

# **Legacy Document Of All Saints Lutheran Church, ELCA**



**Please NOTE: This is a living document and will be updated frequently  
as we move, change and reform by the prompting of God's presence among us.**

### What is the document is about?

- To create an online forum that will house information about the Ministries and Missions we are involved with/in at All Saints. This will allow those who want to look at their gifts and how it they would fit into Ministries/Missions of All Saints.
- Descriptions, processes, procedures would be provided so that all understand what the commitment and undertaking would be surrounding these Ministries/Missions.
- The current Leader of the Ministry/Mission would be sited so that anyone would have direct access to those members.
- The Descriptions, processes and procedures input into this collection would be understood as the "Legacy of All Saints Lutheran Church"; not set in stone, but a living and breathing expression of how All Saints has expressed itself in the past and present; as an example and catalyst for the future.

*Thank you! -All Saints Mission Team*

## History:

The first interest meetings and bible study were held in the home of our founding pastor, M. Richard Malivuk, in Northdale, just north of Tampa, Florida. The Florida-Bahamas Synod officially called Pastor Malivuk on September 6, 1983. Between December 1983 and May 1984, Pastor Malivuk knocked on the doors of more than 10,000 homes in the Northdale, Carrollwood and Lutz communities. Construction of our new sanctuary began on June 27, 1989, and with the help of God and the hands of our members, it was completed on February 23, 1990. On March 4, 1990, the first worship service was conducted and on November 3, 1985, the service of organization was presided over by Bishop Royall A. Yount. Our congregation paid off the mortgage in November 2010 as we celebrated our 25th Anniversary. In 2013/2014, we underwent a renovation and expansion program so we could better serve our members and our community. Pastor Malivuk retired at the end of 2015.

**ASLC Pastors:** Rev. Rick Malivuk      1983-2015  
Rev. Joshua Gyson      2016-present

## Mission Statement:

“It is the mission of All Saints Lutheran Church to be a family of faith, empowered by God to proclaim Jesus Christ.”

## Welcome Statement:

**We welcome all who are seeking God's love and grace.** We welcome all because God welcomes all, regardless of race or culture, sexual orientation, gender identity or relationship status (LGBTQIA+). We welcome all without regard to addiction, physical or mental health, imprisonment, socio-economic circumstances, differently-abled or anything that too often divides us. **Our Unity is in Christ.**

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## I. Mission Team

### Current Mission Team Leadership as of Last Update:

#### **MISSION TEAM**

**Pastor and Worship Team Liaison:** Joshua W. Gyson

**Church Administration:** Julie Noya

**President:** Jodi McCarty

**V President:** Judy Callan

**Secretary:** Suzy Tkacik

**Treasurer:** Jon Anderson

#### **Voting Members:**

Sophie Thomas

Sandra Odle

Terri White-Jones

Anthony Williams

Emma Brown

**Mission Team Meetings:** 2nd Tuesday of the month

#### **All Saints Lutheran Church**

SYNOD TITLE: Congregation Council

#### ***POSITION SUMMARY***

The constitutional chapters relating to the work of a congregation's officers, the meetings of Mission Team, 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.

#### ***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 within the congregation

#### ***Time Commitment***

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

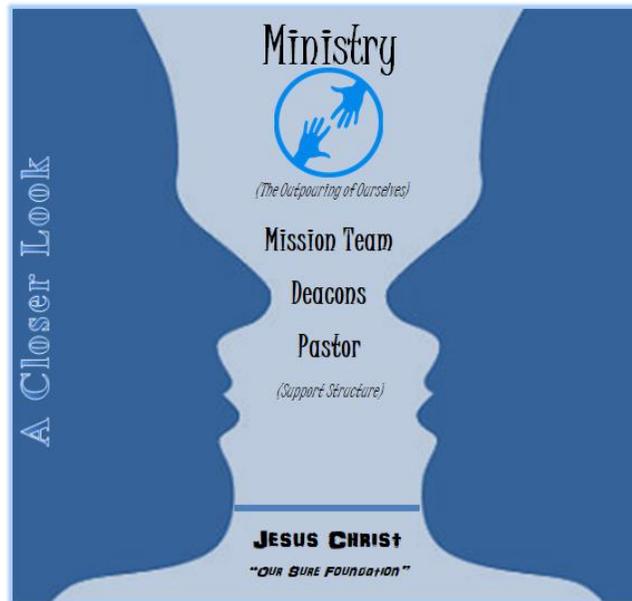
#### **Principal Accountabilities**

- The members of the Mission Team are trustees who act on behalf of the church membership. The Mission Team 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.
- Mission Team members have a duty of loyalty to the organization, its pastor, staff and other Mission Team members. While differences of opinion are sure to arise, Mission Team members should seek to keep disagreements impersonal. Practicing discretion and accepting decisions made on a majority basis will promote Mission Team unity and confidence. It is not recommended that employed staff of the congregation serve on Mission Team.
- Mission Team members accomplish their functions through regular meetings and by establishing a committee structure that is appropriate to the size of the organization and the Mission Team. Ideally, Mission Team members arrive at meetings prepared and ready to engage in thoughtful dialogue: when operating as a group process, this generates and uses the best thinking of its members.
- Mission Teams should be open to self-evaluation and regularly review their own composition to ensure constituent representation, as well as Mission Team expertise and commitment. Mission Teams are also responsible for evaluating and determining compensation within the organization.
- Mission Teams 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.
- Each congregation should establish a goal to tithe 10%-15% of its unrestricted income from members to the mission of the wider church.
- The Mission Team 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 Mission Team specific fiduciary duties of care, loyalty, and obedience to the law.
- Florida Sunshine Law relating to public and private meetings:
  - ♦ 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.*

- ♦ 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.:
  - ♦ 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.
  - ♦ Sunshine Law applies to deliberations and discussions between two or more members of a board or Mission Team 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.
  - ♦ No resolution, rule, or formal action shall be considered binding except as taken or made at a duly noticed meeting.
- Establish an Audit Committee of 3 non-Mission Team voting members that report to the Mission Team.
  - Terms of service are two years. (C12.02)

## A. Mission Team Organization

### The Three Expressions of the Evangelical Lutheran Church in America



### 1. Organization of Leadership

**President** – Leader within Congregation and Mission Team; responsible to the Mission Team and accountable to the congregation.

**Vice President** – Leader within the Mission Team; responsible to the Mission Team and accountable to the congregation.

**Secretary** – Leader within the Mission Team; responsible to the Mission Team, accountable to the congregation and keeper of the Legacy Documentation

**Treasurer** – Leader within the Mission Team; responsible to the Mission Team and accountable to the congregation.

**Voting Member** – Leader within the Mission Team; responsible to the Mission Team and accountable to the congregation.

**Pastor** – Leader within Congregation; responsible to the congregation, accountable to the Florida-Bahamas Synodical Bishop and is designated Mission Team Liaison for the Worship Ministry.

**Mission Team Oversight** – Members of the Mission Team that have added responsibility to oversee an assigned Ministry as defined in “Organization of Ministries”. “Oversight” is defined as a function of this team member to prompt and discuss with the Ministry Leader(s) any issues, constraints or needs of that ministry, bringing that information back to the Mission Team for action. The Mission Team member does not have any authority or responsibility over the Ministry, but is a liaison between the Ministry and the Mission Team. If the Team Member sees an issue within the leadership of the Ministry, this should also be brought to the Mission Team for discussion and/or action.

## 2. Organization of Ministries

### **Worship Ministry**

*Ministry surrounding the orderly administration of Word and Sacrament.*

**Mission Team Oversight:** Pastor

### **Faith Formation Ministry**

*Ministry surrounding the orderly administration of Faith Based Education opportunities.*

**Mission Team Oversight:** Designee

### **Welcome Ministry**

*Ministry surrounding the orderly administration of Social Ministry.*

**Mission Team Oversight:** Designee

### **Technology Ministry**

*Ministry surrounding the orderly administration of all aspects of Technology within the congregational buildings.*

**Mission Team Oversight:** Designee

### **Fellowship Ministry**

*Ministry surrounding the fellowship events of the congregation.*

**Mission Team Oversight:** Designee

### **Property Ministry**

*Ministry surrounding the property/grounds of the church.*

**Mission Team Oversight:** Designee

### **Stewardship Ministry**

*Ministry surrounding the sharing of gifts of the congregation.*

**Mission Team Oversight:** Designee

### 3. Executive Committee

As per the Congregation's Constitution, "C13.01," The officers of this congregation and the pastor shall constitute the Executive Committee." The scheduled meetings will also consist of the presence of the Church Administrator.

The Executive Committee shall prepare agendas for meetings of the Mission Team, attend to routine matters authorized by the Mission Team, attend to and make recommendations concerning issues which may arise that are outside the purview of other standing committees. When needed, the Executive Committee will meet one week prior to all scheduled Mission Team meetings.

### B. Mission Team President (Officer)

SYNOD TITLE: Congregation Council President

#### POSITION SUMMARY

The President, in conjunction with the rest of the Mission Team, 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 is elected by the Mission Team at the first meeting of the new Term.

#### 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 within the congregation

#### Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

#### PRINCIPAL ACCOUNTABILITIES

- Presides at all meetings of the Mission Team and the congregation and ensures that the Mission Team performs its constitutionally mandated duties:
- 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.
- To seek to involve all members of this congregation in worship, learning, witness, service, and support.
- To oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission.
- To maintain supportive relationships with the pastor(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.

- To be examples individually and corporately of the style of life and ministry expected of all baptized persons.
- To promote a congregational climate of peace and goodwill and, as differences and conflicts arise, to endeavor to foster mutual understanding.
- To arrange for pastoral service during the sickness or absence of the pastor.
- 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.
- To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- To seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- As President of the Mission Team assures that the Mission Team is aware of its responsibility for the financial and property matters of this congregation.
  1. Assures that the provisions of the congregation's constitution and its bylaws are carried out.
  2. Assists the Mission Team in the annual review of the membership roll.
  3. Assists the Mission Team in selecting and supervising salaried lay workers.
  4. Presents a comprehensive report to the congregation at the annual meeting.
  5. Works in collaboration with the pastor, and Executive Committee of Mission Team to set an agenda in advance of Mission Team meetings.
  6. Oversees a process whereby the pastor and two voting members of the congregation are appointed to attend the annual Synod Assembly.
  7. Assures that constitutional changes adopted by the biennial Churchwide Assembly are entered into the congregation's constitution.
  8. Assures that the Mission Team reviews, implements and updates a Congregational Sexual Misconduct Policy.
  9. Shall be vigilant to circumstances involving conflict of interest.

### **C. Mission Team Vice President (Officer)**

SYNOD TITLE: Congregation Council Vice President

#### **POSITION SUMMARY**

The Vice President, in conjunction with the President and the rest of the Mission Team, 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. Most specifically carries out the duties of President, when the President is unable or unwilling to do so for a designated period of time. The Vice President is elected by the Mission Team at the first meeting of the new Term.

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 within the congregation

#### Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

#### PRINCIPAL ACCOUNTABILITIES

- Serves as President in the event the President is unable to perform his/her duties, shall preside over the Mission Team or Congregational Meeting in the absence of the President, and shall perform any additional duties as prescribed by the President.
- Chairs committees on special subjects as designated by the Mission Team.
- Follows up with the pastor, Mission Team secretary, and treasurer to assure 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.

### **D. Mission Team Secretary (Officer)**

SYNOD TITLE: Congregation Council Secretary

#### POSITION SUMMARY

The Secretary, in conjunction with the rest of the Mission Team, 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. Most specifically in the recording and documenting the activities of the Mission Team, along with activities of Congregational Meetings. The Secretary is elected by the Mission Team at the first meeting of the new Term.

#### 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

#### Time Commitment

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

- Ensure preparation and filing of the Annual Congregational Report to the Evangelical Lutheran Church in America.

