from the performance of their official duties, is unavailable, or the amounts the Council has procured (or is able to procure), is insufficient to cover the amount of any claim, and to the extent that the Board member or employee is not otherwise immune from liability pursuant to the State of Florida, the Council shall indemnify a current or former Council member or employee (hereinafter “Council Representative”):

   a. Against judgments, decrees, and amounts paid in settlement (if approved by attorneys for the Council), in connection with any threatened, pending, or completed action, suit, or proceeding, whether civil, criminal, administrative, or investigative, to which the Council Representative is or was a party, for any action or inaction in the Council Representative’s capacity as a Council member or employee or at the request of the Council, whether or not the action or inaction is expressly authorized by the codes in the State of Florida, if the Council Representative acted in good faith and in a manner reasonably believed to be in or not opposed to the best interest of the Council and only if such action or failure to act did not constitute willful misconduct, fraud, or gross negligence, and with respect to any criminal action or proceeding, had no reason to believe the conduct was unlawful; and

   b. Against any expenses, including attorneys’ fees, the Council Representative actually and reasonably incurred as a result of a suit or other proceeding involving the defense of any action or inaction in the Council Representative’s capacity as the Council member or employee or at the request of the Council, or in defense of any claim, issue, or matter raised in connection with the defense of such action or inaction, to the extent that the Council member or employee is successful on the merits or otherwise.

2. The termination of any action, suit or proceeding by judgment, order or settlement, shall not, in itself, create any presumption that the Council Representative did not act in good faith and in a manner that the Council Representative reasonably believed to be in or not opposed to the best interest of the Congregation of St. Paul Lutheran Church.

3. The termination of any action, suit, or proceeding by judgment, order, or settlement, shall not, in itself, create any presumption that the Council Representative was not successful on the merits or otherwise.
4. The fact that a Council Representative is sued in a personal capacity shall not, in itself, create any presumption that the Board Representative was acting outside the performance of his or her *official duties*.

5. This right of indemnification shall continue as to a person who has ceased to be a Council member or employee to the extent the indemnification is in connection with any action or inaction in that person’s capacity as a Congregation Council member or employee, and shall insure to the benefit of the heirs, executors, and administrators of such person.

6. The foregoing indemnification shall not be deemed exclusive of other rights to which a Council Representative may be entitled.

**EMPLOYEES OF THE CHURCH**

**Part-Time / Full-time Employee Structure for St. Paul Lutheran Church Pensacola, Fl**

This general overview of non-rostered employees is the employment policy for St. Paul Lutheran Church. This overview will help our community hire, employ, and treat each staff member with respect while they serve God’s church. Because of the size of our congregation and the increased cost of benefits the following guidelines have been adopted to assist the church and lay staff.

St. Paul Lutheran Church is not a participant in the ELCA/Pension and Other Benefits program for lay staff unless they are working full-time. We are enrolled in Portico as part of the ELCA rostered leader program and benefits package.

The church will establish a pension program for covered lay staff with an established pension provider. Non-rostered employees working less than ¾ - time are not eligible for pension provided by St. Paul Lutheran Church. Pension contributions will be made based on a percentage of defined compensation for employee’s working ¾ time – full time.

**Full-time Status:** St. Paul Lutheran Church, Pensacola, Florida considers full time status to be any lay-staff (excluding preschool) working 37+ hours.

**Part-time Status:** St. Paul Lutheran Church has varying stages of part-time employment.

¾ - time employees: Those who work 29 – 37 hours per week
½ - time employees: Those who work 15 – 28 hours per week
¼ - time employees: Those who work 14 hours or less per week (removed casual p/t)

Each staff contract is drafted to fit the job description of the employee or staff member. The employee along with a member of the Executive Committee will initial and sign the contract for the church position.
Support: The Mutual Ministry Committee, whose purpose is to affirm and strengthen the mission of the congregation and the ministry of the staff will provide support to the employee through careful listening, clarifying expectations, sharing, communicating, reviewing, reflecting, praying, and caring. The Mutual Ministry Committee is available to discuss problems and/or personal matters.

Representatives of the Mutual Ministry Committee will meet with the employee during September to discuss salary and other work related concerns. The committee will strive to schedule this meeting after evaluations and prior to budget submission.

Accountability: Based upon these and other requested duties, an annual performance evaluation will be conducted by the Pastor during the month of July. A copy of the review will be sent to the Mutual Ministry Committee for their records. If the employee has any disagreement with the evaluation, the Mutual Ministry Committee will act as a review committee and refer that evaluation to the Congregational Council.

Supervision: Employees work directly for and under the supervision of the Pastor.

LEAD (SENIOR) PASTOR

Job Description

Position: Lead (Senior) Pastor — St. Paul Lutheran Church, Pensacola, Florida

Position Purpose:

- The Lead (Senior) Pastor is to provide spiritual and pastoral leadership to the membership of St. Paul Lutheran Church
- The Lead (Senior) Pastor will communicate a comprehensive understanding of the Bible and Christian theology from a Lutheran perspective
- The Lead (Senior) Pastor will serve as the chief administrator of the congregation (not church council) so that it might fulfill its mission and purpose as the body of Christ
- The Lead (Senior) Pastor will preach, teach, and administer the Sacraments and give primary leadership in the ministries of Worship, Administration, Stewardship, and Evangelism

Supervision:
The Lead (Senior) Pastor serves under the supervision of the Congregation Council

Primary Leadership Responsibilities:
Subject to review and adjustment in conjunction with the Congregation Council, the following constitute the major responsibilities of the Lead (Senior) Pastor.
A. **Worship**
1. To regularly preach and teach the Word of God and administer the Sacraments in the congregation.
2. To plan and lead worship in conjunction with other pastors of the parish, the music coordinators, the choir directors, and the Worship and Music Committee.
3. To schedule assisting ministers for all worship services excluding summer worship.
4. To preach a majority of Sundays throughout the year.
5. To officiate at special services such as weddings, funerals, etc.
6. To work with the Ministry Team Leaders as they coordinate for the committees.
7. To work with the music directors to develop and maintain a music program for all ages and to integrate music into worship and other areas of the congregation.

B. **Administration**
1. To oversee the administration and management of all areas of the congregation’s ministry in consultation with the Congregation Council and appropriate committees and staff.
2. To support and assist the Associate Pastor(s) and staff who have primary responsibility in the ministries of education, youth, social action, pastoral care, and fellowship.
3. To support, supervise, manage, and evaluate, in conjunction with the Executive Committee and Congregation Council, the staff of the congregation. Participate in the screening and hiring of non-ordained staff and calling of ordained rostered staff. To build a sense of team-work among church staff and hold regular staff meetings to coordinate the ministries of the church and facilitate communication.
4. To work with the Property team in the management of church properties and give advice in areas of church liability when it needs to be presented. To build a sense of team-work with the volunteer staff who maintain the church facility and grounds, keeping the facility and grounds functional and in good repair.
5. To support the Ministry Team Leaders as they represent the following committees on Council Worship and Music Social Ministry Evangelism Christian Education.
6. To give support to the volunteer staff of the congregation’s committees.

C. **Stewardship**
1. To work with the Stewardship Team to promote, educate, and advocate responsible biblical whole life stewardship in the congregation.
2. To assist the Congregation Council, Financial Team, and staff with financial matters of the congregation.
3. To serve and assist the Endowment Committee as it oversees the church endowments. Keeping a healthy balance between use of funds for the church, the
people, and the ministry over and against the building up of the storehouse on earth.

4. To serve and assist the Abiding Memorial Committee as it oversees the church memorials and honorariums.

5. To oversee and promote congregational benevolence, mission, outreach, and ongoing synodical support as well as meeting community needs as they arise.

D. Evangelism

1. To teach and educate the congregation that evangelism is not a program but an ethos so that visitors find an “open to growth” church friendly environment.

2. To give support to the ministry of hospitality to church volunteers so that hospitality time is provided with the acknowledgement of “welcome”.

3. To help create an environment of mission and outreach for others not just inward looking (Matthew 7:2).

4. Encourage the congregation to share our spiritual treasure with others so that all can be enriched by the love of our Savior Jesus.

5. Be supportive and help guide the evangelism committee as needed.

E. Pastoral Care

1. To provide pastoral care, in conjunction with other staff, committees, and member care-givers through visitation, counseling, and prayer.

2. To make appropriate referrals when necessary and quickly respond to crisis situations which arise in the congregation and/or community first responders.

3. To direct and supervise our small group ministries (when applicable). To help design, implement and share the managing of specialized care-giving ministries as needs arise.

4. To coordinate the regular visitation of volunteers and staff to hospitalized members.

F. Other Pastoral Responsibilities

1. To assist and support the Associate Pastor(s) who has primary responsibilities in the ministries of education, youth, family, social action, and outreach by:
   a. Teaching children, youth, and adults in the Christian education program of the congregation.
   b. Participating in mission trips and other social action events.
   c. Welcoming new members into the church through classes and events.
   d. Participating in youth events and gatherings as time permits.

2. To establish a Mutual Ministry Team for discussion and support or utilize the Executive Committee as a supportive presence for the ordained staff members.

3. The position of Lead (Senior) Pastor requires great flexibility in hours available for work, including evenings and weekends. The Lead (Senior) Pastor must be able to manage his/her time so that there is sufficient time for church members,
office hours, community meetings, board meetings, and regular communication with church staff.

**SHARED MINISTRY OF MUSIC STIPENED STAFF POLICIES**

**MUSIC COORDINATOR**

The following agreement is formulated between St. Paul Lutheran Church of Pensacola, Florida and _________________ whose services are engaged for position of Music Coordinator

1. The period of this service begins January 1 of the year and continues on an annual basis with salary determined with each passage of the Annual Budget in December. Salary shall be reviewed annually at the time of the preparation of the church budget.

2. The Organist / Pianist shall provide music for the regularly scheduled Sunday morning service(s). They shall work with the senior pastor to select organ / piano music that is of worthy quality and appropriate for use in the liturgical service. The organist / pianist is responsible for selecting the prelude, offertory, and postlude music. They shall submit to the Church Office titles of music to be played and other desired information for inclusion in the service bulletin no later than fourteen (14) days before the scheduled Sunday or event.

