

**CHURCH POLICY**

**AND**

**POSITION DESCRIPTION HANDBOOK**

**St. John Evangelical Lutheran Church  
(Windfall)  
5070 Newmans-Cardington Rd. E.  
Cardington, Ohio 43315**

**Revised June 2023**

# CHURCH POLICY AND POSITION DESCRIPTION HANDBOOK

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## **I. THE FORMATION AND REVIEW OF CHURCH POLICY**

The Church Council shall have authority to develop, maintain and review the church policy and job descriptions and inform the congregation of such changes.

## **II. CHURCH COUNCIL POSITION DESCRIPTIONS**

### **II. 1.0 - Ministry Team Liaisons**

Each Member-at-Large, Elder, Treasurer and Secretary (excluding Council Chairperson and Recording Secretary) shall serve as a liaison to an assigned Ministry Team (Defined in Section III) for the calendar year.

The duties of the liaison/advocate will include, but are not limited to:

- 1) Communication and collaboration
  - a . Touching base regularly with each designated group within the Ministry Team to learn of activities, group participants, budget, and progress of the group.
  - b . Providing a status update of group activities to Church Council when needed.
  - c . Working with each designated group within the ministry team to learn of any issues or needs (people, budget, prayers, etc.).
- 2) Promoting an environment of communication and collaboration
  - a . Coordinating with fellow liaisons to help ministry team collaboration when applicable.

Liaisons are not responsible for:

- 1) Attending each group's regular meetings
- 2) Ensuring the ministry team and groups remain active

### **II 1.1 - Member-at-Large**

The duties of the Member-at-Large will include, but are not limited to:

1. Serve no more than two consecutive two-year terms of office.
2. Serve as a Liaison to and an advocate for a designated Ministry Team.
3. Attend regular Church Council meetings.
4. Working with Church Council to develop and execute vision and mission.
5. Participate in offertory counting sessions during appointed months.
6. Be faithful in Church Worship services and Study, set a good example for those you serve.
7. Help to coordinate assignments at all services for bulletins, greeters, Communion, and offering.

## **II. - 1.2 - Elder**

The Elders of the congregation will serve a two-year term of office with a limit of two consecutive terms.

### ➤ Senior Elder

- Provide leadership and continuity of projects and concerns for all elders on the Church Council.
- Responsible for reporting on activities of the elders at Church Council meetings.

The following items more fully describe the position of elder and responsibilities of the congregation:

### Nurturing Christian Life

1. Enable ministries and share the love of Jesus with our church members and individuals, in our community, beyond our church membership.
2. Promote special activities and entertainment, seminars, etc.
3. Assist, as necessary, the pastor in visiting the ill, shut-ins, elderly, and the grieving.
4. Facilitate steps towards pastoral care to members of the church and community who seek pastoral care and support.

### Stewardship

1. Encourage use of members' time and talent in God's work.
2. Encourage financial support and giving for the mission of the church.

### Worship

1. Assure regular times of Church Worship services and for seasonal services or special services as necessary.
2. Provide support to pastor as outlined in the given, and accepted, Letter of Call. (Hebrews 13:17)

### Administration

1. In order to fulfill their responsibilities and to meet the needs of the members of St. John congregation and the community we are called to serve, the elders will, as necessary, appoint and supervise ministry teams with responsibility for specific areas of ministry. Such ministry team duties shall be approved by the church council and appended to the church policy manual.
2. Provide overall guidance for the church council and the congregation.
3. Attend regular Church Council meetings
4. Monitor salaries, compensation, and performance of those employed by the congregation. Church staff members' performance will be evaluated annually during the month of September.
5. Participate in offertory counting sessions during appointed months.
6. Shall serve as a liaison to an assigned Ministry Team for the calendar year.
7. Upon dire weather conditions, the Elders, President, and the Pastor shall decide if worship services or other church activities will be canceled. If timing allows, this decision should be made the evening prior to the service to aid those whom prepare the Church for worship.
  - a. Notification of closing will be communicated to the congregation.