#### PRINCIPAL ACCOUNTABILITIES

- Keeps accurate minutes of all meetings of the congregation and of the Mission Team in a volume provided by the congregation, which shall be made available to the voting members and be preserved permanently in its archives.
- Serves as the custodian of the Church Seal and shall issue the notice of the call.
- Perform such additional duties as prescribed by the President.
- Be responsible for keeping records of Mission Team actions, including overseeing sending out meeting announcements, distributing copies of minutes and the agenda to each Mission Team member, and assuring that corporate records are maintained.
- Ensures that the congregation provides a copy of its governing documents to the synod, as specified by ELCA bylaw 9.53.03.
- 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 in February.
- Emphasize partnership with the synod and churchwide ministries of the Evangelical Lutheran Church in America and be in cooperation with other congregations.
- **The Secretary maintains, updates and publishes the “Legacy Document of All Saints Lutheran Church, ELCA”.**

#### E. **Mission Team Treasurer (Officer)**

SYNOD TITLE: Congregation Council Treasurer

##### POSITION SUMMARY

The Treasurer, in conjunction with the rest of the Mission Team, 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. Most specifically with the responsibility for financial health of the Congregation; maintaining, reporting and documenting cash flow. The Treasurer is elected by the Mission Team at the first meeting of the new term but does not have to be a voting member of the Mission Team.

##### 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 within the congregation

#### Time Commitment

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

#### PRINCIPAL ACCOUNTABILITIES

- 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 persons are present at all times during collection and counting.
- Oversee the treasurers of all accounts maintained by any organization that is part of the congregation, ensuring that they follow established accounting procedures and use appropriate safeguards.
- Ensure that all bills are paid in a timely fashion; this task can also be accomplished by the church secretary, or financial secretary, if this position is utilized by the Mission Team, 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.
- Ensure that adequate insurance is maintained on all real and tangible property.
- Determine that the books and accounts of the congregation are in accordance with standard accounting procedures.
- 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.
- Establish a practice of “First Fruits” giving with the goal of tithing 10% of the unrestricted income to the ministries of the wider church.
- Ensure that the congregation’s deeds and other instruments of ownership are established and maintained in the manner prescribed by civil law.
- Ensure that anyone serving as custodian of any congregational or organizational fund is bonded.
- Meet regularly with the pastor, Mission Team, and/or staff for planning and evaluation.
- Develop and be an active member of the Finance Committee.
- Assist in the development of budgets.
- Be available for other committees that might need help in planning budgets or need other assistance in financial matters.
- Submit a regular, monthly financial report to the Mission Team.

- Submit an annual financial report to the congregation (at the Annual Meeting) that fully discloses income and expense, and assets and liabilities (including all trust and endowment funds).

#### General Accountability

- The treasurer is accountable to the Mission Team and the congregation.
- 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, Mission Team members and, in many cases, heads of ministry groups and committees).

#### Specific Duties of the Treasurer

- Oversight of the following:
  - ♦ The Sunday Offering:
  - ♦ Loose Plate
  - ♦ Church School
  - ♦ Regular Adult Envelopes (current year)
  - ♦ Regular Adult Envelopes (prior year)
  - ♦ Regular Adult Envelopes (next year)
  - ♦ Special Adult Envelopes (Initial Offering, Ash Wednesday, Good Friday, Easter, Christmas, Flowers, etc.)
  - ♦ Memorial Gifts (Provide Congregation Secretary or the appropriate person with donor names and addresses for purposes of acknowledgement)
  - ♦ Capital Fund Envelopes
  - ♦ Payments for Use of the Building by outside groups
  - ♦ All Other Gifts
  - ♦ Depositing Offering in Bank (night depository). Treasurer, Pastor, and Church Administrator are NOT to make night deposit to ensure proper check and balances.
  - ♦ *NOTE: Arrangements should be made to have a responsible person secure the offering from any service both before and after the appropriate money counters have performed their duties. This responsibility is typically overseen by the financial secretary in many congregations, following the procedures outlined in Handling Church Offerings in this guide.*
- Credit all identifiable gifts to Donor's Giving Record. Record by name all gifts made to the church.
- At designated times (for example, at the end of February, May, August, November and December) send "Giving Statements" to each donor. Consult with the pastor and the Stewardship Ministry Team as to messages/enclosures to be included.
- 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.
- Participate in Annual Stewardship Commitment Program by recording pledges as received;

- Be responsible for accuracy of computer records of all gifts by each donor.
- 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.
- Review all bills or invoices and make timely payment by check.
- Assign appropriate account code(s), income and expense.
- Complete and mail a Mission Support Remittance Form monthly to the Florida-Bahamas, attaching a check with financial support totals for other synodical and churchwide ministries (e.g. Outdoor Ministry, Campus Ministry, or World Hunger).
- Be responsible, with Finance Committee assistance as needed, for preparation of Annual Budget for ensuing year. Congregation budgets require congregational approval at the Annual Meeting.
- Prepare monthly Treasurer's Reports that provide the Mission Team with complete information about the financial health and condition of the congregation. Review these reports with the Congregation's Finance Committee.
- Manage congregation liquidity.
- Maintain a record of all deposits/withdrawals regarding Endowment Fund Accounts.
- 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).
- 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.
- Work with the Congregation Finance Committee to ensure that financial and budget planning occurs in a timely manner.
- 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.
- Assure that a record of all purchases of a capital nature is maintained in a permanent record book.
- 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).
- Full Financial Disclosure to Members of the Congregation
- As Treasurer, 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. Giving them less may prompt some to wonder if you are hiding something from them.

**Monthly: Keeping the Congregation Informed about "How We Are Doing"**

Suggestion: Prepare an article or summary of Mission Team actions and include the Monthly Treasurer's Report 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 showing the prior year budget and actual and the budget for the New Year.
2. Prepare a Consolidated Statement of Financial Position (A Balance Sheet in the for-profit world) showing all the assets of the congregation;
3. List all the accounts of the congregation with year-end account balances at both the beginning of the year and end of the year;
4. Operating Account, Endowment Funds, and Special Accounts such as the Altar Guild Fund, Flower Fund, Youth Group Fund, Pastor's Discretionary Fund. 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, a report on those funds should be made each year until the funds have been fully used for the purposes of the capital campaign;
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 Mission Team), 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, will inspire others to bequests as part of their estate planning.
7. Detailed Pledge Report: A report 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 (sample report on page 18).

**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 W-9 form. The church retains the form. If the individual earns more than \$600 in a given year, the church will issue a 1099.
2. Christmas monetary gifts for the pastor or other paid staff must be included on each individual's W2/1099 at year-end.

3. In-kind gifts to the church where an individual provides services for a church and expects a monetary amount be credited to the member's year-end giving statement is only permissible when the individual presents an invoice to the church which the church then pays. The individual may then give a monetary gift back to the church.
4. Cash accounts cannot be used to offset expenses. For example, a church sponsors a Coffee Café on Sunday mornings where cash donations are received to offset this function. All monies received via the café must be deposited into the church operating 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. Such a plan is discussed fully in the Church and Clergy Tax Guide published annually by Christian Ministry Resources. The tax guide gives the language the Mission Team should use to adopt such a plan that complies with IRS regulations.
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.

Unrelated Business Income Tax

Churches can rent to non-profit or for-profit individuals or groups. One case where rental income might jeopardize the church's tax exempt status is if the church has borrowed money to remodel all or part of its facility for the purpose of renting it. The revenue from rentals then becomes subject to income tax as unrelated business income. The rental income from cell phone antennas on church property can also sometimes be large enough to require payment of taxes.

If a church operates a commercial enterprise not related to its basic religious purpose, it could cause the local taxing authority to question its eligibility for property tax exemption. Example: a church that rents a wing of a building for full-time use by a real estate firm would likely have to pay property taxes on that wing.

### Third Party Fundraising

From time to time, congregations are approached by third parties with requests for the congregation to sponsor, endorse, or promote a product or service. **(1)** In return for the congregation's efforts, a commission, fee, or percentage of profit is to be paid to the congregation. Congregations should be extremely wary of any such plan. The following is a list of legal and practical concerns to be reviewed by congregation considering such a request.

1. The church's mission does not entail promoting commercial, secular third-party ventures and sales.
2. When the congregation becomes entangled with secular commercial ventures, they can diminish the true ministry and work of the congregation.
3. Congregations typically have no way of evaluating or rating secular services or products, and, as such, it is not proper for them to endorse, sponsor, or otherwise promote products merely to raise some funds for the congregation.
4. Once the door is open for endorsing, sponsoring, or receiving remuneration for a secular commercial venture, it becomes increasingly difficult to say "no" to other requests for congregational participation.
5. The congregation's reputation and mission can be sullied by a poorly performing product, disputes between the vendor and the purchaser, collection actions, or even injuries involving the sponsored product.
6. When members "contribute" by purchasing products or becoming involved in secular fund-raising plans, their commitment to charitable giving may diminish.
7. When a congregation receives outside income from a secular source, it will need to take on additional record keeping, tax reporting requirements, and, potentially, tax payment requirements.
8. If endorsement, promotion, or sponsorship is given, it is essential that the congregation have a legally reviewed disclaimer to protect itself from responsibility or liability.

9. Typically, the funds raised for the congregation are not very significant; the secular enterprise is profiting with no extra effort.
10. If two congregation members sell or provide the same product, conflict in the congregation may result.
11. If the person selling the product wants to, he or she can certainly contribute a share of the sales directly to the congregation or a share of the sales that come from congregational member business.
12. Depending upon the nature of the enterprise, the congregation may face unrelated business income tax, insurance, zoning issues, or similar complications. (See publication resources on page 1)
  - (1) Different products and services may include toys, books, foodstuffs, health supplements, cleaning products, lawnmowers, home repair and improvements, real estate sales, etc.

## **F. Monetary Procedures**

### **Key Points:**

The committee agreed that dual signature banking is a must.

Weekly auditing of the records should be done. One option would be limited on-line access and/or limited phone access.

The Treasurer will be an “emergency” signer.

Council Officers will be signers but at no time should a council officer be in charge of the checkbook. The pastor and Church Administrator are NOT signers.

Establish an active audit committee.

All procedures established must occur on a consistent and regular basis to provide the church with the greatest amount of security.

### **The Treasurer will be responsible for:**

1. Reviewing invoices and writing checks. The invoices will then be attached to the check for signatures from Council officers.
2. Maintaining an accurate bank register.
3. Balancing the accounts using a copy of the monthly statements. Treasurer will not receive the cancelled checks.
4. Formulating the annual spending plan to be presented to the council for approval by the October council meeting.
5. Presenting the monthly reports to the council and being available at the beginning of each council meeting to answer any questions.

### **The Office Manager will be responsible for:**

1. Reviewing/verifying all incoming invoices before forwarding to treasurer.
2. Reviewing incoming bank statements/cancelled checks and provide copies of the statements to the treasurer.

3. Maintaining audit files that will include the monthly financial reports, bank statements and cancelled checks
4. Weekly review of account activity, either through view only online access or by phone, as services are available through our bank.

**The Council Officers will be responsible for:**

1. Reviewing each Sunday the checks (written by the treasurer) and the attached documentation prior to signing and insuring that each check has two signatures.
2. The council officer presiding over the monthly council meeting is responsible for contacting the head of the audit committee if financial reports are not presented by the Treasurer at the monthly meeting.
3. Council officers should at no time have access to blank checks.

**G. Mission Team Voting Members**

SYNOD TITLE: Congregation Council Member

**POSITION SUMMARY**

Each voting member, in conjunction with the rest of the Mission Team, 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.

**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 within the congregation

**Time Commitment**

- Mission Team meetings –preparation, assignments, and committee meetings
- Mission Team retreat
- Annual Meeting of the Congregation

**PRINCIPAL ACCOUNTABILITIES**

- Participate in all Mission Team Meetings, providing ideas, feedback and leadership.
- Provide motions, “seconds” and over all approval/disapproval as appropriate.
- Provide willingness to provide oversight for one of the three ministries of the congregation (Worship, Technology or Faith Formation).