3. The Organist / Pianist shall provide music for the following additional services: traditional and family Christmas Eve services; (2) Ash Wednesday; Holy Thursday; and Good Friday and any other special service scheduled.

4. At the request of the Pastor, the Organist shall provide organ / piano music for Wednesday Advent and/or Wednesday Lent Services. The organist / pianist shall receive $75.00 for providing music for each of the scheduled Wednesday services.

5. In planning and giving leadership to the overall music program, the Organist / Pianist shall work in close collaboration with the Choir Director, Pastor and Congregational Worship Committee. They shall receive directions from and be directly responsible to the Pastor, who by virtue of the office is charged with the responsibility of ordering and directing all services of worship. They shall offer advice and assistance to the Pastor (such as choosing hymns and liturgical settings for use in the service, etc.) whenever requested. The selection of hymns and service details shall be given to the organist / pianist in sufficient time to permit effective planning.
6 They shall offer advice and assistance to the Worship and Music Committee as requested in its overall concern for the worship life of the congregation and shall at the same time give careful attention to suggestions and recommendations made by the committee.

7 The Congregation has established as a matter of policy that the services of the musicians of the church be utilized at all weddings held within the church at which organ / piano music is desired. They shall be consulted in advance regarding the utilization of other musicians at weddings within the church. They shall receive the following fee for services at church weddings: $200.00, payable at the rehearsal. If a soloist is to be used, a fee of $25.00 is incurred for each additional rehearsal over and above one practice session immediately prior to the wedding rehearsal.

8 At the request of the Pastor, they may suggest worthy and appropriate music to the couple for their guidance.

9 The Organist / Pianist shall play for funerals as requested for a fee of $150.00. If an Organist other than the Church Organist is utilized for a funeral service, guidelines for the use of the organ shall be followed.

10 In consultation with the Music Coordinator, the Congregation shall provide for regular professional maintenance and tuning of the Church Organ. The Coordinator shall report to the Worship Committee concerning the condition and needs for repair and tuning of instruments used in the music program.

11 The congregation may provide suitable organ / piano music for service use. Such music shall remain the property of the church.

12 The Music Coordinator shall accompany the choir anthems and weekly rehearsals.

13 In conjunction with the Music Coordinator, it shall be the responsibility of the Worship Committee to provide a suitable replacement for them when they are away or otherwise absent.

14 The Organist / Pianist shall give notice of termination of employment at least thirty (30) days in advance of last day. The Congregation shall likewise give thirty (30) days advance notice in the event of termination of agreement. This stipulation shall be subject of variance in view of extenuating circumstances and mutual consent of both parties.
CHANCEL CHOIR DIRECTOR

The following agreement is formulated between St. Paul Lutheran Church of Pensacola, Florida and ______________ whose services are engaged for position of Chancel Choir Director

1. The following period of contract involving the above named individual, as Chancel Choir Director shall be January 1 of the year and continues on an annual basis with salary determined with each passage of the Annual Budget in December. Salary shall be reviewed annually at the time of the preparation of the church budget.

2. The Choir Director shall provide choir music for the regular Sunday service as scheduled during the choir season.

3. The Choir Director shall provide choir direction for the following additional services; Christmas Eve, Lenten Mid-week when requested, Ash Wednesday, Maundy Thursday, Good Friday, Easter, or any special service that is needed. Special requested services will be brought forward by the Pastor and Choir Director.

4. The Choir Director shall direct weekly rehearsals of the Church Choir from September through May.

5. In planning and giving leadership to the overall music program, the Choir Director shall work in close collaboration with the Pastor, Organist and the Church’s Worship Committee. The Choir Director shall receive directions from and be directly responsible to the Pastor who by virtue of the office is charged with the responsibility of ordering and directing all services of worship.

6. The Choir Director, if a member of the Congregation, may be a member of the Worship Committee with voice and vote. The Choir Director shall offer advice and assistance to the Committee, as requested, in its overall concern for the worship life of the Congregation and shall at the same time give careful attention to suggestions and recommendations made by the Committee.

7. The Choir Director shall submit to the Church Office titles of music to be sung by the Choir and other desired information for inclusion in the service and bulletin no later than fourteen (14) days before the scheduled Sunday or event. The selection of hymns and service details shall be given to the Choir Director in sufficient time to permit effective planning.

8. The Congregation may provide suitable choir music for service use. Such music shall remain the property of the Church. The Worship Committee will be responsible for inventory of all church music and should complete the yearly inventory after May and before September of each year.
9. It shall be the responsibility of the Worship Committee to provide suitable replacement for the Director when the Director is away or otherwise absent.

10. The congregation in its Annual Budget will include an amount to be shared among the Music Staff for continued training and/or the purchase of music.

11. Notice of termination of this agreement, by either party, shall be given at least thirty (30) days in advance. This stipulation shall be subject to variance in view of extenuating circumstances and/or mutual consent of Choir Director and Church Council.

**BELL CHOIR DIRECTOR**

The following agreement is formulated between St. Paul Lutheran Church of Pensacola, Florida and ______________ whose services are engaged for position of Bell Choir Director

1. The period of this service begins January 1 of the year and continues on an annual basis with salary determined with each passage of the Annual Budget in December. Salary shall be reviewed annually at the time of the preparation of the church budget.

2. The Director will provide music for Sunday service at least every other month during the bell choir season, September through May and add special music in the summer.

3. The Director will provide music for the special events at the Pastor’s and Director’s discretion.

4. The Director shall direct weekly rehearsals of the Bell Choir and notify the office of the rehearsal time and days. This notification can be done electronically. If Bell Choir is canceled for any reason, the director is responsible for notifying the volunteer choir.

5. The Director shall work in close collaboration with the Pastor and the Church’s Worship Committee. The Director will receive instructions from and be directly responsible to the Pastor.

6. The Director shall submit to the Church Office titles of music to be played by the Bell Choir and any other desired information for inclusion in the service and bulletin no later than fourteen (14) days before the scheduled Sunday or event.

7. The Director may organize social activities, implement rules of conduct and initiate any programs or projects designed to enhance the disciplined cohesiveness and therefore, the actual performance of the Bell Choir. Such programs and activities are subject to the approval of the Pastor and Worship Committee.
8. The congregation shall provide suitable printed music for service use. Such music shall remain the property of the church. Any music designed or written by the Director who is contracted weekly and is not a casual paid staff member or above, shall have the right to retain any music designed or written for use in worship. They may provide a copy of their arrangement but are not obligated to do so. Any music designed or written by a Director who is on staff will remain property of St. Paul Lutheran Church. The Director may have a copy of the arrangement that was created for St. Paul Lutheran Church.

9. The bells and their attendant equipment (tables, pads, cloths, etc.) shall remain the property of the Church; the Congregation is therefore financially responsible for their maintenance, repair and replacement, as deemed necessary. The Director is responsible for seeing to it that such maintenance and repairs are carried out and reasonable care is taken by those individuals who handle and play the bells.

10. It shall be the responsibility of the Worship Committee to provide a suitable replacement for the Director when he or she is away or otherwise absent.

11. The Congregation will include in its Annual Budget an amount to be shared among the Music Staff for continued training and/or the purchase of new music.

12. Notice of termination of this agreement, by either party, shall be given at least Thirty (30) days in advance. This stipulation shall be subject to variance in view of extenuating circumstances and/or mutual consent of both parties.

CONTRACT FOR ADMINISTRATIVE ASSISTANT – IS A 3/4-TIME SALARIED EMPLOYEE

Job Description

A. Duties and Responsibilities:
The Administrative Assistant is responsible for coordinating the office activities. Employee’s hours will be scheduled so that office hours will be maintained - Monday from 8:00 A.M. – 3:30 P.M. and Tuesday through Thursday of each week 8:30 A.M. – 4:00 P.M. unless otherwise published in the Sunday bulletin.

Administrative Assistant responsibilities will include but not be limited to the following:

1. Assist the Pastor in being coordinator of the office activities. The Administrative Assistant is primarily a resource person for the Pastor and congregation at large. Pastor will delineate responsibilities for various workloads according to the church’s schedule. Specific responsibilities include:

   a. Take direction from the Pastor as to items of importance to carry out the ministry of St. Paul.
b. Shall oversee the Volunteer Office Staff to ensure the Sunday bulletins are prepared two weeks in advance and as directed by the Pastor in the Worship Binder. Shall be responsible for preparing Sunday’s bulletin when volunteer staff cannot complete the duties. If this occurs, the bulletin should be done a week in advance. This includes the bulletins for the congregation, Pastor’s bulletins, large print format, and weekly announcement page. The Pastor’s Worship Binder along with a copy of the congregation bulletin will be completed the Monday before the dated bulletin.

c. When Lector schedule is posted, readings for lectors should be e-mailed out to individuals on the week of reading. Youth reader sign-up sheet as well as youth readings for each week should be posted on the kiosk. Youth sign-up sheet should be kept on file for youth community service hours.

d. Shall be responsible for the monthly newsletter, weekly and special bulletins for the congregation as well as Pastor’s, Deacon’s, and Assisting Minister’s.

e. Shall welcome members and visitors to St. Paul when they come to the church office.

f. Answer telephone in a pleasant, courteous manner at all times. Transferring calls as needed or taking messages for the Pastor as directed.

g. Work with staff, council and committee members to inform members of events important to St. Paul. These communications will include but are not limited to e-mail and the church website when applicable.

h. Typing and mailing of communications to the members of the congregation who are on the active roster, meeting constitution requirements for membership.

i. Congregational record keeping – Keep records of membership, communion, mailing lists, attendance, parochial report, parish record book, church directory, etc. updated. Church directory should be updated and dated each time new members are received. Copies of the new updated directory should go to all of the congregation council, new members, pastor, volunteer desk, secure members only area of web-page and made available at the Kiosk.

j. In cooperation with the Pastor, Council President, Committee Liaison, and Program Staff, the Administrative Assistant compiles information and committee reports for the layout and publication of the congregation’s annual report.

k. Use information from Worship registration forms to keep track of visitors and prospects with names, addresses, phone number and any other information. Prepare note cards on Monday morning for Pastor to send to all first time visitors. Place recurring visitors on the list as “Friend of the Church”.