### Fellowship

Promote, encourage, and engage in Christian fellowship. (Ephesians 2:14-22)

### Personal

Be rooted in the Word, faithfully attend worship services, center yourself in the Sacrament, and offer prayers for the Lord's people and creation. (1 Peter 1:13-16, Ephesians 6:18)

## **II. 1.3 - Financial Recording Secretary**

The financial recording secretary of St. John Evangelical Lutheran Church (Windfall) of Richland Township, Marion County, Ohio, Inc., shall have the following responsibilities:

1. Shall serve no more than two consecutive two year terms of office.
2. Shall maintain contributions of record to St. John.
3. Shall maintain a list of members who have met eligibility as voting members per constitutional requirement of giving and record. Data is in the congregational record book.
4. Shall order offering envelopes and contributor forms.
5. Shall distribute confidential annual record of giving to members.
6. Shall attend council meetings.
7. Shall participate in offering counting sessions during appointed months.
8. Shall work with the Church Council to develop and execute vision and mission.
9. Shall coordinate with the treasurer a list of memorial giving.
10. Shall mail acknowledgement of the receipt of memorial gifts.
11. Shall be exempt from serving as a ministry team liaison.

## **II. 1.4 - Council Secretary**

As record keeper of the business of the congregation, the secretary of St. John Evangelical Lutheran Church (Windfall) of Richland Township, Marion County, Ohio, Inc., shall have the following responsibilities:

1. Shall serve no more than two consecutive two year terms of office.
2. Shall attend all meetings of the congregation and the Church Council.
3. Shall be exempt from serving as president of the congregation.
4. Shall record all matters of business of the Council and of congregational meetings in an orderly manner and maintain such minutes in a record book.
5. Shall distribute copies of Council minutes to Council members prior to the next meeting. At congregational meetings, shall read the minutes of the previous meeting.
6. Shall coordinate records with Church Office Administrator to keep the congregation's Certificate of Incorporation up to date with the Secretary of the State of Ohio, including registration of officers of the corporation and periodic records updates as required by the State.
7. Shall coordinate official Council correspondence through the church office administrator.
8. Shall participate in offering counting sessions during appointed months.
9. Shall serve as a liaison to an assigned Ministry Team for the calendar year.

## **II. 1.5 - Treasurer**

As the financial officer of St. John Evangelical Lutheran Church (Windfall) of Richland Township, Marion County, Ohio, Inc., the treasurer shall have the following responsibilities:

1. Shall serve no more than two consecutive two year terms of office.
2. Shall be exempt from serving as president of the congregation.
3. Shall pay all salaries and bills as directed by the congregation or council. Shall list outstanding bills on monthly basis for presentation to Council.
4. Shall establish and maintain church accounts at financial institutions.
5. Shall maintain accurate financial documents including checking and savings records, and shall prepare an annual written report to the congregation summarizing the year's financial activity.
6. Shall present accurate monthly report to Council that includes year to date credits and debits in all accounts, budget tracking figures and account balances.
7. Shall present treasurer's report at congregational meetings.
8. Shall prepare IRS required payroll records quarterly.
9. Shall coordinate with the financial recording secretary a list of memorial giving.
10. Shall serve as chairperson of the budget committee.
11. Shall work with Council to develop and execute vision and mission.
12. Shall serve as a liaison to The Stewardship and Finance Ministry Team for the calendar year.
13. Shall maintain an audit trail of all deposits and expenditures and shall serve on the audit committee appointed each year by Council.
14. Shall assure that all church property and assets are protected by an active insurance policy at all times.

## **II. 1.6 – Council President**

As the President of St. John Evangelical Lutheran Church (Windfall) of Richland Township, Marion County, Ohio, Inc., the President shall have the following responsibilities:

1. Shall conduct all congregational and council meetings in an orderly fashion adhering to Roberts Rules of Order as closely as possible.
2. Shall call any special council or congregational meetings complying with all regulations stated in the constitution.
3. Shall be exempt from serving as a ministry team liaison.