**II. Worship Ministry**

**MINISTRY SUMMARY**

The “Introduction” of Evangelical Lutheran Worship, summarizes this well; *The Lutheran confessions describe the church in terms of the worshiping assembly. “It is also taught that at all times there must be and remain on holy,*

*Christian church. It is the assembly of all believers among whom the gospel is purely preached and the holy sacraments are administered according to the gospel” (Augsburg Confession, 7).” The common pattern for worship underscores this understanding of the church: The Holy Spirit gathers the people of God around Jesus Christ present in the word of God and the sacraments, so that the Spirit may in turn send them into the world to continue the ingathering mission of God’s reign.*

Evangelical Lutheran Church in America, & Evangelical Lutheran Church in Canada. (2006). *Evangelical Lutheran worship*. Minneapolis, MN: Augsburg Fortress.

#### MINISTRY LEADERSHIP

Under the leadership of the Pastor, called by the congregation

#### MINISTRY FUNCTIONS

To prepare, equip and administer in the practice of worship within this congregation.

#### ASSOCIATED SUB-MINISTRIES

Altar Guild  
Music  
Worship Enablers  
Deacons

#### MINISTRY PROCEDURES

As detailed with in the associated sub-ministries.

TRAINING OFFERING As detailed with in the associated sub-ministries.

### **A. Altar Guild**

#### MINISTRY SUMMARY

The main purpose of this ministry is for the preparation and care of the worship space.

#### MINISTRY LEADERSHIP

Altar Guild Lead, as assigned by the Pastor.

#### MINISTRY FUNCTIONS

- To care for the worship space; within the Sanctuary or other occasions for outdoor services.
- To care for the altar, its furnishings and linens, and to prepare it for each service.
- To care for the banners for the appropriate season of the church year.
- To care for the robes of the pastor, acolyte(s), lay assisting minister(s) and deacon(s) robes.
- To care for the baptismal font.
- Prepare coffee for the social time before and after worship.
- To perform any other necessary duties in accordance with the pastors’ wishes.

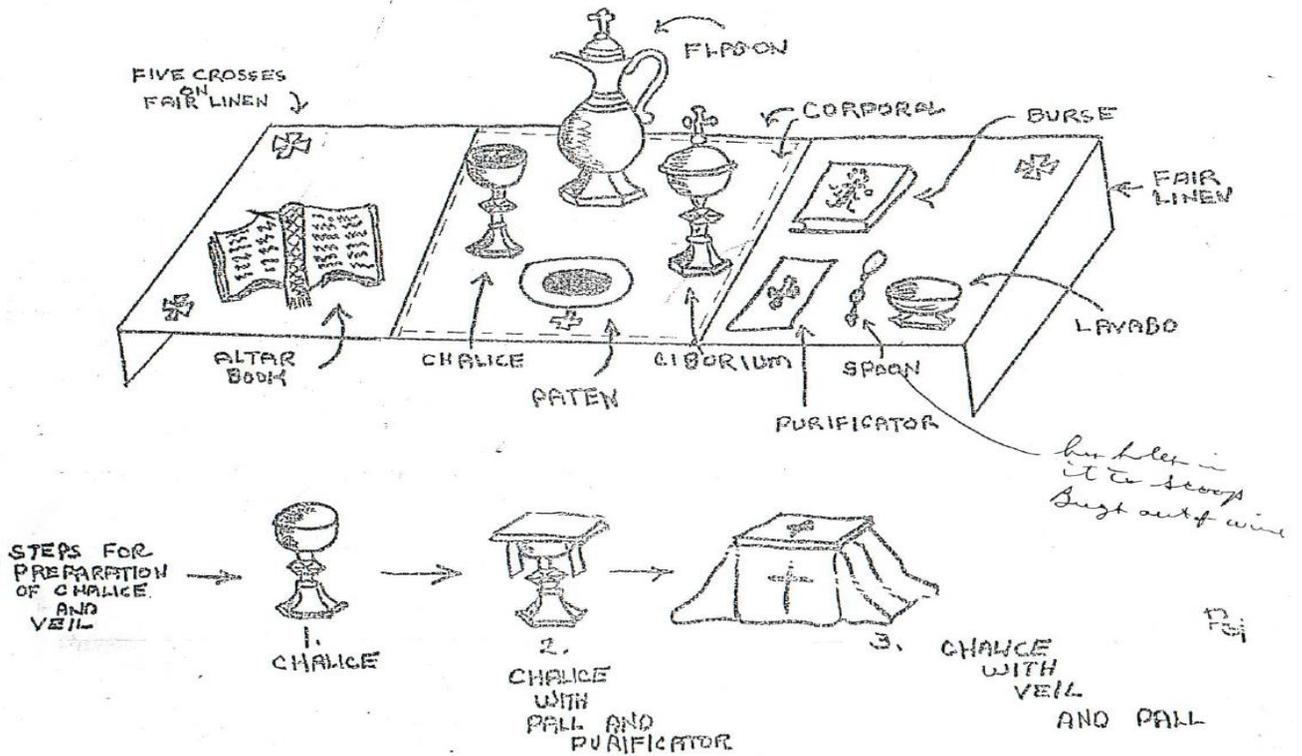
#### ASSOCIATED SUB-MINISTRIES

None

#### MINISTRY PROCEDURES

#### **Preparation of the Altar for Holy Communion**

## PREPARATION OF ALTAR FOR HOLY COMMUNION



### ALTAR PREPARATION

Frontal (Seasons—Green, White, Purple, Red, Blue, Black, Gold)

Pall Long white linen over Frontal

Missile Stand for Evangelical Lutheran Worship: Leader's Edition

Book Evangelical Lutheran Worship: Leader's Edition

Corporal Placemat Square table cloth for communion items

Chalice 1 with the pouring spout

Purificators - 3 small square napkins

Veil Colored (by season) cloth that covers the setup

Small Pall Small white square with white cross in center

Linen Veil White linens that covers entire communion setup

Burse Colored square of the season that can be opened and clean linens can be placed inside of

Spoon Silver spoon

### COMMUNION RAIL

Pastor's Chausable—Communion stole with hood (color of season)

CREDENCES (tables against south wall of chancel)

3 Communion Trays with lid

1 filled tray should be left in the refrigerator in the sacristy in case it is needed

2 Communion Trays Empty (for used glasses)

1 Glass decanter with lid Filled with extra wine

1 Purificator and Spoon

FLAGON (Pitcher) of wine and PATEN (plate) with communion bread, covered, ready for ushers. Should be left on the counter in the coffee corner in the narthex. The bowl of gluten-free wafers should be left on the altar so they will be blessed.

### **ALTAR GUILD SATURDAY SET-UP**

It is the responsibility of the set-up team to make sure that everything is ready for Sunday worship.

1. Please refer to the Hymnal (page 14) to make sure the correct colored linens are on the altar.

Check all other paraments so they match the color of the season.

2. Place two empty trays on the credence table next to where the acolyte sits to be used for collection of used communion cups.

3. Place the Pastor's Chausable on the altar railing on the right side (when facing the altar). The Chausable should match the color of the altar linens.

4. Check to make sure that the eternal flame candle is plugged in.

5. Fill the baptismal font with water.

6. Bring flowers in from outside. Flowers are usually delivered by 11 am. Make sure flowers have some water and are placed in the sacristy refrigerator.

7. Silver communion trays will be in the refrigerator. Make sure all four trays are filled with grape juice except the outer ring, which contain empty cups only. If empty communion cups are needed, they are in the lower cabinets on the left side.

8. If there is not already a loaf of bread in the refrigerator, take a loaf from the freezer and put it in the refrigerator.

9. Set-up coffee pot using the instructions on the inside of the cabinet door to the right and above the coffee pot.

### **ALTAR GUILD 9 am**

1. Turn on coffee pot. Turn on the plate. Wait until the green light comes on (in about 10 minutes) and then brew coffee. At 8:45 am, put coffee in the white carafe corner. During Sunday School months, make a second pot of coffee using the instructions on the inside of the cabinet door to the right and above the coffee pot.

2. Three communion trays with top lid should be placed on the credence table 15 minutes before the start of worship, along with a decanter of extra wine placed on the shelf below. One prepared tray will stay in the refrigerator to be pulled out only if needed. Take four gluten free wafers from the freezer and place them in a small bowl on the altar. Place a spoon on a purificator on the bottom shelf next to the extra wine
3. The flagon, which you will find turned upside down on the drying stand, should be filled about half full with wine. The paten for the bread is located in a top cabinet on the right and labeled "bread plate". The bread should be sliced horizontally and placed on the paten and covered with a linen. These two items should be placed on the counter of the coffee corner in the narthex, 15 minutes before service.
4. To set up the altar, spread the large corporal placemat over the clear plastic sheeting with the cross facing the Pastor. Put the Altar book back on the lower left hand corner of the altar.
5. A clean pouring chalice is located in the labeled cabinet in the sacristy. It should be placed over the cross in the center of the altar with the pouring spot facing the Pastor.
6. Chalice should be covered with a purificator.
7. Cover the purificator with the small pall.
8. Cover the veil with the appropriate colored veil.
9. Place matching colored burse on top. Burse should contain an extra purificator.
10. Finally, place a large white pall (aer) over the top of the whole communion set-up, making sure none of the colored linens are showing.
11. After the Lord's Prayer, proceed to the area behind the altar, where the credence table is located. If you pass by the front of the altar, be sure to address it with a bow. Once the Assisting Minister, lector, and acolyte have taken communion, take the top tray containing juice and give it to the person who was lector. Take one empty tray from the other table and give it to the acolyte if they have not already retrieved it themselves.
12. Each time the communion group makes a complete round of the altar, have a new tray ready to give to the lector. If necessary, give the acolyte an empty communion tray. Once the lector has given you the second tray and you are giving them the third tray, go back and consolidate all the remaining cups to one tray. On the next trip around the altar, give the lector the consolidated tray. Continue to monitor whether the acolyte needs an empty tray. If you think that another tray will be needed, go get an extra tray from the refrigerator that should already be prepared and have it on stand-by, if needed.
13. Observe how many people are left to commune and find an appropriate time to commune. Usually the last to commune are the music group and ushers. Return to the credence table and wait for the Assisting Minister to hand you the bread, gluten-free tray, and flagon. Place all on the credence table. Cover the trays with the lid and return to your seat. Again, if you pass by the front the altar, be sure to address it with a bow.
14. After worship, pour any remaining wine in the chalice back into the flagon, using the small stainless-steel mesh filter to remove any bread debris. Refill flagon to half full. Make sure there is still extra wine in the decanter on the credence shelf next to the Pastor. Check gluten free

wafer dish to make sure there are 4 wafers. Replenish if necessary. The bread plate with linen and flagon should then be placed in the coffee corner.

15. Dispose of the used communion cups from the credence table next to where the acolyte sits and return trays to table.

16. Wash and dry chalice, then reset the altar by repeating steps 3 to 9 above.

17. All of the communion cups with juice should be transferred so they fill up the center rings of a single tray. If there are too many you can use the second tray, etc. All empty spots must be filled with clean cups from the lower cabinets on the left side labeled "Communion Cups." If you have one tray that is completely empty, then take the tray that is in the refrigerator and use it as your third tray.

18. Refill all center rings with juice using the juice dispenser. The extra fourth tray with the newest juice should be placed in the refrigerator in case it is needed.

19. Check to make sure the Pastor's Chausable is on the communion rail.

### **ALTAR GUILD 11 AM**

1. Check coffee corner carafe to make sure it has coffee. If necessary, refill from coffee in glass carafe on coffee machine. If there is no coffee left, make a new pot using the instructions on the inside of the cabinet door to the right and above the coffee pot.

2. After the Lord's Prayer, proceed to the area behind the altar, where the credence table is located. If you pass by the front of the altar, be sure to address it with a bow. Once the Assisting Minister, lector, and acolyte have taken communion, take the top tray containing juice and give it the person who was lector. Take one empty tray from the other table and give it to the acolyte if they have not already retrieved it themselves.