l. Keep weekly attendance records for Pastor. Monthly attendance spread sheet should be completed during the 1st week of the month. The monthly spread sheet should reflect monthly trends for at least the past 4 years of attendance and when requested by the Pastor, longer trends should be provided if available.

m. Receive purchase requests from committee members authorized to fill them according to the accepted policy and procedures for use. The procedures for
purchasing are found in the policy and procedures for St. Paul Lutheran Church.

n. When the need arises, work with website coordinator to update website with sermons, publications, photo’s, documents, and other items for the church.

o. Responsible for keeping a calendar of events in the office and notifying Pastor of events.

p. Responsible for keeping a calendar of events for the Pastor as well as updating or making appointments for the Pastor as designated by the Pastor. If the Pastor wishes to maintain their own electronic schedule for appointments, the Pastor will notify the Administrative Assistant of the schedule and all changes. It will not be the responsibility of the Administrative Assistant to document appointments without notification.

q. Memorial records – create letters for Memorial Chairperson to send to contributors with their gift amount included. Send letters to family of deceased giving listing of contributors without the gift amounts (Pastor signs). Send letters before All Saints Sunday to families of deceased inviting them to attend “All Saints” Sunday service where their loved one will be lifted up in the celebration of life (Pastor signs).

r. Funerals – if there is a luncheon, contact Bereavement Committee (Committee under Hospitality) that they will need to provide for the family. Check with organist if he/she is needed. If needed, provide funeral home with the name of the organist. Notify Worship and Music Chair of the funeral as well as Member Care Committee.

2. Maintain Petty Cash Fund and associated records that go with petty cash.

3. Act as General purchasing Agent and recorder for the church as follows:

a. Ordering consumable supplies and publications in a timely fashion to maintain adequate materials on hand.

b. Maintain and order supplies needed in the operation of St. Paul. These supplies consist of but are not limited to; paper supplies, towels, toilet tissue, facial tissue, cleaning products, copy paper, envelopes, stamps, basic office supplies, and etc. This will be done for the church and preschool in a neat and orderly fashion.
   - Separate Office Supply Cost (Operational Cost) from Cleaning, safety, and paper supply other than office

c. Ordering any other materials authorized by the Pastor or Congregational Council.

d. Maintain a regular schedule of maintenance for all office equipment as well as timely repair when needed. This includes purchase of supplies needed to operate the equipment.

The list below should be acquired from the Property Committee and is maintained in the office along with the Property Committee’s yearly inventory review documents.

- Maintain a list of all church equipment on file by type/serial number
- Maintain a list of air units by place, date of purchase, type, service date
- Maintain a list of air filters for church units by size, usage, service date
• Maintain a list of equipment failures and cost of repairs by unit or product
• Maintain an inventory of items in attic space, shed, and Sunday school. (Sunday school table count, chair count, and other personal property of the St. Paul congregation.)
• In cooperation (Not for) with the Property Committee, keep an inventory of sprinkler heads, location of each, and system timing, on file in the office. This should be submitted by the property committee to the Administrative Assistant to file. (Not responsible for Property Committee)
e. Maintain membership statistics and permanent records of the church, including baptisms, deaths, marriages, transfers, and inactive files.
f. Maintain the church rolls, mailing lists, and directory.
g. Maintain the church scheduling calendar.
h. In Cooperation with Worship and Music, maintain the name badges board, newsletters placement, directories & other information as directed by the Pastor in Narthex (Gathering Space) racks. Notify the Worship and Music Committee when the information racks and Kiosk need to be organized, and cleaned if you find them in poor condition. When the Kiosk is damaged, request Property Committee to repair.
i. Call Electrician/plumber/AC repair/etc. as needed, Notify Pastor, Property Chairperson and Council President of problems.
   • Document repair(s), call out, equipment, and repair cost in maintenance folder with date.
   • Document the day and time of the response from the technician.
   • Document notification of individuals in a maintenance journal.

4. Keep the Parish Register updated. Back up all records pertaining to the church to a separate drive from the computer(s). Pastor’s computer is backed up by the pastor and is not used by any of the staff. The backup drive should be kept in a safe secure area of the church.

5. Administer and write checks for daily expenses of St. Paul under the daily supervision of the Pastor and with oversight of the Congregation Treasurer. Maintaining proper records for audit, review, and reconciliation of accounts payable. These expenses do not include payroll or any expense that is related to church staff, preschool staff, and their benefits.

6. Follow up and refer all compliments and complaints from organizations using the Church to the President of the Congregational Council or to the appropriate chairperson.

7. Administer Building Usage Policy for church and non-church activities.

8. Prepare Synod documents, ELCA reports, Congregational Annual Report, and Congregation Council reports for the office as well as the congregation.

9. Sort and distribute incoming mail. When delivery of heavy boxes is made, contact someone to move them to their location.

10. Provide administrative support to other program staff members as necessary.

12. Help Pastor in the negotiation of upgrades on equipment for office including maintenance agreements, etc. As part of the ministry team, you will also assist the Pastor with annual contract negotiations of vendors for St. Paul. Send updated data to any of the vendors as needed or as part of the contracted negotiation.

13. Administrator for online software of all church education programs, financial software, and worship guides, such as: Sunday’s and Season, Christian Education, and etc.


15. Recruit, train, and supervise the day-to-day duties of office volunteers:
   - Receive incoming telephone calls by identifying the church, requesting the name of the caller, requesting the nature of the call, and answering questions and providing information as able.
   - Route calls to the appropriate staff member, their voicemail or manually take a message to be passed to the appropriate staff member.
   - Greet and assist office visitors.
   - Fold, seal, stamp, and sort all outgoing mail.
   - Prepare any bulk mailings.
   - Provide secretarial assistance to program staff as needed, such as typing, filing, correspondence.

16. Supervise and work with the office volunteer staff.

B. Support:
The Mutual Ministry Committee, whose purpose is to affirm and strengthen the mission of the congregation and the ministry of the staff will provide support to the employee through careful listening, clarifying expectations, sharing, communicating, reviewing, reflecting, praying, and caring. The Mutual Ministry Committee is available to discuss problems and/or personal matters.

Representatives of the Mutual Ministry Committee will meet with the employee during September to discuss salary and other work related concerns. The committee will strive to schedule this meeting after evaluations and prior to budget submission.

C. Accountability:
Based upon these and other requested duties, an annual performance evaluation will be conducted by the Pastor during the month of July. If the employee has any disagreement with the evaluation, the Mutual Ministry Committee will act as a review committee and refer that evaluation to the Congregational Council.

D. Supervision:
Employee works directly for and under the supervision of the Pastor.

E. Compensation:
1. Employee will be paid at the annual rate of $_______________.

2. Employee understands that ELCA benefits are available / Waives/Declines ELCA benefits because they meet one of the criteria described in the enrollment program.
   a. Your spouse’s employer provides coverage as a result of his/her employment

3. Paychecks will be issued on the last Wednesday of the month.

4. Holidays:
   a. New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, the day after Christmas, and such others as may be approved by the Pastor.

5. Vacation:
   a. The Employee will receive one week of paid vacation during the first year of employment. During the second through fifth years of employment the employee will receive two weeks of paid vacation. During the sixth through tenth years of employment the employee will receive three weeks of paid vacation. Vacation will not be carried over from calendar year to calendar year.
   b. In case of illness or absence vacation time may be used. If Administrative Assistant is able, they may call upon volunteer staff to cover the office when on vacation or in case of illness. The employee will notify the Pastor with the names and times of coverage. Otherwise it is the Congregational Council’s responsibility for replacement help when the employee is on vacation or on other excused absences.

PERSONAL TIME OFF – AS DETERMINED IN CONSULTATION WITH AND APPROVED BY THE PASTOR.

H. Contract Duration:
   1. This will become a continuing agreement when approved by the Congregational Council and signed by the Congregation Council President. All other agreements or restrictions, either oral or written, upon adoption of this job description are null and void.
   2. A two-week notice is to be given by either party for termination of the contract.

________________________________________  ________________________
Administrative Assistant                    Date
President of Congregational Council  

Date

SEXTON

(Do not have at this time)

Job Description

A. Purpose: To serve the church by providing essential maintenance services for the church building and grounds, and security.

B. Primary Duties:
   1. Keep buildings clean and well-maintained inside and outside.
   2. Clean, vacuum, dust and empty wastebaskets in church offices and restrooms once a week or as needed.
   3. Set up and tear down chairs and tables as needed.
   4. Set up and clean up for weddings, funerals, receptions and other special events.
   5. Maintain landscaping as directed.
      a. -cutting grass
      b. -raking leaves
      c. -pruning shrubs
      d. -maintaining flower beds
      e. -watering plants
   6. During working hours, provide building security by ensuring that all outside doors are locked when not in use.
   7. Note minor repairs needed to masonry, electrical system, plumbing and painting, and report them to office.
   8. Spot clean floors as needed.
   9. Wash windows in heavily trafficked areas weekly and all other windows at least twice a year.
   10. Sweep and mop floors and dust and clean sanctuary prior to weekend services.
   11. Clean Fellowship Hall, Sunday school rooms, Preschool classrooms, nursery and restrooms prior to weekend services; stock all supplies in restrooms as well.
   12. Sweep and mop kitchen floors each Monday and after each event if needed.
   13. Maintain inventory of paper products and cleaning supplies, and report needs to Parish Administrator as needed.
   14. Monitor sprinkler system and report problems to the office for review and repairs.
   15. Check interior lighting for burnt out light bulbs weekly, and check exterior lighting at least every other week. Replace burnt out bulbs, and report needed repairs to the Office for review and repairs.
   16. Sweep or blow walkways and patio areas prior to weekend services and mid-week activities.
   17. Change reader board message on 9th Avenue weekly
   18. Police grounds daily to collect litter and trash throughout the property.
C. **Accountable to:** Senior Pastor  
D. **Receives instruction and requests from:** Administrative Assistant

**YOUTH COORDINATOR**

**Job Description**

A. The period of this service begins Rally Day and continues on an annual basis.

B. All staff and volunteer positions will need to complete staff and volunteer applications. The application for Youth Coordinator will be maintained in the secure office files. Because of the close proximity of youth contact, the Youth Coordinator will follow the policy regarding youth activities as part of this agreement. (The Youth Coordinator will sign the safety policy of St. Paul Lutheran Church as acknowledgement of understanding).