### III. MINISTRY AREAS

#### **Worship and Music**

Acolytes and Assisting ministers  
Choir (Adult and Children)  
Special Music  
Lectors

#### **Evangelism and Mission**

Glorious Hooks and Needles  
Piecemakers  
Weekly meals  
Bountiful Backpacks  
Bread for All People  
Area Food Pantries and produce distribution  
Project 6:21  
Social Media Team

#### **Property Ministry**

Structures on property  
Cemetery upkeep  
Cleaning of facility  
Church Work Days  
Obtain maintenance and custodial supplies  
Contact maintenance specialist as needed

#### **Stewardship and Finance**

Audit  
Budget process/committee  
Cause of the Month  
Endowment Fund  
Thanksgiving/Christmas Families

#### **Communication and Technology**

Sermon Recordings  
Sound System  
Website  
Audio/Visual System  
Social Media  
Administrative technology upkeep

#### **Christian Education and Discipleship**

Bible education and discipleship for all ages  
Vacation Bible School  
Confirmation/Catechism  
First Communion  
Bible Studies  
Baptismal preparation

#### **Fellowship and Service**

WELCA (Women of the ELCA)  
Happy Wanders  
Yoga  
Boy Scout Troop 95

#### **Christian Care and Support**

Lay homebound communion and visitation  
Stephen Ministries  
Cradle Roll

## IV. NON COUNCIL POSITION DESCRIPTIONS

### IV. 1.0 - Sacristan

In response and in gratitude to all that Christ has done for us, we are called to offer ourselves to God's service. The Sacristan assists in many ways with those duties or tasks which are connected within the worship center in cooperation with the pastor.

#### Weekly Service

Filling candles and candle lighters  
Maintaining pew racks and hymnal racks  
Hanging banners as needed  
Changing the hymn board  
Polishing vases, candles, etc. as needed  
Preparing and disposition of remaining elements for the communion service  
Directing acolytes  
Arranging for chancel flowers  
Cleaning and repairing altar and communion linens and acolyte albs  
Changing paraments to reflect the church season

#### Baptisms

Having water in the font  
Having baptismal candle and the baptismal napkin by the font  
Obtaining the rose for the altar  
Placing the Christ candle near the font  
Ordering and embroidering the baptismal napkins

#### Weddings

Refer to the wedding handbook

#### Funerals

See guidelines  
Care of the pall before and after funeral

### Celebration Services =====

#### Advent

Placing the wreath and candles  
Hanging the banner

#### Christmas

Setting poinsettias  
Putting away Advent wreath and candles

#### Lent

Ash Wednesday preparation  
Maundy Thursday – Stripping the altar  
Good Friday – coordinated with the Pastor

#### Easter

Setting lilies  
Redecorating the wreath  
Placing the 7 branch candelabra

#### Pentecost

Setting geraniums

#### Anniversary Sunday – 2<sup>nd</sup> Sunday in July

Setting up outdoor worship space

Ideally, volunteers will engage in Bible Study and worship services so that growth takes place in knowledge of worship and Christian service.



## **IV. 1.1 - Stewardship and Finance Ministry Team**

The purpose of the Stewardship and Finance Ministry Team is to reduce the workload for the Treasurer, foster good stewardship practices, and make recommendations on how funds can best be used to achieve the Congregation's goals.

### Stewardship and Finance Team Membership

1. The Stewardship and Finance Team is to be a standing team of the Church Council appointed by the Church Elders.
2. The Stewardship and Finance Team is to have a minimum of five members with Pastor and Elders as advisors.
3. A Stewardship and Finance Team member shall be eligible to serve no more than two consecutive two year terms.
4. Terms of office are to run from January 1 to December 31.

The members of the Stewardship and Finance Ministry Team:

1. will identify and introduce methods which will help lead the congregation in good stewardship practices, and will help members of the congregation understand and support the mission of the church.
2. will identify non-budgetary programs or projects worthy of congregational support.
3. will consult with Pastor and recommend a finalized list of the Cause of the Month designations for Council approval.
4. will make recommendations concerning the availability of funds for congregational expenses.
5. will assist in the preparation of the annual budget proposal and provide a representative for the annual audit committee.
6. will advise the Treasurer in the investment of the congregation's designated funds.
7. will be available on a rotating basis to count all worship offerings during appointed months.
8. will make the bank deposit of the congregation's offerings and other funds on a timely basis and provide the Treasurer with the bank receipt.
9. will provide assistance to the Recording Secretary as needed.
10. will be responsible for writing bylaws for the Windfall Endowment Fund and be governed by them. The bylaws must be approved by the Church Council.

This ministry team will be responsible and accountable to the Elders. It will elect its own Chairperson, who will plan and organize the Stewardship and Finance Team's agenda. It will also choose its own Secretary, who will distribute the minutes of the meetings to the Stewardship and Finance Team members, Church Treasurer, and congregational files.