3. Each time the communion group makes a complete round of the altar, have a new tray ready to give to the lector. If necessary, give the acolyte an empty communion tray. Once the lector has given you the second tray and you are giving them the third tray, go back and consolidate all the remaining cups to one tray. On the next trip around the altar, give the lector the consolidated tray. Continue to monitor whether the acolyte needs an empty tray. If you think that another tray will be needed, go get an extra tray from the refrigerator that should already be prepared and have it on stand-by, if needed.

4. Observe how many people are left to commune and find an appropriate time to commune. Usually the last to commune are the music group and ushers. Return to the credence table and wait for the Assisting Minister to hand you the bread, gluten-free tray, and flagon. Place all on the credence table. Cover the trays with the lid and return to your seat. Again, if you pass by the front the altar, be sure to address it with a bow.

5. After communion, take any trays containing grape juice, along with the extra wine from the bottom shelf and place them back in the refrigerator to be dealt with after the service and return to your pew.

6. After worship, everything is brought back to the Sacristy. Used cups are disposed of in the trash. Any remaining wine in the chalice after the final service is given to someone to drink or

needs to be poured onto the ground outside. Any unused gluten free wafers should be placed back in the freezer, separate from the regular communion wafers.

7. Bread is taken to Malivuk Hall to be eaten. If there is no one present, the bread should be torn into pieces and thrown outside for the birds to eat.

8. The trays should be removed from the fridge and any containing juice need to be set up for the following Sunday by putting all cups containing juice in the center rings and leaving the outer ring with unfilled cups. Any tray(s) containing juice should be placed back in the refrigerator.

9. Trays that we used during communion should be washed out, paying close attention to the deep grooves in the bottom of tray where mold can grow. Once dry, the trays should be filled with empty communion cups which can be found in the lower cabinet to the left of the sink labeled "Communion Cups." Once filled with empty cups they should be placed on the table in the Sacristy with the lid on top.

10. Wine in the flagon should be poured back into the decanter. Flagon needs to be rinsed well and placed upside down on the flagon holder. Do not put any soap inside the flagon. The chalice should be washed and put away.

11. Any linens used should be taken home and washed. Check the altar placemat for stains and if necessary, remove and wash. Linens should be returned to church by the following Sunday.

12. Please remove any crumbs from the altar area and wipe up any grape juice or wine spills from the tile floor with a wet cloth.

13. All communion ware should be returned to their proper places in the cabinets in the sacristy. Pastor's Chausable should be hung up in the extra storage area next to the sacristy.

14. Wash all coffee pots and carafes that were used for hospitality.

15. Turn off coffee maker. Check both the water boiler and the hot plates.

TRAINING OFFERING To be offered quarterly or as needed

## **B. Music**

### MINISTRY SUMMARY

We strive to praise God through choral and contemporary music, as well as hymns. We lead the congregation in the liturgy and hymns, and offer the music for the Offertory and Communion. We have an adult music group, as well as a youth choir.

### MINISTRY LEADERSHIP

Currently the music program is led by Marcia Greensfelder, who selects the hymns based on the church season and Scriptures, as well as coordinates the music for the Offertory, Communion, and other special music. Members of the music program, as well as church members, are welcome to make suggestions for music to be included. Additionally, during the summer small groups or individuals provide the Offertory and Communion music. She also leads the youth choir. AnnMarie Armstrong serves as our organist.

### MINISTRY FUNCTIONS

Chiefly the music program participants provide the music for Sunday mornings and special services, such as Christmas Eve.

ASSOCIATED SUB-MINISTRIES None

MINISTRY PROCEDURES

- Music practice is held on a week night, for one to one and a half hours. Participants gather 30 minutes before the service to practice, also. New participants volunteer to attend, or may be encouraged by music program members. Accompaniment is on piano. At one time we had guitarists and a drummer, but do not currently.
- Youth practice is held monthly after the second service. Currently the group gathers for pizza and then the practice begins, for about 30 minutes. The youth sing in church approximately three to four times per year, with a Christmas program for the congregation in December.

TRAINING OFFERED Music practice is weekly, and youth chorus practice is monthly.

## C. **Worship Enablers**

MINISTRY SUMMARY

To assist the Pastor with orderly worship.

MINISTRY LEADERSHIP

As designated by the Pastor.

MINISTRY FUNCTIONS

See Sub-Ministries and Procedures

ASSOCIATED SUB-MINISTRIES

Acolytes Team

Usher Team

Lector Team

Assisting Ministers (AM) Team

Teller Team

MINISTRY PROCEDURES

### *Acolyte Team*

Being an Acolyte is an important leadership role in the church. It requires early arrival, 15-20 prior to service.

Proper garments are required. A white Alb (robe), with or without the cincture (rope) is appropriate. The Alb should be short enough that the Acolyte does not trip over it. A Pectoral Cross (Cross necklace) may be worn.

The candle lighter taper (wick) should be lit by an adult and carried with the flame forward. A flame carried forward should never go out. The candle lighter taper will be lit at the door of the sacristy, next to where the Acolyte sits. The Acolyte will light the candles 5-7 minutes prior to the beginning of the worship service.

The worship coordinator will let the Acolyte know if the Baptismal Candle needs to be lit. If it does, this candle should be lit before proceeding to the altar candles. The Acolyte should bow to the Cross every time they cross in front of the altar. (Note: this should be automatic for all people upon approaching the altar during worship.)

The candle on the right side of the altar will be lit first and the glass globe (cover) placed on top, followed by the candle on the left side and its glass globe placed on top, and then the Peace Candle will be lit.

The candle lighter will be placed in the stand near the pew where the Acolyte sits.

An Acolyte will stand/sit at the appropriate times during worship and will participate as fully as their age allows. If the Acolyte is really young, a quiet, non-obtrusive activity can be placed on the pew prior to lighting the candles (coloring/drawing activities/children's bulletin).

The Acolyte should look to the Assisting Minister for cues on what to do.

Immediately following The Peace (handshakes), the Acolyte will take the two offering plates to the front of the altar and hand one to each of the Ushers and then return to their seat. When the offering is collected and the offertory music begins, the Acolyte will return to the front of the altar and take the two plates and stack them. (Note: The pastor goes up front too, to get the bread and wine at the same time.) The plates should then be returned to the table from where they were taken.

After reciting the Lord's Prayer, the Acolyte will go with the Assisting Minister to the altar to receive Communion. After receiving Communion, the Acolyte should go to the table in the back and pick up the empty Communion tray. If the Pastor leaves the altar to give Communion to someone in the congregation, the Acolyte will follow the Pastor so that the used Communion cup can be placed in the tray.

During the announcements, the congregation may "pass the hat." When the offering is brought forward, the Acolyte will retrieve it, just like a regular offering, placing it with the other offering plates.

At the end of the service, when the Pastor and Assisting Minister follow the Cross out of worship, the Acolyte will get the candle lighter and extinguish the flames starting with the flame on the left side of the altar. Then, the candle on the right side of the altar will be extinguished. Leave the globes (covers) on. The peace candle can be blown out. The Baptismal Candle should be extinguished last, if it was lit. (Remember to bow, every time you walk in front of the Cross. 😊)

After your responsibilities are completed, return to the sacristy and remove your Alb and other garments. Thank God for the opportunity to serve. Go to Faith Formation Sunday School.

\*If you are scheduled to be Acolyte and cannot do it, please inform the church office as soon as possible.

TRAINING OFFERING To be offered quarterly or as needed

## *Usher Team*

**Notes:** The references to “Left” and “Right” below are the usher’s left and right while facing the front of the church. Extra pens and fellowship pads are located in the sacristy in the upper cabinet to the left of the sink.

### **1. Prior to Start of Each Service**

- a. One usher should arrive ½ hour early to:
  - a) Make sure the altar candles have fuel.
  - b) Make sure the Friendship candle is sufficient.
  - c) Make sure the acolyte candle is operational and has a wick.
  - d) Make sure that each of the pews have a hymnal, bible, and in the pew closest to the center aisle there is a fellowship register.



- e) Make sure trash is cleaned out of the pews and book holders.
- b. The balance of the usher team should arrive 15 minutes prior to start of service
- c. Ensure candles are lit (Note: only if the acolyte has not arrived. Give the acolyte a chance to light the candles so that they can be a part of the service.)
- d. Hand out bulletins, celebrates, children’s bulletins, and activity bags.
- e. Assist with welcoming new and old guests and members.

### **2. After Start of Service:**

- a) Close doors to the narthex when the church service starts
- b) Count number of people in attendance (the best time is usually during the children’s sermon.) Note: It’s easiest to count from the balcony. The count can be written on a spare program with the current date and then placed later in the offering plate.
- c) After sermon, check the Nursery to verify no need of special assistance.

### **3. Offertory**

- a) Two ushers are in the center isle and one usher is in each side isle.
- b) When the music starts, proceed to the front. The two ushers in the center isle obtain the plates from the acolyte and then the plates are passed down each pew.
- c) After the offering is collected, two ushers stay at the back each holding an offering plate. The two other ushers get the bread and wine from the narthex and position themselves behind the two ushers holding the offering. Bread is on the left and wine in the right.
- d) When the offertory music starts, proceed to the altar rail. The two ushers give the offering plates to the acolyte and then take one or two steps to the side. The two ushers bearing the bread and wine then approach the altar rail and give those to the

Pastor. All four ushers then bow and proceed down the side isles (two the left and two to the right).

#### 4. Communion

##### a) Communion at the Altar Rail:

- i. While the Pastor is giving communion to the assistants, two ushers will proceed to the front row of pews. The usher on the right will then direct communicants to the right (West) altar rail. (This is done while the assistants are receiving communion...don't wait!)
- ii. After the Pastor has finished giving communion to the assistants, and the assistants have moved away from the left altar rail, the usher on the left will direct communicants to the left altar rail (wait!).  
Note: Each side of the railing can accommodate approximately 12 communicants.
- iii. Continue the process as space opens up at the communion rail.
- iv. Alert the Pastor if someone wishes to receive communion, but is unable to leave their seat.
- v. Ushers and choir will be the last to receive communion.

##### b) Communion by intinction:

Note: Communion is given to the communicants in the right side pews first, then the left.

- i. While the Pastor is giving communion to the assistants, two ushers will proceed to the front row of pews.
- ii. The Pastor will then proceed to the area in front of the altar rail with the two assistants on his left.
- iii. The usher on the right will then direct communicants to the Pastor to receive communion. (The usher on the left side will remain at the left front pew).
- iv. When all the communicants in the right pews have had communion, the Pastor and assistants will switch positions to be in front of the left pews.
- v. The usher on the left will then direct communicants to the Pastor to receive communion.

#### 5. Announcements

- a) Open the doors to the narthex

#### 6. After Each Service

- a) Ushers will sweep through the pews straightening the hymnals, collecting trash, and collecting the fellowship sheets. The ushers will also ensure that the fellowship registers are placed in the book holders closest to the center aisle. The fellowship sheets are to be torn out and taken to the administrative office after 2<sup>nd</sup> service only.

**\*Emergency Threats:** The Ushers are the eyes and ears of the worshipping body while Worship is under way. Please keep an eye out for any potential threats from the congregation or visitors (inside and in the parking lot). If you need to 'lock down' the Church, please do so by utilizing the *emergency lock* located in the cabinets (all other doors are to remain locked at all times.) Call 911.