C. The Youth Coordinator will be supervised and monitored through the Christian Education Committee. The Director of Christian Education will oversee the position of Youth Coordinator. The Director of Christian Education will approve all purchase requests, reimbursements, and spending. It is the responsibility of the Youth Coordinator to turn into the Director of Christian Education all appropriate records of items purchased to reconcile accounts for the youth activities fund.

D. The Youth Coordinator will also be responsible for:
   a. Seeing that the youth meet once a month.
   b. Seeking out and developing a supportive group of adults who will help in activities, chaperon, and drive to outings. Although other adults are required at all events, the youth coordinator is ultimately responsible for the security of the youth of St. Paul.
   c. The Youth Coordinator will provide the Administrative Assistant to the Pastor, a listing of meetings for publication in the weekly bulletin. The bulletin publication will need to give parents of youth, two (2) weeks’ notice of event. Therefore, the youth coordinator needs to have the bulletin publication to the office to allow for proper notification.
   d. The Youth Coordinator will provide the congregation council with a detailed written monthly youth report. The report should inform the congregation council on youth activities for the month and for the upcoming month. This report will be e-mailed to the church office Administrative Assistant before noon on the second (2nd) Thursday of each month to be placed into council committee Packet.
   e. The Youth Coordinator will provide youth appropriate articles for the congregation newsletter. The article should be e-mailed to the church office on or before the 15th of each month.
E. The primary resources to the Youth Coordinator are the Director of Christian Education and the Pastor of the St. Paul Lutheran Church.

F. The Youth Coordinator shall give notice of termination of employment at least sixty (60) days in advance of last day. The congregation shall likewise give a sixty (60) day advance notice in event of termination of this agreement. The congregation holds the right to terminate contract without notice for unresolved or extreme circumstances.

G. Supervisory Policies and Procedures: Safety and security also involves St. Paul Lutheran Church staff and volunteers avoiding situations where there may be an appearance of impropriety, and situations that may lead to unwarranted concerns or doubts. For the safety and security of children and youth participating in St. Paul Lutheran Church activities, and for the safety and security of St. Paul Lutheran Church staff and volunteers, these guidelines should be followed. These guidelines are based on common sense, and supervisors must use good sense and caution in caring for children and youth.

1. Youth and children should not be left unattended in a manner unsuitable for their age and ability.

2. One (1) adult or one (1) teenage worker should not be left alone with one (1) youth or child. In event that the adult or teenage worker is waiting for a parent to pick up the last child from a classroom, the door should be open. The use of a two (2) adult or two (2) child rule should be followed. Also, one (1) youth, child or minor should not be left alone with one (1) youth, child or minor. Drop off and pick up locations should be such places with open doors or windows allowing observation.

3. One (1) adult or one (1) teen worker may accompany two (2) or more children to the restroom. If supervision is needed, the adult or teen worker may stand in the doorway with the door opened; **if a child needs assistance, the adult should leave the door ajar.** (At no time should one (1) adult or one (1) teen worker be assisting a child with the door closed.)

4. Leaders and participants are expected to remain at the site of the activity for the duration of the activity. No child or youth may leave the event without the express permission of the activity leader. A parent or guardian or other person designated by the parent or guardian, should come to pick up a child under age twelve.

5. For any activity that takes place away from St. Paul Lutheran Church premises, the **PARENTAL CONSENT FORM** shall be used. The consent form will be given to the youth or child to give to the parent or guardian at least two weeks before a scheduled activity. If the form is not completed or given to the activity leader, the youth or child **cannot** participate in the activity scheduled.
6. In some local activities (30 mile radius), it may be necessary for a youth member of St. Paul to drive or provide transportation. If this occurs, the Youth Leader will notify parent or guardian and will send a *Transportation Parental Consent Form* to parents or guardian. If no form is returned to the Youth Leader, it will be recognized as non-consent for the youth and he/she will ride with an adult driver.

7. In situations where a Pastor or activity leader has a reason to be alone with a youth or child, the Pastor or activity leader should have express consent of the youth’s or child’s parent or guardian in writing.

8. St. Paul Lutheran Church staff and volunteers may not hit, spank or verbally abuse a child or youth, or use inappropriate language, or neglect the need for food, water, warmth or personal care. Inappropriate touching is not permitted; holding and comforting an injured or very upset person, especially a small child, may be quite appropriate in some circumstances.

9. Young adults, youth and children age of four (4) and older who participate in any of St. Paul Lutheran Church activities, may not hit, spank, or verbally abuse a child or youth, or use inappropriate language, or neglect the need for food, water, warmth or personal care. Inappropriate touching is not permitted.

10. Supervisors must be aware of emergency evacuation plans and exits, as well as emergency plans in case of tornados, location of fire alarms and fire extinguishers, telephones, and first aid kits.

11. If a parent authorizes the supervisor to provide medication to a child or youth, the supervisor may accept this responsibility or may notify the parent that the responsibility is not accepted. If the supervisor agrees to accept the responsibility, the medication (whether prescription or over-the-counter) must be provided in the original container with instructions for use. The parent must inform the supervisor about any emergency conditions that require use of the medication, such as use of an inhaler for an asthma attack.

**ST. PAUL LUTHERAN CHURCH**

**YOUTH ORGANIZATION**

**PURPOSE:**

The purpose of the St. Paul Youth Group is to provide a structure through which youth in this congregation can:

a. Find an identity group which will support them as they live out their call and commitment to the risen Lord and Savior Jesus Christ.

b. Assist the youth of St. Paul Lutheran Church to live out the two greatest commandments for our Lord; To love God and love the neighbor. The commitment to love God means to love God in all things and above all things.
The commitment to loving the neighbor means to love all people without discrimination by sex, gender, race, income, or religious belief.

c. Assist youth in expressing their Christian faith through worship, education, fellowship, witnessing, mission work, and serving the church, and other services for the glory of God.

d. Seek to strengthen the leadership of the youth so that they can fulfill their responsibilities as followers of Jesus, living in the ministry and life of Christ in and through all things.

YOUTH ORGANIZATION MEMBERSHIP:

The organization shall be open to all youth who attend St. Paul Lutheran Church. This congregation is a home for many military families that are only here for temporary duty and school. Therefore, membership to the youth group should and will be based on attendance in worship. Loving the neighbor gives us the first step in acting on love for brothers and sisters in Christ.

a. For the purpose of age appropriate activities, youth should be within 7th – 12th Grade. With permission of the parents and pastor, 6th grade students may participate in most activities. There will be some activities that may not be available to youth in 6th grade and below.

b. Youth members shall be eligible to attend Florida Bahama Synod Assembly as a voting youth member of the Assembly. When a youth member attends the FB Synod Assembly, the congregation will cover expenses for room, food, and registration. The student will travel with congregation members to the Synod Assembly, Pastor, or Parents if the parents choose to attend as visitors of the assembly.

FINANCES AND MINISTRIES

a. The Youth Organization may be financed through general giving, budget, fund raisers, or special offerings. The monies for the Youth Organization shall be kept in the restricted funds as a contractual agreement with the congregation of St. Paul Lutheran Church. If the youth organization closes due to lack of attendance, interest, or lack of youth, the restricted funds account may be closed and the money used for a youth program in the community of St. Paul Lutheran Church, Pensacola.

b. The ministries of the youth group will work in cooperation with the rest of the Congregation of St. Paul. This committee will share in promoting, guiding, and growing disciples in the name of Jesus. The youth organization will minister to other youth in the church and the community. Helping, lifting, and supporting youth, children, and families
in times of joy, sorrow, and concern. Each of the youth serving in this ministry should serve as the Ambassador of Jesus.

c. As Ambassadors of Jesus, the youth will live a life worth of the ministry that Jesus proclaims. This ministry will be a ministry of tolerance, care, love, and support.
d. All Mission Ministry Opportunities will be presented by the youth to the Senior Pastor at a meeting for their review. The mission opportunity presentation should include:
   1. Cost of mission trip (local or away) per student
   2. Age appropriate mission experience for 7th grade – 12th grade shall be part of the presentation, i.e.; activities, mission work, supervision, and parent support.
   3. The reason this mission experience is important to the youth group and how they are going to participate with the congregation in raising monies to fund the trip or support the mission experience.
   4. Commitment from the parents to walk the journey with the youth through organizing, supporting (time/talent/financial) the mission. Parents are required to be at the presentation meeting to evaluate the mission trip along with the Senior Pastor.

VOLUNTEER SERVICE APPLICATION
Thank you for considering serving at the church and for taking a few minutes to complete this application. All volunteers must complete this form for any position involving the supervision of children and youth. It is being used to help the church provide a safe and secure environment for children who participate in our programs and use our facilities, as well as to provide for your protection. This information will be kept confidential.

Please Print
Full Name (First Middle Last) __________________________ Application Date __________

Current Address__________________________________________________________________________

_______________________________________________________________________________________

(City, County, State, Zip)

Previous Address (if less than five years at current address)
_____________________________________________________________________________________

_____________________________________________________________________________________

Driver’s License #__________________________ and SSN__________________________

Have you ever been, convicted or pleaded guilty to child neglect/abuse or any acts of violence?

Yes__________ No__________

If yes, please explain in the space provided:
List three personal references (please do not include family members)

Name____________________________ Phone _____________________________

Name____________________________ Phone _____________________________

Name____________________________ Phone _____________________________

Please initial each statement below, indicating that you have read each carefully, then sign and date the application.

I, the applicant for a (staff or volunteer position) at St. Paul Lutheran Church do hereby authorize St. Paul Lutheran Church or its agent to obtain information from any person, church, firm, corporation, or any other entity concerning myself including, but not limited to, criminal records and character history. I further authorize any person, firm, church, corporation or other entity to furnish said information. I understand that I must sign this document in order for my application to be considered further.