The Pastor will serve as an advisory member of this committee. The Treasurer will serve as liaison to Church Council.

## V. MONETARY GIVING / DONATIONS

### V. 1.0 - Windfall Endowment Fund

The purpose of the Windfall Endowment Fund shall reflect the ongoing ministry of Jesus Christ our Savior and be in accordance with St. John Lutheran Church Mission Statement.

St. John Lutheran Church, founded upon Jesus Christ the Cornerstone, is a community of believers whose purpose is be:

Centered in the Word,  
Strengthened in the Sacraments,  
and Sent into the community to share the love of Jesus.

1. The Stewardship and Finance Team will administer the Windfall Endowment Fund
2. No member of the Stewardship and Finance team shall engage in any self-dealing or transactions with the Fund and shall at all times refrain from any conduct in which his/her personal interests would conflict with the interests of the Fund.
3. A quorum shall consist of three (3) members. When only three (3) members are present, a unanimous vote shall be required to carry any motion or resolution.
4. The Stewardship and Finance Team shall report at each annual meeting of the Congregation and render a full and complete account of the administration of the Endowment Fund during the preceding year.
5. The Stewardship and Finance Team shall encourage contributions to the Windfall Endowment Fund by developing and making available information and programs to educate the congregation of the existence and purpose of the Fund.
6. All assets are to be held in the name of St. John Lutheran Church of Richland Twp. Windfall Endowment Fund.
7. The Stewardship and Finance Team shall make recommendations regarding distribution of the Windfall Endowment Fund for final approval by the Church Council and to be voted on by the congregation at the annual meeting.
8. All undesignated Memorial Contributions shall be invested in the Windfall Endowment Fund.
9. Interest only distribution of the Windfall Endowment Fund will be made. If the principle reaches \$80,000.00 or lesser in value, then no distribution will be made that year. The principle value will be determined as of September 30<sup>th</sup> of the current year.

**Interest only distribution calculation will be as follows:**

1. September 30<sup>th</sup> current year valuation
2. Less current contributions of previous 12 months (October 1<sup>st</sup> of previous year to September 30<sup>th</sup> of current year)
3. Less the previous years, valuation of September 30<sup>th</sup>.

<b>Example:</b> September 30 <sup>th</sup> 2000 Endowment Fund Balance:	\$85,000
Endowment Fund contribution between October 1, 2000 and September 30, 2001:	\$ 5,000
September 30- 2001 Endowment Fund Balance	\$91,000
Endowment Fund Amount to be disbursed:	\$ 1,000

10. The Stewardship and Finance Team shall make recommendations regarding how the funds shall be invested for final approval by Church Council and to be voted on by the congregation at the annual meeting.

11. The Stewardship and Finance Team shall monitor the investment decisions on a quarterly basis.
12. When, in the opinion of Church Council, circumstances are so dire and of such an emergency nature that the future of the congregation is at stake, the Church Council may recommend to the Congregation that the Windfall Endowment Fund be utilized to meet the need of that emergency.
13. In the event St. John Lutheran Church ceases to exist either through merger or dissolution; disposition or transfer of the Endowment Fund shall be at the discretion of the Church Council.
14. The Church Treasurer is required to keep all monies of the Endowment Fund separate from all other monies, and to report to Stewardship and Finance team upon request.
15. Audit of the Windfall Endowment Fund shall be part of the Annual Church Audit

### **V. 1.1 - Undesignated Giving**

Any donation in the amount exceeding one thousand dollars (\$1,000) that is not designated for a specific fund by the donor will be the responsibility of council at their next regular meeting to credit the undesignated giving to an already established fund.

### **V. 1.2 - Monetary or Physical Gifts**

The Church Council is given the authority to accept and administer gifts given to the congregation. This includes both monetary gifts and physical items. The Church Council has, therefore, adopted these rules to govern the giving and receiving of such gifts.