TRAINING OFFERING To be offered quarterly or as needed

### *Lector Team*

- Open to all self-confident in their own reading skills and willing to read before the congregation. Register with the Congregation Administrator.
- Lectors typically server on a rotating basis with other team members and can find their assigned dates in the monthly “Worship Enablers” communication or the Sunday Bulletin.
- It is required that each lector look over and even practice their readings prior to their scheduled date/time. Readings will be provided prior, but can also be found on our blog at [allstaintstampa.org](http://allstaintstampa.org).
- After the prayer of the day, proceed down the middle aisle, pausing at the front of the altar with a bow, to the lectern. The readings will be laid out on the lectern.
- After the readings are completed, return to the pews, pausing at the altar with a bow.
- After the Lord’s Prayer and as the congregation is being seated, proceed to the altar, pausing with a bow and standing beside the Assisting Minister to receive Communion.
- **At Communion:**
  - The Lector received the Communion tray that contains the empty glasses along with the out ring of grape juice.
  - When a communicant takes a glass with grape juice, the Lector will state upon making eye contact with the communicant, “this is the Blood of Christ, ***shed for you***”.
  - NOTE: some communicants will prefer the common cup and will motion thus.
  - When all have been communed, the lector will offer Pastor the Bread stating, “this is the Body of Christ, ***given for you***”.
  - After Pastor received Communion, the lector will be handed the bread and the flagon (Wine Pitcher), to place on the back tables along the wall behind the altar.
  - Return to seat when Communion is completed.

TRAINING OFFERING To be offered quarterly or as needed

### ***Greeter Team***

Please Prioritize:

If you are unable to serve when scheduled, contact Julie in the office at 813-963-0969 or office@allsaintstampa.org.

Honor your scheduled serving time. Report to the Narthex 30 minutes prior to worship service.

Please park in the rear of the parking lot if you are able.

Greeter Responsibilities:

When weather permits, stand just outside the doors.

Hold the door for people and smile!

Greet every person coming through our doors.

To shake or not to shake? Read body language.

Greet children on their level.

Give a little more time and attention to people you don't know than to those you do.

Remember to avoid lengthy conversations with friends – you can always catch up over coffee after the service!

If someone needs further help of any kind, make a handoff to an usher if possible. Otherwise, offer assistance yourself, and take them, don't point them.

Remain at the door 5-10 minutes after the service begins, depending on traffic flow.

After the service: Make sure guests receive their free coffee and welcome bag

TRAINING OFFERING To be offered quarterly or as needed

## ATTENTION TELLERS New Counter's Report

Step 1: **TOTAL ENVELOPE OFFERINGS:** Count all monies in Regular and Sunday School envelopes.  
When counting offering envelopes, be sure that the amount enclosed in the envelope matches the total amount written on the outside of the envelope. Also look at the memo line for special designation not listed on the outside of the envelope. If nothing is written on the outside, write in the amount on the total line. Keep all envelopes, do not throw them out. There is a separate line for CHECKS, CURRENCY and COINS.

Step 2: **TOTAL HAT MONEY:** Count all Hat Money.  
All Hat Money should be in one envelope and should be counted. If there are checks in the Hat Money, list them under DESIGNATED LOOSE OFFERING with Hat Money as the Purpose.

Step 3: **TOTAL SUNDAY SCHOOL OFFERINGS:** Count all loose Sunday School Offerings.  
Sunday School envelopes should be counted with Envelope offering. Any loose cash designated to Sunday school should be listed under Sunday School. If there are loose checks in the Sunday School offering, list them under DESIGNATED LOOSE OFFERING with Sunday School as the purpose.

Step 4: **DESIGNATED LOOSE OFFERINGS:** Count all monies designated to certain funds.  
Look through all remaining cash and checks for specific designations attached to or on the memo line of checks, such as Youth Group, Jack's Pack, Dolly Circle, etc. Be sure to list these designations in the Purpose column.  
There is a separate line for CHECKS, CURRENCY and COINS.

Step 5: **CURRENT LOOSE OFFERINGS:** Count all remaining checks.  
All undesignated checks, not in an envelope should be listed here. Be sure to list the persons first and last name.

Step 6: **TOTAL LOOSE OFFERINGS:** Count all remaining cash.  
All undesignated cash, not in an envelope should be listed here.  
There is a separate line for CURRENCY and COINS.

At this point you should not have anything left in the offering plates. If you do, try and determine which is the correct category for it and leave a note.

Now you are ready to total your **CHECKS** column, your **CURRENCY** column and your **COINS** column. After totaling each of these three columns, they should be added together and written in the TOTAL DEPOSIT blank on your Counter's Report. Once everything balances, you should be able to use these totals to complete your deposit slip.



### ***Assisting Ministers (AM) Team***

Arrival & Robing: 20-30 minutes before service begins. Dress in an alb. Use cincture. A pectoral cross is appropriate.

Private Prayer: Luther's Sacristy Prayer (located in sacristy, where you robe.)

Prelude & Confession: The Assistant is near the font with Cross-Bearer/Bible-Bearer.

Procession: At the beginning of the "Gathering Hymn" we process in. Follow the Cross of Christ in and out. The "Cross-Bearers Cross" is the cross that we reverence. Meet the Worship Leader at the table.

Readings/Sermon: Remain seated, except during reading of Gospel. Remember that your movements are cues to the congregation to help them know what to do.

Apostles' Creed: At the "Hymn of the Day" stand and move toward the table with the Worship Leader. Move together.

\*Prayers of the People: Move to the center of the table. Pray. (See handout)

Peace: Go greet people.

Offering: Set the table at the beginning of the offering. Be diligent to be reverential. The "right way" is the way in which you show honor to the table that hosts our Lord and Savior Jesus Christ in the meal. (*All honor be to God.*)

\*Offering Prayer: Move to the center of the table. Pray. Step aside for the "Great Thanksgiving."

Meal: Share the meal. Serve the wine. Commune Worship Leader. Worship Leader gives brief announcement saying, "Now may the body..."

\*Prayer: Move to the center of the table. Pray. Step aside and be seated for the "Parish Concerns."

Benediction: Come to the altar and join the pastor immediately after the benediction.

Sending: Follow the Cross of Christ out. Remain with the Worship Leader.

\*Dismissal: Announce dismissal. Stand with Worship Leader to greet people. You greet people first.

Disrobe: Return your tools to their proper places.

Private Moment: Give thanks to God for the opportunity to lead worship and for God getting you through it.

### **Prayers of the People *Writing Tools:***

Opening: Intro uses language from the readings (as all petitions do also). Ends with "let us pray for the church, the world and all in need."

Example: Rooted in Christ and rising to serve, let us pray for the church, the world, and all in need.

*Brief Silence: Let the congregation prepare their hearts and minds, to enter into a sacred and holy space for prayer. Take 15-30 seconds. Silence is ok.*

1<sup>st</sup> Petition: Focus on the needs of the church at large. What does the whole church need to live into the Reign of God? What do we all need? What does the world need through the church?

Example: You open the doors of your church, Lord, to all who feel distant or estranged. Give us courage to share your good news through conversation and love. Lord, in your mercy. Hear our prayer.

2<sup>nd</sup> Petition: Focus now extends beyond the church to include all of God's creation. What does the world need to be whole? What does our local environment need to sustain (if the prayer is for rivers or lakes, name a local river or lake)? What can we focus on to make sure that we are good steward to the world?

Example: Cultivate in all people a care for the world you have made. Make us mindful of our impact on creation for the good of our neighbor and future generations. Lord, in your mercy. Hear our prayer.

3<sup>rd</sup> Petition: Focus on the leaders or people in power, they need our prayers and support. Pray for them to have the strength to promote justice and love as exemplified by Christ.

Example: Reconcile and bring peace to communities that suffer (*especially*). Raise up and strengthen leaders and organizations that promote dialogue, hospitality, and restoration. Lord, in your mercy. Hear our prayer.

4<sup>th</sup> Petition: Focus on the suffering and pain that is caused by sin's presence in the world. Pray for those in the world who need relief (universal & specific concerns). End petition with a line that says something like, "we pray especially for (list those on the "Prayer Concerns List") and those we name before you now..."

Example: Open our eyes to see those suffering any affliction, even ourselves. Open our lips to boldly beg relief in body or spirit for all in need, we pray especially for (list those on the "Prayer Concerns List") and those we name before you now... Lord, in your mercy. Hear our prayer.

5<sup>th</sup> Petition: Focus on ministries of the church and in ways that we can be witnesses to Jesus Christ. This petition is meant to ask God to open us up to the things of which we are unaware, but for which we ought to pray.

Example: Inspire our congregation to live in the present moment, O God, and to trust in you. In committee meetings, classrooms, and all ministries, give us flexibility to follow where you lead. Lord, in your mercy. Hear our prayer.

6<sup>th</sup> Petition: Optional petition, but very appropriate. Focus on specific needs of the local community or congregation this week. This will vary greatly based upon church events, local community events and local news.

Example: Lord, we ask your blessing on the newly baptized in the church, especially Audria Noelle. Lord we pray for the family and friends of Steve Smith who joined the church triumphant this week. Lord we ask for your blessing over the family who recently lost their home to fire this week.

7<sup>th</sup> Petition: Focus on the promise that we are saints in Christ through our baptism and that through this we can have confidence that Christ gathers us into life everlasting. This is sn appropriate place to give thanks for the saints that have gone before us to show us the way.

Example: Comfort your children with the trust that your word is stronger than death. We remember saints and loved ones who have died and rest in you (*especially the missionary Bartolomé de Las Casas*). Lord, in your mercy. Hear our prayer.

Closing: (Led by Worship Leader.) Amen.

Notes:

- *The prayers of the people should be prepared for the individual congregation, but this is in tandem with an understanding that the prayers apply to all the whole Church.*
- *Please take your time in writing the Prayers of the People. Use the language you find in the readings of the day. Listen to your heart and trust God to guide your words.*
- *The proper response to a petition is “Hear our prayer”...note the singular vs. plural usage of “prayer.” The “Prayers of the People” bring us together into the one mind of Christ. Remember that the prayers you say need to be ones that all people can agree are “their prayers, too.”*

TRAINING OFFERING To be offered quarterly or as needed

## D. Synod Parish Deacons

### MINISTRY SUMMARY

#### **The Florida-Bahamas Synod Parish Deacons: A Ministry of Word and Service.**

- A synod parish deacon serves the local congregation complementing both the pastoral and lay ministries.
- A deacon is a lay person inwardly compelled and publicly affirmed for service through consecration.
- Deacons enhance the ministry of the laity by modeling study, service, outreach and commitment within the congregation.
- Deacons enhance the pastoral ministry by sharing designated duties of the pastoral office.

### MINISTRY LEADERSHIP

The deacon serves only as a deacon in his/her congregation at the invitation of the pastor. When this pastor's call in the congregation concludes through resignation, retirement or other cause, the deacon's tenure, in the capacity of deacon, also ends. It can resume upon the call of a new pastor and with their approval.

#### **Terms of Service**

Since the deacon serves at the pleasure of the pastor the term of service is for as long as the pastor and deacon desire. The pastor may, without prejudice, decide to terminate the program or a particular deacon's service for any reason. Otherwise, deacons' terms are co-terminus with the called pastor.

### MINISTRY FUNCTIONS

**Functions of Deacons** A pastor may desire from one to several deacons within the congregation. Functions are determined by the pastor in his/her specific setting and the varied gifts of the particular deacon. Under the general guidance of the "Word and Service" theme the various roles of the deacon should be public and outward oriented as well as in congregational positions such as teaching, administration, parish nurse, etc. Care should be taken, however, not to limit to deacons functions that are appropriate to all lay persons. Deacons are models of lay ministry as well. However, because of their specialized training deacons may represent the pastoral office in certain situations such as visiting the sick and homebound.

**Role of the deacon in the Liturgy** Generally, the function of the deacon will be determined by the pastor according to the needs of the congregation and the specific gifts of the person. Yet, the symbol of the deacon's "place" within the whole ministry of the congregation is best expressed in the Sunday liturgy. The liturgical role of deacons is as attendant to the presiding minister. The pastor may "share" some of the liturgical duties rightfully carried out by the pastor. This may involve setting the table, resetting after the distribution, assisting the pastor by tending to the missal (turning pages, etc.) as the pastor presides at

the liturgy. In some cases, the deacon may remove the pastor's chasuble (if used) before the post communion. If the pastor normally reads the Gospel this may be delegated to the deacon. Care should be taken that the deacon shares the Pastor duties and does not replace the duties normally delegated to laity (lector, communion assistant, etc.). In this way the liturgy literally reflects the roles of priest, deacon, and lay ministerial functions within the one ministry of the church. Deacons may also be trained to lead other offices which are not Eucharistic worship liturgies. They may also lead or assist in funerals. A deacon may not officiate at church weddings.