I further release, discharge and hold harmless St. Paul Lutheran Church and its agent and any party delivering information to St. Paul Lutheran Church and its agent as a result of this authorization, from any liability, claims, charges, costs or causes of action which I, my heirs, or executors may have as a result of the delivery, disclosure, or omission of any information in connection herewith.

I further understand and agree that the information for this reference check may be obtained through interviews or written request with parties having information which pertains to me and my history and through requests to former employers, law enforcement agencies, academic institutions, governmental agencies, or any other entities.

My signature below indicates that all statements and representations made by me to St. Paul Lutheran Church are true, and I understand that my misrepresentation or omission of significant or substantive information will be sufficient cause for cancellation of my consideration for an employed position (paid or volunteer). I also understand that, while under consideration for a position I must notify the pastor/s the pastor/s designee of any conviction or guilty plea within three working days.

Should I serve at St. Paul Lutheran Church, I hereby agree to submit to periodic checks of my background by St. Paul Lutheran Church or its agent, at St. Paul Lutheran Church’s sole discretion. I further agree that if I attempt to withdraw this authorization at any time during my
serving with St. Paul Lutheran Church, said withdrawal shall be deemed justification for immediately terminating my opportunity to serve.

_____ I understand that in serving, I may become aware of confidential information regarding children, youth or parents, and I agree to maintain this information in strictest confidence. By signing this authorization I hereby acknowledge that I fully understand it and that I authorize the research of my background and the release of appropriate information and reports, as outlined above.

**Signature:** ____________________________________________ **Date:** ________________

---

**FOR OFFICE USE ONLY:**

Background Check Completed: 
Fingerprinting Completed: 
Reference Completed: 
Interview Completed: 

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**ST. PAUL LUTHERAN CHURCH**

**4600 N. NINTH AVE.**

**PENSACOLA, FL 32503**

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**PERSONAL INFORMATION**

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First</th>
<th>Middle Initial</th>
<th>Social Security #</th>
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</table>

<table>
<thead>
<tr>
<th>Address</th>
<th>Home Telephone ( )</th>
<th>Business Telephone ( )</th>
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</thead>
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<tr>
<td>City</td>
<td>State</td>
<td>Zip</td>
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**Position desired**

Date of application

Please list experience that qualifies you for the position desired -
**Are you a US Citizen?**  *Yes  No*  
If no, do you have the legal right to retain employment in the US?  *Yes  No*

Have you ever been convicted of a crime?  *Yes  No*  
If yes, please attach an explanation below or on a separate sheet of paper including nature of offense, when, where and disposition?  *(A conviction record will not necessarily be a bar to employment. This information will be used only for job-related purposes and only to the extent permitted by applicable law.)*

### EDUCATION

<table>
<thead>
<tr>
<th>SCHOOL NAME AND LOCATION</th>
<th>Course or Major</th>
<th>No. of years Completed</th>
<th>Degree(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College or University</td>
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<td></td>
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<tr>
<td>Graduate Study</td>
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<td></td>
</tr>
<tr>
<td>Business/Trade/Technical/or Other Schools</td>
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<tr>
<td>Other/Continuing Education</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Current Licenses/Certificates</td>
<td></td>
<td>Status: Clergy - Lay - Associate in Ministry</td>
<td></td>
</tr>
</tbody>
</table>

What languages, other than English, do you speak?
**QUALIFICATIONS**

Please use the space below to share with us your qualifications and why you feel those qualifications will enable you to perform the specifics of the position(s) as well as assist St. Paul Lutheran Church in carrying out its overall vision.

---

**PROFESSIONAL REFERENCES** - List 3 people (preferably past supervisors)

<table>
<thead>
<tr>
<th>Name</th>
<th>Name</th>
<th>Name</th>
</tr>
</thead>
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<td>Telephone Number (  )</td>
<td>Telephone Number (  )</td>
</tr>
<tr>
<td>Business Address</td>
<td>Business Address</td>
<td>Business Address</td>
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</tbody>
</table>

*May we contact your present employer prior to any employment?  Yes   No*

<table>
<thead>
<tr>
<th>2</th>
<th>Employer Name</th>
<th>Dates Employed (below)</th>
<th>Starting Position Title</th>
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<tr>
<td>Employer Address</td>
<td>From</td>
<td>To</td>
<td>Ending Position Title</td>
</tr>
<tr>
<td>Employer City/State/Zip</td>
<td><strong>Salary</strong> (below)</td>
<td>Supervisor Name and Title</td>
<td></td>
</tr>
<tr>
<td>Employer Telephone (  )</td>
<td>Starting</td>
<td>Final</td>
<td>Reason for Leaving</td>
</tr>
</tbody>
</table>

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**EMPLOYMENT HISTORY** - Begin with current or most recent employer

<table>
<thead>
<tr>
<th>1</th>
<th>Employer Name</th>
<th>Dates Employed (below)</th>
<th>Starting Position Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer Address</td>
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<tr>
<td>Employer City/State/Zip</td>
<td><strong>Salary</strong> (below)</td>
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</tr>
<tr>
<td>Employer Telephone (  )</td>
<td>Starting</td>
<td>Final</td>
<td>Reason for Leaving</td>
</tr>
<tr>
<td>3</td>
<td>Employer Name</td>
<td>Dates Employed (below)</td>
<td>Starting Position Title</td>
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<tr>
<td>Employer Address</td>
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<td>To</td>
<td>Ending Position Title</td>
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<tr>
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<td>Starting</td>
<td>Final</td>
<td>Reason for Leaving</td>
</tr>
</tbody>
</table>

**PLEASE READ CAREFULLY BEFORE SIGNING**

1. All information provided on this Service Application for Employment is complete and accurate, to the best of my knowledge.

2. St. Paul Lutheran Church has my permission to investigate (including required background check), my past employment history, personal references, and any other information contained in this application.

3. Misrepresentation of facts in this application will disqualify me from further consideration.

4. Federal laws require that employers hire only individuals who are authorized to be lawfully employed in the United States. In compliance with such laws, all offers of employment are subject to verification of each applicant’s identity and employment authorization. I understand that it will be necessary for me to submit such documents as are required by law to verify my identification and employment authorization on the first day of employment.

5. Any position offered to me is contingent upon the satisfactory completion of reference checks, fingerprinting, and complete background check.

6. I understand that nothing contained in this form or in the granting of an interview is intended to create a contract between the organization and me, either for employment or for the providing of any benefits. No promises regarding employment have been made to me, and I understand that no such promise or guarantee is binding upon the organization unless made in writing.

7. I fully agree to the statements and conditions listed in 1 through 6 above.

**Applicant signature __________________________________________**

**Applicant Signature (complete application) ______________________________**

**Date ________________**

Please initial each statement below, indicating that you have read each carefully, then sign and date the application.
I, the applicant for a (staff or volunteer position) at St. Paul Lutheran Church do hereby authorize St. Paul Lutheran Church or its agent to obtain information from any person, church, firm, corporation, or any other entity concerning myself including, but not limited to, criminal records and character history. I further authorize any person, firm, church, corporation or other entity to furnish said information. I understand that I must sign this document in order for my application to be considered further.

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By signing this authorization, I hereby acknowledge that I fully understand it and that I authorize the research of my background and the release of appropriate information and reports, as outlined above.

Signature: ______________________________ Date: __________

---------------------------------------------------------------
FOR OFFICE USE ONLY:

Background Check Completed:  
Fingerprinting Completed:  
Reference Completed:  
Interview Completed

Date_______________  Initials___________
Date_______________  Initials___________
Date_______________  Initials___________
Date_______________  Initials___________

TEENAGE WORKER SERVICE APPLICATION

Thank you for considering serving at the church and for taking a few minutes to complete this application. All staff and volunteers must complete this form for any position involving the supervision of children and youth. It is being used to help the church provide a safe and secure environment for children who participate in our programs and use our facilities, as well as to provide for your protection. This information will be kept confidential.

Please Print
Full Name (First Middle Last) __________________________________________________________

Date of Birth____________________

Current Address __________________________________________________________

__________________________________________________
(City, County, State, Zip)

Are your parent/guardian member(s) or Friend(s) of St. Paul Lutheran Church
Yes_______ No__________

Name of Parent or Guardian ____________________________________________________________

Have you worked with children before?  Yes_____ No________

If yes, please explain in the space provided:

Have you attended a babysitting course?  Yes_______ No________

If yes, please give the approximate date of class __________________________________________

If yes, who was the course offered by? ________________________________________________

List three personal references (please do not include family members)
Name__________________________________ Phone ______________________
Name__________________________________ Phone ______________________
Name__________________________________ Phone ______________________

FOR OFFICE USE ONLY
Reference Completed: Date_______________ Initials___________
Interview Completed Date_______________ Initials___________

REFERENCE CONTACT FORM

Applicant Name ______________________________________________________
Reference Name ______________________________________________________
Interviewer Name ____________________________________________________

Date and Time of Contact _____________________________________________

In Person ________________ By Phone ________________________________

How long have you know the applicant? ________________________________

Do you have any concern about this Applicant working with children or youth?

...........................................................................................

Is the Applicant responsible to his/her commitments? ____________________

Are you aware of any criminal offenses against the Applicant? ____________

Other Comments:
4. OFFERING ENVELOPES AND STATEMENTS

Offering envelopes will be picked up by the members during the month of December and those not picked can be delivered by Council. Quarterly Financial Statements are to be sent to members and associate members of the congregation once (1) per quarter.

5. OTHER SERVICES:

BAPTISM

WHAT IS BAPTISM? - In Holy Baptism the Triune God delivers us from the forces of evil, puts our sinful self to death, gives us new birth, adopts us as children, and makes us members of the body of Christ, the Church. Holy Baptism is received by faith alone.

By water and the Word in Baptism, we are liberated from sin and death by being joined to the death and resurrection of Jesus. In Baptism God seals us by the Holy Spirit and marks us with the cross of Christ forever. Baptism inaugurates a life of discipleship in the death and resurrection of Christ. Baptism conforms us to the death and resurrection of Christ precisely so that we repent and receive forgiveness, love our neighbors, suffer for the sake of the Gospel, and witness to Christ.

Baptism is for the sake of life in Christ and in the body of Christ, the Church. It also may be given to those who are close to death, and is a strong word of promise in spite of death. Individuals are baptized, yet this Baptism forms a community. It is for children. It is for adults. It is done once, yet it is for all of our life.

JESUS CHRIST HAS GIVEN HOLY BAPTISM - Baptism was given to the Church by Jesus Christ in the “great commission,” but also in his own baptism by John and in the baptism of the cross.

One great source of the teaching and practice of the Church regarding Baptism is the “great commission”: “Go therefore and make disciples of all nations, baptizing them in the name of the
Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age.”

Other passages are also part of the biblical tradition of the origin and meaning of Baptism. Another source is the account of Jesus’ own baptism at the River Jordan. While Jesus is the eternal Son of God, all who are baptized into him are adopted as beloved children of God.

With Jesus all the baptized are anointed by the outpoured Spirit. Because of Jesus we are, through Baptism, gathered and included in the life of the Triune God.

In two places in the New Testament where Jesus speaks of his own baptism, he refers not to his being washed in the Jordan River, but to his impending death. It is that death to which we are joined in Baptism, according to the witness of Paul.

**BAPTISM IS ONCE FOR ALL** - A person is baptized once. Because of the unfailing nature of God’s promise, and because of God’s once-for-all action in Christ, Baptism is not repeated.

Baptism is a sign and testimony of God’s grace, awakening and creating faith. The faith of the one being baptized “does not constitute Baptism but receives it…” “Everything depends upon the Word and commandment of God…”

“Re-baptism” is to be avoided since it causes doubt, focusing attention on the always-failing adequacy of our action or our faith. Baptized persons who come to new depth of conviction in faith are invited to an Affirmation of Baptism in the life of the congregation.

There may be occasions when people are uncertain about whether or not they have been baptized. Pastors, after supportive conversation and pastoral discernment, may choose to proceed with the baptism. The practice of this church and its congregations needs to incorporate the person into the community and its ongoing catechesis and to proclaim the sure grace of God in Christ, avoiding any sense of Baptism being repeated.

**BAPTISM INVOLVES DAILY DYING AND RISING** - By God’s gift and call; all of us who have been baptized into Christ Jesus are daily put to death so that we might be raised daily to newness of life.

Believers are at the same time sinners and justified. We experience bondage to sin from which we cannot free ourselves and, at the same time, “rebirth and renewal by the Holy Spirit.” The baptismal life is expressed each time the baptized confess their sins and receive forgiveness. “Repentance, therefore, is nothing else than a return and approach to Baptism…”

There are many ways to encourage this daily dying to sin and being raised to live before God. They include confession and absolution, the reading of the Scriptures, preaching, the mutual
comfort and consolation of the sisters and brothers, daily prayer and the sign of the cross, the remembrance of the catechism, and the profession of the creed.

Christians continue in the covenant God made with them in Baptism by participation in the community of faith, by hearing the Word and receiving Christ’s Supper, by proclaiming the good news in word and deed, and by striving for justice and peace in all the world.

**BAPTISM IS FOR ALL AGES** – God, whose grace is for all, is the one who acts in Baptism. Therefore candidates for Baptism are of all ages. Some are adults and older children who have heard the Gospel of Jesus Christ, declare their faith, and desire Holy Baptism. Others are the young or infant children of active members of the congregation or those children for whom members of the congregation assume sponsorship.

Since ancient times, the Christian Church has baptized both infants and adults. Our times require great seriousness about evangelization and readiness to welcome unbaptized adults to the reception of the faith and to Baptism into Christ. Our children also need this sign and means of grace and its continued power in their lives. In either case, Baptism is God’s gift of overwhelming grace. We baptize infants as if they were adults, addressing them with questions, words, and promises that their parents, sponsors, and congregation are to help them know and believe as they grow in years. We baptize adults as if they were infants, washing them and clothing them with God’s love in Christ.

**BAPTISM INCLUDES CATECHESIS** – Baptism includes instruction and nurture in the faith for a life of discipleship.

When infants and young children are baptized, the parents and sponsors receive instruction and the children are taught throughout their development. With adults and older children, the baptismal candidates themselves are given instruction and formation for faith and ministry in the world both prior to and following their baptism. The instruction and formation of sponsors, parents, and candidates prior to Baptism deals especially with faith in the triune God and with prayer. In the case of adults and older children this period of instruction and formation is called “the catechumenate.” *Occasional Services* includes an order for the enrollment of candidates for Baptism.

The parish education of the congregation is part of its baptismal ministry. Indeed, all of the baptized require life-long learning, the daily re-appropriation of the wonderful gifts given in Baptism.

**BAPTISM TAKES PLACE IN THE ASSEMBLY** – Candidates for Holy Baptism, sponsors, and an ordained minister called by the Church gather together with the congregation for the celebration of Baptism within the corporate worship of the Church.
When pastoral considerations require Baptism to take place outside of corporate worship, if at all possible representatives of the congregation gather for Baptism. In such a case a public announcement of the baptism is made at the service the following Sunday.

Baptism may take place at varying points in the worship service. When the Baptism follows the Liturgy of the Word, it helps to emphasize Baptism’s connection to the promise of the Gospel and faith in that promise and leads the baptized to the altar. When infants are baptized in a service where adults are not, the Baptism may be part of the entrance rite. This emphasizes that their instruction is to follow and reminds the whole congregation of the baptismal nature of the order for Confession and Forgiveness. At the Vigil of Easter, baptisms are placed between the Service of Readings and the proclamation of the Easter texts. This helps Christians to remember their burial with Christ into death, and rising with him to new life.

**A PASTOR PRESIDES AT BAPTISM** – An ordained minister presides at Holy Baptism. God is the one who acts in Baptism. The pastor, congregation, candidates, and sponsors gather around the font to administer the sacrament. The pastor presides in the midst of a participating community. Ordinarily this presider is the pastor of the congregation where the Baptism is being celebrated. The pastor acts as baptizer, but does so within a congregation of the Church which actively assents and responds.

**BAPTISM MAY OCCUR BEFORE AN IMMINENT DEATH** – In cases of imminent death, a person may be baptized by any Christian. Should sudden death prevent Baptism, we commend the person to God with prayer, trusting in God’s grace.

Counsel for such a baptism at the time of imminent death may be found in *Occasional Services* and should be widely known in the Christian Community. A dead person, child or adult, is not baptized. Prayers at such a death may include naming, signing with the cross, anointing for burial, and commendation to God. Prayers and commendations may be offered in the event of a stillbirth or of the early loss of a pregnancy.

When a person who was baptized in imminent danger of death survives, *Occasional Services* provides for a Public recognition of the Baptism at corporate worship.

**WE BAPTIZE IN THE NAME OF THE TRIUNE GOD** – Holy Baptism is administered with water in the name of the triune God, Father, Son, and Holy Spirit. Baptism into the name of the triune God involves confessing and teaching the doctrine and meaning of the Trinity. The baptized are welcomed into the body of Christ. This is the community that lives from “the grace of the Lord Jesus Christ, the love of God, and the communion of the Holy Spirit…”

The Church seeks to maintain Trinitarian orthodoxy while speaking in appropriate modern language and contexts. While a worldwide ecumenical discussion is now under-way about such
language, we have no other name in which to baptize than the historic and ecumenically received name.

It is in the crucified Jesus that we meet the God to whom he entrusted all, who raised him from the dead for us, and who poured out the Spirit from his death and resurrection. Washing with water in this name is much more than the use of a “formula.” The name is a summary of the power and presence of the triune God and of that teaching which must accompany every Baptism. Without this teaching and without the encounter with the grace, love, and communion of the triune God, the words may be misunderstood as a magic formula or as a misrepresentation of the one God in three persons, “equal in glory, coeternal in majesty.” What “Father” and “Son” mean, in biblical and creedal perspective, must also be continually re-examined. The doctrine of God teaches us the surprising theology of the cross and counters “any alleged Trinitarian sanction for sinful inequality or oppression of women in church and society.”

Some Christians, however, are received into our congregations from other churches in which they were baptized “in the name of Jesus Christ.” There are some whose Baptisms were accompanied by Trinitarian examination and confession of faith, and whose Baptisms have occurred within the context of Trinitarian life and teaching. We will do well to avoid quarrels over the validity of these Baptisms.

Outside the context of Trinitarian life and teaching no Christian Baptism takes place, whatever liturgical formula may be used.

**BAPTISM IS A PUBLIC SIGN** – We seek to celebrate Baptism in such a way that the celebration is a true and complete sign of the things which Baptism signifies.

The pedagogical force of practice is considerable.” A strong baptismal theology calls for a strong baptismal practice, teaching and showing forth the meaning of Baptism and inviting Christians to discover continually its importance for their daily lives. Those who plan baptisms attend to the use of faithful words and gracious actions, to including the event within the Sunday service, to the architectural or natural setting, to the regular preparation of candidates, sponsors, parents, and congregation for Baptism, to post-baptismal teaching that strengthens us for mission, and to the possibility of great festivals as times for Baptism.

“It is appropriate to designate such occasions as the Vigil of Easter, the Day of Pentecost, All Saints’ Day, and the Baptism of Our Lord for the celebration of Holy Baptism. Baptismal celebrations on these occasions keep Baptism integrated into the unfolding of the story of salvation provided by the church year.” The Vigil of Easter is an especially ancient and appropriate time for Baptism, emphasizing the origin of all baptism in Christ’s death and resurrection.
Baptism taken from “The Use of the Means of Grace”, A Statement on the Practice of Word and Sacrament, Evangelical Lutheran Church in America

6. FUNERALS

Premise:
As the Church conducts the Christian into its fellowship through Holy Baptism and sustains their faith through Preaching and Holy Communion, so at death the voice of the Church is again heard. In the Order for the Burial of the Dead, the Church proclaims its glorious hope in the resurrection of the dead through our Lord, Jesus Christ.