**Deacons as Celebrants** In lieu of paying a supply pastor, deacons are often requested to supply in worship for the pastor when the pastor is absent. This is acceptable when communion is not celebrated.

#### ASSOCIATED SUB-MINISTRIES

**NONE**

#### MINISTRY PROCEDURES

##### **Procedure for Becoming a Synod Parish Deacon**

The journey to becoming a synod deacon will follow the procedures below, though some steps may be in a different order:

***Discernment***- a person perceives an inward call seeking an outward expression: a desire to express his/her faith in a focused and committed public way.

Pastoral endorsement-after discussions with the pastor, either before or after the above step, the pastor decides to endorse the person for candidacy. At this point the pastor may want to begin educating the congregation as to the meaning and roles of synod deacons. It is important to show that the deacon does not further the distance between pastor and laity, but actually bridges that gap. Application is made and forwarded on to the bishop's oversight committee for approval and guidance. Upon approval the person becomes a synod deacon candidate.

***Fulfillment of educational requirements and/or committee recommendations*** – This may have already begun even before making application for candidacy. It may be accomplished through individual study with the pastor, or it may take place in a number of other approved settings including, but not restricted to, the Select Program, Diakonia, or other established regional deacon educational clusters throughout the synod, or approved denominational deacon's schools, i.e. Episcopal centers. Whatever the avenue of instruction documents of completion should be verified by the pastor and forwarded by the pastor to the oversight committee. Throughout this process it is expected that the pastor will be working with the candidate with regards to liturgical instruction and spiritual formation! Also, it is expected for the pastor to educate the congregation as to the benefits and functions of the deacon program in the congregation.

**Oversight Committee Approval-** Upon completion of instructional requirements the pastor may forward of the candidate’s documents to the Oversight Committee for review and approval.

Consecration –Once the documents are approved, the pastor and Oversight Committee may coordinate a date for consecration. The Bishop, or the Bishop’s designee, will officiate at each consecration. Normally, consecrations take place in the deacon’s home congregation, either within the worship service or in a special ceremony of consecration. An order of consecration can be downloaded at the synod website. Each deacon will receive a deacon’s pin from the bishop’s office.

**Consecration Participation** – For consecrations the pastor may wish to invite other deacons to participate in the ceremony. Deacons may vest in the approved alb and deacon’s stole, process, and participate in the laying on of hands upon the new deacon.

**Note:** There are times when deacons may also be invited to attend pastors’ ordinations and installations. Deacons are not to participate in the laying on of hands of rostered leaders.

Vestments - Previously, Bishops of the Florida-Bahamas Synod have given approval for deacons to vest in albs and deacon stoles, only. Deacons are not to wear clergy shirts, collars, or any other vestments as these are signs of the ordained ministry.

TRAINING OFFERING : Speak with Pastor for details.

## E. Stewardship

### MINISTRY SUMMARY

As Christians, we believe that we are freed in Christ to serve and love our neighbor. How do we respond to God’s call to serve and love our neighbors? We faithfully steward the gifts God has so abundantly given to us. Although some think of stewardship as only a financial response to God’s love, stewardship encompasses so much more than money. It is about how we use all that God has entrusted to our care — our time, our talents and our treasures — to love God and our neighbors, both inside and outside of the church walls and our homes.

### MINISTRY LEADERSHIP

As designated by the Mission Team.

### MINISTRY FUNCTIONS

As designated by the Mission Team.

### ASSOCIATED SUB-MINISTRIES

Annual Pledge Drive, Building Campaigns, etc. as designated by the Mission Team.

### MINISTRY PROCEDURES

As designated by the Mission Team.

TRAINING OFFERING To be offered quarterly or as needed

### **III. Faith Formation**

#### **MINISTRY SUMMARY**

a.k.a Sunday School, provides an opportunity for Youth and Adults alike, to participate in the formation, refreshing, reforming and understanding of the faith God as gifted us through discussion of Scripture, Doctrine (Small & Large Catechism) and other resources seen as appropriate.

#### **MINISTRY LEADERSHIP**

As designated by the Mission Team

#### **MINISTRY FUNCTIONS**

See Sub-Ministries

#### **ASSOCIATED SUB-MINISTRIES**

Sunday Classes

Catechism

Social Faith Formation

#### **MINISTRY PROCEDURES**

See Sub-Ministries

#### **TRAINING OFFERING**

To be offered quarterly or as needed

### **A. Sunday Classes**

#### **MINISTRY SUMMARY**

Bring the children into the life of the Church with a lectionary centered curriculum that is fun.

#### **MINISTRY LEADERSHIP**

As designed by the Faith Formation Team

#### **MINISTRY FUNCTIONS**

See Procedures.

#### **ASSOCIATED SUB-MINISTRIES**

None

#### **MINISTRY PROCEDURES**

Sparks Study Bible opens up God's word to children, through colorful art and story-telling at their levels.

Lively age-appropriate activities such as questions, activities and games help connect with the Bible story for that particular Sunday.

**TRAINING OFFERING** To be offered quarterly or as needed

## **B. Catechism**

### MINISTRY SUMMARY

To provide an understanding of the faith foundation that was gifted to our youth by God at the time of Baptism. This time of discussion and discovery, leads to our youth towards publically confirming their faith in the presence of God and the sight of the congregation. The Pastor conducts the Affirmation of Baptism during the Confirmation Service.

### MINISTRY LEADERSHIP

As designated by the leadership of the Faith Formation Ministry

### MINISTRY FUNCTIONS

See procedures

### ASSOCIATED SUB-MINISTRIES

None

### MINISTRY PROCEDURES

In confirmation program we follow Faith Inkubator's Head to Heart confirmation curriculum. The main idea running through is that this is not just a class to check off, but a lifetime journey that takes them from their childhood in the adulthood. To help demonstrate and teach this, the curriculum uses power-points, skits, YouTube, and games to help discuss the weekly themes. Also, this is not just something that is taught in Sundays by the teachers but a whole family experience. Families are involved in the learning on a nightly basis through home huddles. Along with Theme teaching classes there are also Service and Fellowship weeks, as serving others and having/maintaining a Christian community are just as important as the learning the process.

### TRAINING OFFERING

To be offered quarterly or as needed

## **C. Social Faith Formation**

### MINISTRY SUMMARY

Would include but not limited to, Home Bible Study or other studies outside of the physical church.

### MINISTRY LEADERSHIP

### MINISTRY FUNCTIONS

### ASSOCIATED SUB-MINISTRIES

VBS

LOMF

### MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

## IV. Welcome Ministry

### MINISTRY SUMMARY

To define a group and processes to aid in living the mission of All Saints Lutheran Church, by extending a warm welcome to any individual who is led by the Spirit of God to visit our congregation; thus extending a welcome into our Family of Faith and proclaiming Jesus Christ. This welcome would be extended to any individual regardless of race, age, gender and gender identities, marital status, physical and mental abilities, sexual orientations, national origin, differently-abled or economic status.

### MINISTRY LEADERSHIP

As designated by the oversight of the Mission Team, leaders of the Welcome Ministry provide oversight of the four main functions of the Ministry; Social Media, Welcome Ministers, Social Saints and Church Maintenance. A group of diverse individuals (2 to 3), whose spiritual gifts draw them to serve God and the Church of Jesus Christ, with oversight of the functions and activities of a “Welcoming Church”.

### MINISTRY FUNCTIONS

- Oversight of Welcome Ministry Function within the congregation.
- Train, mentor and schedule Welcome Ministers
- Reporting to Mission Team as to the progress, struggles and requests of the Ministry.
  - Number of Visitors Greeted
  - Number of forms received
  - Confirmation of follow-up communications provided
  - Any proposed changes to be discussed prior to implementation
- Responsible for functions of Social Media team within Welcome Ministry.

### ASSOCIATED SUB-MINISTRIES

- Social Media
- Welcome Ministers
- Social Saints
- Church Maintenance

### MINISTRY PROCEDURES

**Welcome Statement Defined:** A statement placed in all publications and public facing communications that provides an affirmation to all that our congregation is a “Welcoming Congregation”; with open doors, arms and minds to all that may worship with us.

**We welcome all who are seeking God's love and grace.** We welcome all because God welcomes all, regardless of race or culture, sexual orientation, gender identity or relationship status. We welcome all without regard to addiction, physical or mental health, imprisonment, socio-economic circumstances, differently-abled or anything that too often divides us.

**Our Unity is in Christ.**

TRAINING OFFERING To be offered quarterly or as needed

## A. Social Media

### MINISTRY SUMMARY

Oversight of the digital presence of All Saints Lutheran Church focused on proclaiming Jesus Christ through social interaction and building of relationships.

### MINISTRY LEADERSHIP

As designated by the Mission Team.

### MINISTRY FUNCTIONS

#### Social Media

- Oversight of Church Social Media Sites; such as, but not limited to: Facebook
- Team to have full access to site to administer and filter site content and discussion.
- Propose changes and maintain Church Social Media Sites, ensuring daily posts for visibility and discussion
- **Page URL:** <https://www.facebook.com/allsaints.lutheranchurch/timeline>
- **Facebook User Code:** [socialmedia@allsaintstampa.org](mailto:socialmedia@allsaintstampa.org)
- **Password:** provided in separately

#### Website

- Oversight of Church Website
- Team to have full access to site administration for assisting in updates and changes.
- Propose and Implement changes and/or updates to the Church Website
- **Website User Code:** allsaint
- **Password:** provided in separately

### ASSOCIATED SUB-MINISTRIES

NONE

### MINISTRY PROCEDURES

#### Social Media

- Facebook “All-Saints Lutheran-Church” page.
  - Maintain site adhering to the Welcome Statement.
  - Allow for all Facebook to have access to the Church page and participate in discussion.
  - Monitor and scrutinize discussion on Facebook site; ensure messages are not forcing a specific economic, political or even negative religious viewpoint. Messages must adhere to the churches “Welcome Statement”.

#### Website

- Maintain site as per request

TRAINING OFFERING To be offered quarterly or as needed

## B. Welcome Ministers

### MINISTRY SUMMARY

Members of the All Saints Family of Faith willing to use their spiritual gifts to greet and allow to feel welcome, those who are visiting the congregation; either as visitor or potential addition to the Faith Family.

### MINISTRY LEADERSHIP

As designated by the oversight leaders of the Welcome Ministry.

### MINISTRY FUNCTIONS

- Extend welcome/greeting to any individual that comes through the doors of the narthex; member or non-member.
- Provide Bulletin for use in Service and offer Celebrate.
- Provide coffee or other beverage to visitor and member alike.
- Maintain Welcome Station (Narthex) Corner of Narthex with current coffee station.

### ASSOCIATED SUB-MINISTRIES

NONE

### MINISTRY PROCEDURES

- Primary focus for the Welcome Ministers are those who are visiting or non-members; ensure primary attention is given to those who come into the Narthex.
- Provide member or frequent visitor with an offering of coffee from the coffee station.
- For individuals that the Welcome Minister is not familiar with:
  - Introduce yourself with a question. Many people don't like to talk to newcomers because they are afraid of embarrassing themselves by mistaking a long-time member with a newcomer. An easy way to get around that fear is to introduce yourself, ***"Hi, my name is \_\_\_\_\_. I've been coming here two years. How long have you been coming to this church?"*** This open-ended question doesn't presume that the person you're speaking with is a newcomer or a member. It allows them to reveal either.
- If the individual is truly a visitor:
  - Welcome/Greet with a smile and handshake.
  - Introduce them to other members of the congregation that are immediately near you in the Narthex.
  - Lead them to the Welcome Station, offering:
    - Coffee
    - All Saints Church Information Card
    - All Saints Church Visitor Registration Card
  - Get a feel for their comfort level and do not hover over them.
  - If it is the early service, invite them to stay for Faith Formation.
  - Allow, the visitor to talk about what is on their minds or proceed to the Sanctuary.

- Welcome Station (Narthex)
  - Add brochure station to the wall above the counter/coffee area; total of 5 to 10 slots (as to not overwhelm visitor).
    - Provide 8 ½ by 3 stock card with summary information about the Church.
      - Including, but not limited to:
        - Ministries
        - Education
        - Worship
        - Music
        - Missions
      - To be handed out to visitor by Welcome Ministers.
    - Provide 8 ½ by 3 stock card visitor information form.
      - To be handed out to visitor by Welcome Ministers.
    - Provide other information pamphlets as provided by Church Missions/Ministries.
  - Keep door to Loft closed for the duration of 15 minutes before Services as to ensure visibility of Welcome Station.

TRAINING OFFERING      To be offered quarterly or as needed

## C. Social Saints & Fellowship Team

### MINISTRY SUMMARY

The Fellowship Team helps to streamline the planning process for many church functions, such as, but not limited to, Funerals, Second Sunday Meals, First Friday Family Nights, Community Meals, etc. The Fellowship Committee serves as the authoritative oversight of fellowship functions within the congregation. They are deemed ‘in charge of fellowship events’ by the Mission Team. The responsibilities of fellowship events are shared with the entire congregation.

The Mission Team wants to make sure that all parties who wish to be involved have that opportunity. The minimum size of the team will be based on desire to participate. Meeting times and communication mediums to be decided by the Property Team, in conjunction with the Mission Team. Property Team requires a liaison on the Mission Team, with monthly report required.

### MINISTRY LEADERSHIP

### MINISTRY FUNCTIONS

### ASSOCIATED SUB-MINISTRIES

### MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

## D. Church Maintenance & Property Team

### MINISTRY SUMMARY

The Property Team helps to ensure that the property maintenance is done on a regular basis by those equipped with the right knowledge and expertise to ensure that the property is available for ministry.

The responsibilities of the Property Team:

1. To ensure that all church facilities are maintained in such a manner as to produce quality maintenance at the most economical cost.
2. To supervise all outside contractors in any endeavor to maintain or upgrade all buildings and/or grounds.
3. To ensure all contractors hired possess the basic skills needed to perform effectively and that they have adequate insurance.
4. To perform a building check on a monthly basis, look for burned out lights, broken glass, etc.
5. To analyze operating efficiencies on a regular basis and make recommendations for improvements of facilities.
6. To assist in the development and evaluations of fixed assets and maintenance budgets.
7. To schedule a "Yard/Church cleanup" quarterly; asking the Congregation to participate.
8. To unlock church doors on Sunday morning (1 hour prior to first worship service), turn on the heat or air conditioners to ensure the building will be comfortable for worship service.
9. To lock all the church doors following the Sunday morning Service.
10. Establish an appropriate size committee to assist with the listed above responsibilities.

The Mission Team wants to make sure that all parties who wish to be involved have that opportunity. The minimum size of the team will be based on desire to participate. Meeting times and communication mediums to be decided by the Property Team, in conjunction with the Mission Team. Property Team requires a liaison on the Mission Team, with monthly report required.

### MINISTRY LEADERSHIP

As designated by the Mission Team.

### MINISTRY FUNCTIONS

### ASSOCIATED SUB-MINISTRIES

### MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

## **V. Technology Ministry**

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

### **A. General Building Technology**

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

### **B. Worship Technology**

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

### **C. Social Technology**

MINISTRY SUMMARY

MINISTRY LEADERSHIP

MINISTRY FUNCTIONS

ASSOCIATED SUB-MINISTRIES

MINISTRY PROCEDURES

TRAINING OFFERING To be offered quarterly or as needed

## **VI. Church Administration**

### **Ministry Summary**

The primary role of the Church Administrator is to provide support and assistance to the pastor and lay leadership of the congregation in coordinating the work of the church office. To provide help and support for the members and the community who contact the office and to provide financial support to the treasurer, bookkeeper, financial secretary and other church groups.

### **Ministry Leadership**

As directed by the Mission Team

### **Ministry Functions:**

Primary function is to oversee all activities of the church office. Responsible for managing the business affairs of the church to achieve the church's mission objectives. Responsible for the financial bookkeeping for all the funds of the church so the church meets its financial obligations. Manages purchases and relationships with vendors. Works with church leadership to prepare a budget and implementation.

### Associated Sub-ministries

- Treasurer
- Stewardship
- Worship
- Property Maintenance
- Website/Social Media

### Ministry Procedures:

- Attend staff meetings with pastor and lay ministries coordinators as needed. Attend monthly Mission Team meetings and produce and maintain agenda, minutes and financial reports for each meeting.
- Create all worship bulletins and Sunday Power Points for worship and announcements, using Sundays and Seasons database. Oversee the assembly of bulletins on a weekly basis by volunteers.
- Prepare a written synopsis of weekly sermon, send for review by the pastor and upload to the church blog. Also upload weekly lessons to the blog.
- Prepare and mail all correspondence. Evaluate and distribute email communication accordingly. Sort and distribute mail. After checks have been signed by two mission team officers, prepare and mail them. Maintain all paper records for the church including Personnel records.
- Enter in Shepherd's Staff weekly attendance information and weekly contribution information. Retrieve online giving donation information from online giving vendor. Use contribution information to produce quarterly and annual statements for members. Collect and enter in pledged amounts and convey information to Stewardship as

needed. Convey to members who have pledged the status of their pledged amounts when requested. Order offering envelopes for use by members.

- Enter all deposits into QuickBooks and maintain all financial records, including monthly reports of financial information to the Mission Team. Prepare annual reports including financial reports and produce any necessary Power Point presentations and other materials as needed. Assist in the annual parochial report for the synod and ELCA.
- Prepare preliminary Spending Plan for review by Mission Team
- Maintain records of incoming and outgoing schedule for Mission Team members. Update bank information when Mission Team officers change.
- On a monthly basis, create The Grapevine and upload to the website, make paper copies for the narthex and mail to members without internet access. Send out enabler information on a monthly basis to those who are scheduled to serve.
- Maintaining the church calendars using Google calendars.
- Maintain all membership and household records in Shepherd's Staff data base, appropriate paper files and on Instant Church directory.
- Order and maintain adequate supplies for the office and hospitality supplies, such as coffee, paper supplies, etc. Restock all paper supplies on Monday, and make sure facilities are ready for any upcoming meetings. Reset furniture as needs change throughout the week.
- Maintain copier and other office equipment and obtain service if needed. Set up contractors to do any need facility maintenance.
- Recycle paper, catalogs, and toner cartridges.
- Inform prayer chain of requests that are received in the church office by email.
- Welcoming visitors and congregational members to church and provide support as needed.
- Maintain control of church's credit card and account for all expenditures.
- Provide payroll information to Fran Lawrence, CPA for the direct deposit of all payroll. Fran Lawrence files all 941's, W-2's and 1099's for the congregation
- Obtain and annually review all Property, Liability and Officers Insurance, Worker's Compensation Insurance and benefit packages for employees.
- Prior to fall programming, review needs and determine any changes to Christian Education materials. Order Vacation Bible School curriculum and assembly a team to run this event. Request dates for LOMF Day Camp and set up daily field trips for Middle School. Makes sure registration forms for summer events are available in a timely manner on the church website. Add summer programs to the free, online JOYFM summer program schedule.
- Provide all treasurer, bookkeeping and financial secretary roles.

## VII. Church Policies

### A. No Advertising

Approved: Mission Team Meeting 02/07/2017

Background/Specifics:

No forms of advertisement in the church, such as, usage of logos and business names to promote events, ministries, etc. *The one exception to this will be 501(c)3 non-profits.* There were multiple reasons discussed, which include, 1. not forcing the Mission Team or Pastor into making value judgements about businesses who would like to advertise on church property; 2. not fostering an environment of competitiveness between members whose businesses offer similar products/services; and 3. to ensure that members and guests do not feel that the church is endorsing products or services, but is here for the purpose of the Gospel.

### B. Safe Sanctuary Policy (Child Protection Policy)

Approved: Mission Team Meeting 05/10/2017

Background/Specifics:

Our purpose for establishing this Child Protection Policy and accompanying procedures is to demonstrate our total and unwavering commitment to the physical, emotional and spiritual safety of all our children, youth and vulnerable adults.

Background & Commitment - Jesus, said, "Whoever welcomes [a] child...welcomes me" (Matthew 18:5). Children are our present and our future, our hope, our teachers, our inspiration. They are full participants in the life of the Church and the Kingdom of God.

Jesus also said, "If any of you put a stumbling block before one of these little ones...it would be better for you if a great millstone were fastened around your neck and you were drowned in the depth of the sea" (Matthew 18:6). Our Christian faith calls us to offer both hospitality and protection to the little ones, the children.

Tragically, churches have not always been safe places for children. Child sexual abuse, exploitation, and ritual abuse ["ritual abuse" refers to abusive acts committed as part of ceremonies or rites; ritual abusers are often related to cults, or pretend to be] occur in churches, both large and small, urban and rural. The problem cuts across all economic, cultural, and racial lines. It is real, and it appears to be increasing. Virtually every congregation has among its members adult survivors of early sexual trauma.

Such incidents are devastating to all who are involved: the child, the family, the local church and its leaders. Increasingly, churches are torn apart by the legal, emotional, and monetary consequences of litigation following allegations of abuse.

God calls us to make our churches safe places, protecting children and other vulnerable persons from sexual and ritual abuse. God calls us to create communities of faith where children and adults grow safe and strong.

Thus, All Saints Lutheran Church adopts this policy for the prevention of child abuse in this church.

Covenant Statement - All Saints Lutheran Church hereby pledges to conduct the ministry of Jesus Christ in ways that assure the physical and emotional safety and spiritual growth of all of our children, youth and vulnerable adults as well as all of our workers with children, youth and vulnerable adults. We will follow reasonable safety measures when selecting and recruiting workers; we will implement appropriate operational procedures in all areas of programming and care; we will train our workers with children and youth on our procedures and policies; and we will have a clearly

defined procedure for reporting a suspected incident of abuse consistent with Florida State Law. (Florida requires “Mandatory Reporting of Abuse.” Any person who knows, or has reasonable cause to suspect, that a child is abused, abandoned, or neglected by a parent, legal custodian, caregiver, or other person responsible for the child’s welfare is a mandatory reporter. §39.201(1)(a), Florida Statutes.)

## I. Staff Recruitment and Selection Guidelines

### A. Age

In recruiting and hiring volunteers and paid staff to work with children and youth in any position of authority, they must be at least 18 years of age and at least 5 years older than the age of the persons they are working to serve.

### B. Workers with children

All Saints Lutheran Church will not use anyone as a worker for children/youth or vulnerable adults in the church unless they have completed a satisfactory background check.

### C. Application

Applicants must complete and sign an application and the related waivers giving permission to check references and background information.

### D. Reference Checks

Church leaders will check three references for each primary worker. The references will be done by phone, mail or in person.

### E. Background Checks

Criminal background checks shall be made of all clergy, paid staff, and volunteers who have supervisory program responsibility for youth (e.g. youth group leaders) and all other Church employees, to the extent permitted by law, prior to employment, to determine current or historic child abuse or sexual misconduct, criminal records, violent or pedophilic behavior.

### F. Prior Convictions

Individuals who have been convicted of physical or sexual abuse or neglect may not work in any church-sponsored activity or program for preschoolers, children, youth or vulnerable adults.

### G. Interview

All applicants must be interviewed for suitability for the work they desire to do. Interviews will be conducted by the leader of the program in which the applicant will work, or by other persons designated by the program leader. A team of interviewers may be used. Church policy and guidelines should be discussed during the interview.