1. The Order for the Burial of the Dead which will be called “The Celebration of Life” is provided for the burial of those who depart this life in Christian faith and in the membership of the Christian Church.
2. The Pastor will provide Funeral services for those outside the membership of St. Paul Lutheran Church as time and judgment permit. The Order for the Burial of the Dead may or may not be used.
3. The death of a member of the Church should be reported immediately to the Pastor and no arrangements for the burial should be made without consultation. Members are encouraged to have the service in the Sanctuary of St. Paul Evangelical Lutheran Church. Service of Holy Communion is available.
4. The coffin shall be closed before the Service for the Burial of the Dead to begin. The pall will be placed on all baptized.
5. Only flowers of the immediate family are permitted in the Chancel.
6. The Order of the Church shall in no case be interrupted by the exercise of other ceremonies or organizations.
7. The funeral sermon is a proclamation of hope and comfort in Christ, but it may involve appropriate recognition of the life of the deceased. It may be appropriate for relatives or associates to comment briefly on the meaning of the deceased’s life for them or the community.
8. All music for this service shall be religious selections reflecting the spirit of Christian confidence, trust and hope in the resurrection.
9. Members of the congregation will be afforded a reception by the Bereavement/Fellowship Committee. The Administrative Assistant will notify the Bereavement/Fellowship Committee after she is notified of the family’s request.
10. Use of the Fellowship Hall will not be denied. Non-Member fees may be assessed for janitorial services.
11. Arrangements for inclusion in the Memorial Garden should be made with the Pastor and the Administrative Assistant. A Memorial Garden brochure is available upon request.
12. Donations may be given to the Bereavement/Fellowship Committee, the Memorial Fund, or the Enduring Fund.

7. POLICY GOVERNING

CONDUCT AND USE OF CHURCH FACILITIES
FOR WEDDINGS

St. Paul Evangelical Lutheran Church

Pensacola, Fl. 32503

The Marriage Service, like all services of the Church, is centered in the Triune God: Father, Son, and Holy Spirit. Everything we do, the music we use, the clothing we wear, the decorations; all is intended to enhance our worship of the Almighty God. God's steadfast love in Christ is the foundation of a model for marriage. We come to the church asking for God's presence and blessing upon and in our marriage.

This Christian Congregation and its leaders have set down these guidelines in order to help you plan this memorable, loving, and holy event. We trust the following to be helpful to you. If you have any questions, please feel free to contact the Administrative Assistant during normal church office hours. In these guidelines, the “Pastor” shall be the Pastor of St. Paul Evangelical Lutheran Church in Pensacola, Florida.

If the wedding service is celebrated here at St. Paul, the Pastor has the approval of the Congregation Council to decline the officiating duties of a marriage service. If the pastor(s) declines to officiate because it goes against their conscious; the Congregation Council gives approval for another ordained minister to be the officiating agent of the marriage ceremony. St. Paul, the ELCA and the Florida Bahamas Synod are respectful to all persons desiring to enter into the covenant of marriage. They are also respectful in the discernment of the ordained ministers in God’s church. Therefore, if the pastor of St. Paul declines to officiate, the church supports the ordained minister and those electing to enter into the covenant of marriage. The dual support from the Congregation Council promotes spiritual health for all of God’s people.

The congregation of St. Paul uses a wedding coordinator to help the Bride and Groom with church preparation, church policies, wedding arrangements at the church, arranging time with organist, attending the rehearsal, taking care of the bride and groom on wedding day, communication needs, and other needs for the bride and groom. The wedding coordinator will collect any fees for the church, bulletins and honorariums. The fee for the wedding coordinator will be collected along with the church deposit by the office when wedding date is formally reserved. The deposit for the church is the Janitorial fee and will not be refundable. This deposit holds the date for your wedding service and guarantee’s the date. The deposit check is a separate check and should be made out to the church. All other checks are made out to the individual providing service for your wedding.

1. Before Officiating a marriage, the Pastor shall counsel with the persons about to be married and shall diligently inquire:

   A. Whether the union contemplated is in accordance with the Word of God.
   B. Whether it will be in accordance with the laws of the State.
➢ The couple shall schedule three (3) meeting times as part of the marriage counseling. Each meeting lasts approximately 2 hours.
➢ No marriage shall be witnessed unless the Pastor is convinced that God's blessing may properly be asked upon it.
➢ The wedding will not take place if alcohol is detected on the bride, groom, attendants, or groomsmen (This is a legal issue). The Pastor will cancel the wedding ceremony for any presence of alcohol.

2. Those who are planning to wed in the church or at another location should consult with the Pastor, about officiating their marriage as well as the form of the marriage service. The date and time of the marriage service should not be announced before consulting with the Pastor because there may be times when the Pastor or the church is unavailable.

3. Marriage celebrations are inappropriate during Lent and Holy Week because of the solemn character of that time.

4. The marriage service followed at St. Paul comes from the Lutheran Worship Service and can be modified at the Pastor’s discretions. Through mutual conversation and respect of the Holy Space, the Bride, the Groom and the Pastor may create an appropriate service of worship fitting to the particular occasion. Attention shall be called to any Statement on Marriage adopted by the Evangelical Lutheran Church in America and all rubrics for the Marriage Service.

5. The promises are the Bride’s and Groom’s and come from the marriage liturgies. The Pastor does not normally let individuals write their own vows and promises. With the selection presented to the bride and groom, working with the Pastor, we can create the promises and vows that will respect God and the love presented to the bride and groom on their wedding day.

6. The Pastor may publish the (Announcement of Marriage Service) in bulletins or congregational papers.

   An appropriate form is: “(Name) and (Name) have announced their intention to marry on (Date) and ask your prayers.”

6a. The wedding bulletin - For the marriage service, the Bride and Groom will be responsible in selection and cost of marriage bulletins. The selection and ordering can be done through the wedding coordinator. Please make arrangements with the wedding coordinator with ample time for delivery of bulletins. The bulletin will be ready for the couple to approve so that it can be completed by the office staff prior to the wedding rehearsal.

7. The presiding minister shall be the Pastor of the Congregation unless he or she declines or is unavailable. Exceptions can be made with the consent of the Pastor.
Assisting ministers, lectors, and communion assistants may be invited and may include members of the family.

8. The Pastor or the administrative assistant shall record the marriage in the Parish Register of the Congregation. The Pastor will see that all legal documents are completed and sent into the State of Florida. A Marriage License shall be presented to the Pastor at the wedding rehearsal.

9. The Honorarium for the Pastor meeting with the wedding couple, leading rehearsal and presiding at the wedding is $250.00. This is to be given to the wedding coordinator a week before the wedding rehearsal.

9a. The rehearsal dinner and the wedding reception are the celebration of the two families coming together as one. Please know that you are not obligated in any way to invite the Pastor. It is at your discretion and no offense will be taken.

10. The Church Organist shall be contacted by the wedding coordinator to play for weddings unless the bridal couple selects the piano for their wedding service. If the Organist is not available on the date chosen, other persons approved by the Pastor of St. Paul shall be contacted. If the bride and groom have someone in their family they would like to use as the organist or pianist, please consult the Pastor as soon as possible.

10a. The Honorarium for the Organist or Pianist is $175.00 to be given to the wedding coordinator a week before the wedding rehearsal.

11. Music selections, by voice or instrument, should embody a high standard of quality and specifically reflect the praise of God. Couples should make certain that musical selections chosen are appropriate for the Holy Space and are within the ability of the performer to play or sing with assurance.

12. Organ music and solo materials must meet with the approval of the Pastor and be arranged at least four (4) weeks in advance. For special musical selections, the Bride and Groom are responsible to provide sheet music if requested by the Organist/Pianist. When the piano or organ is not used; the Pastor must approve the music and the placement of solos.

13. The hour (time) set for the wedding service will be the time the Procession begins and not when Prelude music begins.

14. The Pulpit, Lectern, Baptismal Font and Altar shall not be hidden from view or used to hold decorations. Tacks, nails or staples shall not be used on woodwork, walls, pews, chairs or floor. Protective holders for pew bows can be obtained from your florist and are to be used. Protective coverings such as a white cotton cloth shall be placed under all additional candles to prevent dripping from marring woodwork and
linens. The Altar Candles of the Congregation may be used. Any additional candles are to be provided by the Bride and Groom.

15. Altar Flowers are welcome and may be left for Sunday Service. One way to leave flowers is to sign the Flower Chart located in the hallway beside of the library door. Another way to enhance the wedding service with your flowers is to ask for a special stand to place the flower arrangement beside the Baptismal font. This arrangement needs to be made with the Pastor. Wedding Flowers can be ordered through the Flower Guild of St. Paul as well as the florist of your choosing.

16. The throwing of rice, confetti, birdseed or other materials is not permitted. Please speak to the Pastor regarding your needs.

17. Marriage services may include Holy Communion. We celebrate Holy Communion as part of God’s family and invite all in attendance to the table of our Lord. The Sacrament of Holy Communion is not just for the Bride and Groom; therefore we abstain from this in the service when it excludes others. The meal is for the assembled family of God.

18. Because the marriage service has Holy Places within the service, flash pictures or lighted video are not permitted either by professional photographers or guests during certain time within the service. The photographer may take pictures throughout the service as long as they do not step into the service or intrude on the holy space. Video recording of this service shall be permitted with stationary video equipment using natural lighting and shall be limited to stationary positions.

19. All rooms used for dressing and preparations for the wedding shall be left in good order, and all materials brought into them removed or placed in waste cans. No valuables or monies should be left in these rooms during the service.

19a. The Bride and her attendants will be invited to use one area of the church with bathroom access. The Groom and groomsmen are invited to use the lower lever youth room which has couches and bathroom access in the downstairs hallway.

19b. There is a $150.00 janitorial fee as part of the building use. This fee pays for the cleaning of the sanctuary and other rooms used. The fee should be given to the Administrative Assistant during normal office hours to reserve your wedding date and rehearsal day. If you choose to have a rehearsal dinner in fellowship hall, there will be a $75.00 janitorial fee for this event as well. A separate fee can be assessed to the bride and groom if any damage occurs in the rooms.

20. Non-member persons requesting the marriage service at St. Paul Evangelical Lutheran Church will be held to this policy. Non-members will incur a $300.00 building usage fee including all other fees and honorariums within the marriage service policy of St. Paul Evangelical Lutheran Church.