### H. Child Abuse Survivor Applicants

Adult survivors of childhood physical or sexual abuse need the love and acceptance of this Church family. A person's experience with abuse and their recovery process may be pertinent to their suitability as youth and children's ministry workers. Applicants who are survivors of abuse should discuss this in confidence with the person who conducts the confidential interview. If an applicant is uncomfortable doing so, he/she may have the interview conducted by the pastor.

### J. Confidentiality of Information

The church will keep confidential all information received in the applicant selection process. Selection information will be marked as such and stored in a locked location with limited access afforded only to church staff and others with a need to know. The Pastor, Staff and Elected Church Leaders (Mission Team) are responsible for the implementation of these policies as well as the maintenance of confidential records.

## II. Staff Supervision Guidelines

All meetings of children and/or youth affiliated with All Saints Lutheran Church will be governed by the following guidelines:

### A. Two Adult Rule

Two approved adults must be present at all times (excluding Nursery with paid staff). This applies to classroom activities, activities away from the Church facility and when transporting children and youth. Concerted effort will be made to recruit sufficient numbers of volunteer teachers/leaders to permit such team teaching. Other Church sponsored or community groups of children or youth who meet at the Church should have two or more leaders present whenever possible. When feasible, both male and female leaders would be present. If the group stays overnight at the Church, or if a Church sponsored group leaves the premises, two or more leaders must be present and must include at least one male and female if the group is mixed gender.

### B. Nursery Checkout Procedure

All parents utilizing the church nursery will observe the check-in/checkout procedure. The parent who checks-in a child is required at checkout.

### C. Open Door Policy

Further protection for the children requires that an open door policy be followed. This policy states that the parents of the children served, the clergy, administrative and professional staff of the church have the right to visit and observe the children's/youth activity, classroom, or Church-sponsored program at any time, unannounced.

### D. Outside Access:

There must be access to a phone when groups are at or away from the Church facility. The Church office or authorized Church representative will be given this number prior to the groups' departure from Church property.

### E. Doors and Windows:

All classroom and office doors will have a window or visibility from hallway or remain open while occupied. Windows will be kept free from adornment and kept locked at all times. Doors that do not have visibility from the outside will be replaced with doors with window when replacement is needed.

### F. Individual Counseling:

One-on-one interactions are sometimes necessary and appropriate but care must be taken that they be conducted in an environment that provides visibility by other adults. If at all possible, another adult is to have knowledge of staff members' whereabouts and with whom they are meeting. Children and youth receiving individual counseling should be told they are free to discuss any aspects of the counseling process with a parent or other adult, especially if they are uncomfortable about anything that occurs in counseling. All incidents of suspected abuse and neglect revealed during the session will be reported in accordance with state law (Mandatory Reporting).

### G. Touch

Physical affection should be appropriate to the age of the child or youth. Touching should be initiated by the child or youth. It should be a response to the child's need for comforting, encouragement, or affection. It should not be based upon the adult's emotional need.

Ideally, touching and affection should only be given when in the presence of other children's ministry or youth workers. It is much less likely that touches will be inappropriate or misconstrued as such when two adult workers are present and the touching is open to observation. This is especially important when diapering a baby or helping a young child change clothes or use the restroom.

Touching behavior should not give even the appearance of wrongdoing. As ministry workers our behavior must foster trust at all times; it should be above reproach.

A child's preference not to be touched should be respected. Do not force affection upon a reluctant child. Church workers are responsible to protect children under their supervision from inappropriate touching by others. Church workers must promptly discuss inappropriate touching or other questionable behavior by other workers with their ministry leader, staff member, or a pastor.

#### H. Outings Away From Church Property:

All children and youth participating in out-of-town and over-night outings must have written consent and a notarized medical release form. (Medical release and consent forms may be completed for a one-year period and must be renewed annually).

There must be access to a phone when groups are away from the Church property. If the outing involves water activities such as swimming, a certified lifeguard will accompany the group.

In no circumstance is one adult (other than the parent) to take a child or children on an overnight outing alone. On youth overnight outings, there will be a 1:5 staff:youth supervision ratio observed. Female staff will supervise female youth in their sleeping quarters and male staff will supervise male youth. With the exception of a parent/child combination, a staff and youth will not occupy the same bed or sleeping bag.

#### I. Classroom Discipline

All teachers and workers will use the following discipline measures:

1. If a child is behaving inappropriately, the teacher or worker will tell the child specifically what he/she is doing that is not acceptable and state what the expected behavior is, e.g., "We do not throw the blocks. We use blocks for building."
2. If this measure is not effective, the child will be guided to another activity.
3. If inappropriate behavior continues, the child may be placed at a table to work alone away from the other students.
4. If the child's disruptive behavior continues after these steps have been taken, a teacher will notify the child's parents.
5. *No physical punishment or verbal abuse, e.g., ridicule, are to be used at any time.* If isolating the child within the classroom or removal of the child from the room becomes necessary, the situation will be discussed with the child's parents or guardian as soon as possible.

#### J. Gifts

No staff, either paid or volunteer, are to give gifts to individual children or young people without the prior knowledge of the parent(s) or responsible clergy. Because gift giving can be a form of buying loyalty or silence, gift giving should be done on a group basis, or for special occasions only. Gifts may not be elaborate but should be modest and appropriate to the occasion.

## K. Verification of Reading of Policy Statement

Upon receipt of the this policy statement, the volunteer or paid staff person will read and sign a statement that he/she has read All Saints Lutheran Church's Child Abuse Protection Policy.

## III. RESPONSE OF CHURCH WORKERS TO ABUSE ALLEGATIONS

As caring Christians, we are committed to protect and advocate for children/youth participating in the life of the Church. The Church is entrusted to provide an emotionally safe, spiritually grounded, healthy environment for children, youth, and adults in which they are protected from abuse. It is our legal and moral responsibility to report suspected abuse whenever it comes to our attention regardless of where that abuse takes place. We shall report suspected abuse to stop potentially existing abuse and to prevent further abuse. To report abuse is to witness to the world of the love and justice of God. Reporting abuse is a form of ministering to the needs of those crying out for help. If abuse occurs, it is our intention to act as an advocate for all affected persons, providing support, information, assistance and intervention. We seek to provide a supportive atmosphere, offering both objectivity and empathy as we seek to create a climate in which healing can take place.

If abuse is suspected by, observed by, or disclosed to a volunteer and/or paid staff member of the Church, that person shall report the incident immediately to the Pastor or Church President. Be prepared to do the following:

A. Ensure the protection of and tend to the immediate needs of the child, as the situation requires.

B. IMMEDIATELY contact the Pastor and/or Church President.

C. Verify that the Pastor and/or Church President will...

1. Provide written documentation concerning the incident on the designated form.

2. Notify the County Office of Department of Social Services. This is a requirement of the law. (Note: Do not attempt an investigation. This should be left to professionals who are familiar with these cases.)

3. If the pastor is the accused party, the designee will notify the Florida-Bahamas Synod Office.

D. The pastor or designee will notify the parents of the victim and take whatever steps are necessary to assure the safety of the child/youth until the parent(s) arrive. It is important to emphasize that the proper authorities must be notified even if the parent(s) does not wish the incident to be reported. (Note: If one or both of the parents is the alleged abuser, contact the proper authorities listed above. Follow their advice about notification of the parents.)

E. After having reported the suspected abuse to the proper authorities, the incident is to be reported immediately to the Church's attorney, the Church's insurance company, and the Synod Bishop's Office. Do not try to handle this without professional assistance.

F. With dignity and respect for the sacred worth of the person, remove the accused from further involvement with children and/or youth.

G. Once the proper authorities have been contacted and the safety of the child or youth is secured, the pastor or other designated person may tell the accused that a report has been made. If the accused is a volunteer or paid staff of the Church, that person shall be relieved temporarily of his or her duties until the investigation is finished. If the accused is a paid staff person of the Church, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

H. Any contact with the media should be handled by the Pastor and/or Church President. Care will be taken to safeguard the privacy and confidentiality of all involved. *The spokesperson should generally convey that the matter is under investigation and any comments made prior to the conclusion of the investigation would be premature.*

I. A written report of the basic information shall be kept to ensure on-going ministry to, and advocacy for, victims and others involved. The report shall be brief and contain only factual information relevant to the situation. It shall be filed in a secure place in order to ensure confidentiality. It shall be written in ink or typed to prevent it from being changed. The church must also file a copy of the report with the Bishop's office of the Florida-Bahamas Synod, where it shall remain confidential.

*We thank our Methodist brothers and sisters for their work in establishing this resource and thank them for allowing us to share their work in keeping the vulnerable ones safe in the Church.*

Resource: <http://www.umcsc.org/home/resources/safe-sanctuaries/local-churches-safe-sanctuary-policy/>

## **C. Reconciling in Christ Policy (RIC)**

Approved: Congregational Meeting 11/10/19

Background/Specifics:

ALSC Welcome Statement Adopted and Approved by ReconcilingWorks: “We welcome all who are seeking God’s love and grace. We welcome all because God welcomes all, regardless of race or culture, sexual orientation, gender identity, or relationship status (LGBTQIA+). We welcome all without regard to addictions, physical or mental health, imprisonment, socio-economic circumstances, differently-abled or anything that too often divided us. Our unity is in Christ.”

As partners with ReconcilingWorks, and affirmed by them as a “Reconciling in Christ Congregation,” we are Lutherans working with the recognition that racism, sexism, ageism, able-ism, heterosexism, homophobia, and all the other artificial distinctions that seek to raise one group into privilege and preference over another, conspire together to diminish our world and church.

Reconciliation is a fundamental value; it is what the Apostle Paul says we are all called to do. Through our Reconciling in Christ Program, ministries, resources, events and alliances, ReconcilingWorks builds community for worship, education and support; fosters welcome and acceptance in all Lutheran settings; and advocates for the ecclesial changes necessary to ensure full participation in all sacraments, inclusive liturgical resources, and ministries of the Church, inviting all people into Gospel lives of authenticity, integrity, and wholeness.

ALSC shares in the ReconcilingWorks Vision for the Church: “Freed by God's grace, the body of Christ on earth leads a joyous dance of transformation, integrating sexuality and spirituality, justice and mercy. Through continuous reformation, the Church embraces in holiness and into wholeness people of all sexual orientations, gender identities, and gender expressions, strengthening us for authentic, visible, faithful lives. Dedicated to radical reconciliation, the Church falls into the heart of God's passionate intent, co-creating a world without outcasts, calling all to serve as guests and hosts at God's table of blessing and power.”

ALSC shares in the ReconcilingWorks Mission: “Working at the intersection of oppressions, ReconcilingWorks embodies, inspires, advocates and organizes for the acceptance and full participation of people of all sexual orientations, gender identities, and gender expressions within the Lutheran communion and its ecumenical and global partners.”

ALSC shares in the ReconcilingWorks Values: “We believe that God values and embraces each person as a beloved child, that the Spirit gives a diversity of gifts for the common good, and that Jesus Christ calls us to work for justice. The

ministries of ReconcilingWorks embody, inspire, and support the acceptance and full participation of people of all sexual orientations, gender identities, and gender expressions, their families, friends, and allies, within the Lutheran communion and its ecumenical and global partners.”

## **D. ASLC Disaster Preparedness Plan (DPP)**

Approved: Mission Team 2020 / Updated Annually

Background/Specifics:

All Saints Lutheran Church’s “Disaster Preparedness Plan” was developed to guide present and future leadership should the congregation experience a “disaster” (i.e. hurricane). Three copies exist: Pastor, Church Administrator, President. The President’s copy is sealed and only to be opened when deemed necessary by the Mission Team.

The DPP document is to be updated annually. And includes the following information: 1) Defining a “Disaster Response Team.” 2) Guidelines for sharing information with the congregation. 3) Inventory and assets information. 4) Partners and other local/state/federal resources. 5) Methods for property access and online passcodes.

“For as in one body we have many members, and not all have the same function...” (Romans 12:4)