Non-members associated with an immediate member family will incur a $175.00 building usage fee including all other fees and honorariums within the marriage service policy of St. Paul Evangelical Lutheran Church.
21. If an Acolyte is desired, the acolyte shall be arranged by the couple. Otherwise, candles will be lit before the service by the wedding coordinator or other person.

22. No church furnishings or property are to be moved from its normal position without prior conversation and approval of the Pastor. The furnishing specifically, the Paschal Candle and Baptismal Font will not limit the procession and recession.

23. Near the wedding date, specific outlines will be given to you for the florist, photographer/videographer and soloist.

These policies have been adopted by the Congregation Council in keeping with good order and due regard to the sacredness of the Marriage Service. Your cooperation in all of the above matters is earnestly requested. This policy will periodically be reviewed, and the Congregational Council shall approve any revisions. In cases of differing opinions, the action of the Council always takes precedence over any other opinions of individuals, groups or organizations.

*It shall be the responsibility of the Bride and Groom to advise parents, wedding party, florist, photographer, those involved in the wedding and guests of these policies.*

Acceptance of Policy: _________________________   _________________________   _____________

Bride Print       Bride’s signature       Date

Acceptance of Policy: _________________________   _________________________   _____________

Groom Print       Groom’s signature       Date

**Summary of Wedding Policy fee expense to bride and groom**

<table>
<thead>
<tr>
<th>Expense</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janitorial fee</td>
<td>$150.00</td>
</tr>
<tr>
<td>Wedding Coordinator</td>
<td>$150.00</td>
</tr>
<tr>
<td>Bulletin fee (based on order – normal cost estimate is $30.00/100)</td>
<td>Check should be made to the Coordinator</td>
</tr>
<tr>
<td>Church usage fee (see policy)</td>
<td></td>
</tr>
<tr>
<td>Honorarium Pastor</td>
<td>$250.00</td>
</tr>
<tr>
<td>Honorarium Organist</td>
<td>$175.00</td>
</tr>
<tr>
<td>Honorarium Pianist</td>
<td>$175.00</td>
</tr>
</tbody>
</table>

7. CONFIRMATION REQUIREMENTS
A. Sunday school attendance is a prerequisite for confirmation. Exceptions will be given to student(s) of new members. 

**During each year (7th and 8th grade) the following requirements will be met:**

B. The Confirmation student is required to have an 80% attendance for Sunday school or Christian Education Hour. *(Please speak to me privately if there is dual parenting and we need to make arrangements.)*

C. Completion of all course work from classroom assignments given in Sunday school or in the confirmation curriculum.

D. Twenty-seven (27) completed sermon notes that have been graded and approved by Pastor. There are plenty of opportunities for you to get sermon notes (not including Advent and Lent Wednesday services). You **will not** get a sermon note credit for being an acolyte in service. We serve the church in this manner because that is what we ought to do as disciples of Jesus.

  - **8th grade please note** - For 8th grade students, completion of this requirement is the first Sunday in May

E. Acolyte on Sunday in a rotation with other youth from our congregation.

F. Four (4) experiences as lay reader for worship service. The lessons will be selected and sign-up sheets for lessons will be posted on Kiosk in gathering space.

  - **8th grade please note** - For 8th grade students, completion of this requirement is the last Sunday of April.

G. Students will be required to do four 2 hour serving projects for the congregation or St. Paul Lutheran Preschool. Other required service projects (Fund raisers, serve at dinners, Advent & Lent suppers and other such services related to the church)

H. Students are required to participate in fund raising activities as part of their service projects. These fund raisers benefit your youth group as well as St. Paul.

“Lutheran Study” Confirmation classes will be held once a month on Sunday during the 8th grade session. The class will take place during Sunday school hours but may extend into more time depending upon the topic and the student preparation. The expectation for attendance at the Lutheran Study class is 100%. These classes use to be two years once a month. Therefore, missing these classes that are scheduled should be avoided.

To put the attendance in perspective, Youth are expected to attend all practice sessions for their sports programs and or other activities. Lutheran Studies is just as important and will remain with the student for the rest of their life.

There will be a light snack for students and parents before the 8th grade meeting. The Lutheran Studies time is with Pastor.

**The Parent Confirmation meetings should be attended by at least one parent/guardian. These meetings inform the parent/guardian of how their child is progressing.** Your time and participation in confirmation will ensure that communication is open and no surprises happen.
This covenant is for ______________________ and has been received
(Parent or Guardian) ______________________   Date: __________________

8. NURSERY

The Nursery Policy is set for worship events and Christian education to accommodate preschool children. It is not to be used by others without consent of the Pastor or Director of Christian Education. Usage of the nursery requires adult supervision and presence in the room. This room is not available to groups using other church facilities under the Fellowship Hall Usage Agreement. There will be no food or snacks consumed because of food allergies or choking issues.

Following are the Safety Policies and Procedures to be followed for the Nursery:

1. The nursery shall have a responsible attendant that has been approved by St. Paul having completed finger printing and background checks. The attendant shall be an adult (18 or over), available at the scheduled times children are in the nursery.
2. St. Paul Nursery will be open for children up to the age of five (5).
3. No child shall ever be left alone or unsupervised, and a parent shall not leave a child at the nursery unless a scheduled nursery attendant is present.
4. Parents/guardians shall sign in each child by name and shall sign out each child. They shall leave a contact number on the form in case the attendant needs to make contact. If the child has a diaper bag, the parent can leave the bag with the scheduled nursery attendant. The parent/guardian should remove any valuables before leaving the diaper bag. The church/nursery staff is not responsible for lost/missing items. The nursery attendant will notify parent/guardian if a diaper change is needed. Nursery workers will not be permitted to change diapers.
5. If a child has a communicable disease, they shall not be left in the nursery by the parent. Parents/guardians will be asked not to leave their children if the child exhibits any of the following symptoms listed here.
   • Known fever of 100 degrees or greater
   • Rashes or spots of unknown origin
   • Diarrhea or vomiting
   • Infectious (non-clear) runny nose
   • Known contagious disease
   • Eyes that are crusty and/or red or yellow in color
   • Evidence of lice, scabies, or other parasitic infection
6. No medication shall be administered in the nursery, except by a parent/guardian of the child.
7. Children shall not go to the rest room unaccompanied. The adult should stand near the
doorway to the bathroom. The children will use the restroom located in the nursery. If
adult assistance is needed in the restroom, the door to the restroom should be left ajar.
8. All children will remain in the care of the nursery attendant until they have been signed
out by the parent/guardian.
9. To ensure the safety of the children, the nursery attendant will redirect and separate
children who are physically aggressive toward others. Inappropriate behavior will be
stopped verbally and will be redirected with suggesting alternative activities and
behavior. Children will always be treated with respect. If the nursery attendant is unable
to redirect the child the parent/guardian will be notified for assistance and/or to sign the
child out. Children in the care of St. Paul Nursery will never be redirected by verbal and
physical punishment.
10. Every effort shall be made to child proof the nursery.
11. Nursery Coordinator for St. Paul Nursery is the Director of Christian Education. To
contact the director, please call the church office at (850) 438-5229.

This new policy is for the safety and security of all our young disciples. The goal of St. Paul
Lutheran Church is to give our young disciples a safe, fun, Christian environment to grow in.

- Wednesday night church events do not fall under the Nursery Policy/Guidelines
  of St. Paul Lutheran Church.
- The Nursery Policy is set for St. Paul Lutheran Church and is in no way attached
to any St. Paul Preschool Policies and/or usage.

9. ADMINISTRATIVE PROCEDURES

PROCEDURES FOR MAKING PURCHASES & REIMBURSEMENTS

1. Purchasing authority is restricted to the Executive Committee, the Administrative
   Assistant, the Director of the Preschool, the Chairperson of each standing Committee,
and the Congregational Council Liaison to each standing Committee. Purchases not
directly approved by one of the above will be the responsibility of the purchaser.

2. Those listed above are responsible for knowing the current status of their expenditures
relative to the budget approved by the Congregation. Under no circumstances may they
make purchases that exceed their approved budget without approval by the
Congregational Council.

3. Budgeted expenditures are based on expected contributions over the next year. At times
there may be inadequate funds on hand to allow even approved budget expenditures. As
much as possible Committees are encouraged to spread their expenditures over the course
of the year to match expected contributions. It is imperative that authorized purchasers
review all significant purchases with the treasurer to ensure the availability of necessary
funds (prior to making the purchase).

4. Most purchases should be made using the Church Credit Card. This card is available
from the Administrative Assistant or the Church Assistant.
   a. The Administrative Assistant should act as the purchasing agent for most purchases.
      Using the information given to her in writing by the council chair or liaison she will
      contact the company and make the purchase.
   b. With the proper paperwork submitted for a check request, a check will be issued at
      the first opportunity.

5. We should at all times try to use the church credit card for purchases
   If reimbursement is filed, permission should have been given from the chair, where it is
   being charged, and what account under the committee is being charged. This must be
done before submitting reimbursement to the office.

6. Steps for office are:
   a. pastor authorizing payment
   b. charge to account and check is written
   c. reimbursement is mailed out or picked up

7. A copy of the most current reimbursement form should be placed in the book.
   Pastor should view and initial all bills coming into the church prior to being paid
   Preschool Director should initial all bills coming into the church for the preschool prior to
   being paid. This sets up a list of accountability for both the pastor and the director of
   knowing the expenses.

Check Request – Reimbursement

Today’s date:_________Date Purchased:__________Amount: $_______
Payable To: _____________________________________

**Circle one:** Vendor / Business / Individual

Address: _________________________________________

*Please include - City, State, Zip*

Purpose of check request or reimbursement:

________________________________________________________________________

Charge Request or reimbursement to: Committee ____________________________

- Budgeted Fund Expense Account _________________________________
  or
- Restricted Fund Expense Account ________________________________

Approved by Committee Chair: *(signature)* ________________________________

Check delivery method: *(circle one)*  **Pick Up** or **Mail**

Requested By: ________________________________

*First Name* ________________________________ *Last* ________________________________

Below Section for St. Paul Office Staff

Approved: ________________________________ Date: __________

Check#: ________ Date written: ________ written by: ________________

Check signed date: ________ By: ________________________________

*Date mailed: __________*

*Date P/up: __________* P/up by whom: ________________________________