1. Our gifts whether given through the offering plate or in a special way, are given in thanksgiving and to the glory of God, with the understanding that the Church belongs to the Lord and not to individual members. St. John congregation will receive gifts in that spirit.
2. Physical gifts may be given to St. John congregation only with the approval of Church Council.
3. Monetary offerings or gifts, which the donor may wish to designate for a specific purpose, may only be designated for an existing fund or project.
4. Monetary gifts given in memory of a deceased member or in honor of a living member will be received for the Windfall Endowment Fund. Such gifts shall be recorded in the Memorial Book.
5. When a physical gift is given in memory of a deceased member, in honor of a living member, or in thanksgiving to God, the Church Council will receive that gift as a gift to the congregation without conditions. Therefore, no name plates or memorial plaques may be affixed to the gift. Exempt from this rule are hymnals, pew Bibles, library books, and media.

## **VI. Church Policies**

### **VI. 1.0 - Use of Church Facilities**

1. All requests for use of church facilities for private events require approval by Church Office Administrator, and Council as needed.
2. Weddings shall be conducted according to the provisions and guidelines outlined in the wedding handbook.
3. Donations for the use of the facility will be accepted.
4. Members are free to request the use of the tables and chairs in the garage, but are requested to ask the Church Office Administrator before borrowing items in order to avoid conflicts with scheduled church events.

### **VI 1.1 - Church Membership**

This policy is intended to assist in the administration of the church membership rolls as stated in Article 8 of the Constitution of St. John Evangelical Lutheran Church. Pastor, in consultation with the Elders, shall be responsible for the administration of church membership. A report for any action shall be submitted to Church Council prior to reporting membership to the NWOS of the Evangelical Lutheran Church in America. (Sec A8.06)

The Church Council defines the following policy as interpretive of the Constitution of St. John Evangelical Lutheran Church and as a way to proceed pastorally with those who have chosen not to be voting members in the life of the church and its mission. Further, The Church Council of St. John Lutheran Church does not presume to stand in judgment over any member and his or her personal relationship with Jesus Christ. However, because we also live in a temporal world where questions of law or liability, or other issues can arise, it is the duty of the Church Council to administer the Membership Roll as prescribed in the constitution of the congregation.

1. The membership roll of St. John Evangelical Lutheran Church will be comprised of voting members as defined in Section A8.02.c

### **VI. 1.2 - Spending Cap for Council**

Council will be allowed to spend an amount up to ten percent (10%) of the last year's operating budget on any one item (if funds are available) without calling a special congregational meeting.

### **VI. 1.3 - Church Newsletter**

The pastor and elders have oversight of materials contained in the printed newsletter.

### **VI. 1.4 - Paid Vacation Policy**

1. Paid vacation will be granted to the following paid non pastoral church staff; church office administrator, custodian and grounds caretaker as follows:
2. One week of paid vacation after the first six months of continuous employment to be taken before the anniversary of the first full year of employment.
3. Two weeks of paid vacation after one full year of continuous employment, with two weeks granted after each anniversary of continual employment thereafter. Additional paid vacation may be granted upon annual job evaluation.
4. Vacation time is not cumulative.

## **VI. 1.5 - Windfall Cemetery Rules**

### **Monuments**

1. Monuments shall be set in a straight line with other row monuments at the west edge of lots. Foot stones are not permitted.
2. A 48 inch space for mowing shall be allowed between stones, flower beds, or any other obstacles.
3. Concrete footers for monuments and headstones shall be kept level with the ground and shall measure three or less inches wider than the headstone on all sides.
4. Plaques shall be confined to ground level.

### **Trees, shrubs and flowers**

1. There shall be no perennials, trees or shrubs planted on lots.
2. Winter plastic wreaths and flowers must be removed by March 15.
3. Caretakers have the right to remove any flowers in vases when wilted and grave ornamentation that hinders care of the cemetery.
4. Wreaths shall be confined to tombstone head.

### **Sale of lots**

1. The Cemetery Administrator of St. John Evangelical Lutheran Church shall be in charge of the sale of lots. This information shall be published periodically.
2. The price of said lots shall be:

	<u>Member</u>	<u>NonMember</u>
4-grave lot	\$300	\$5,000
2-grave lot	\$225	\$2,500
3. Burials shall be permitted to allow up to one coffin and one urn, or two urns per grave.
4. So that no individual shall profit from the sale of cemetery lots, unneeded lots having no graves on them may be, at the option of Church Council, reconveyed to St. John Evangelical Lutheran Church at the original purchase price specified on the cemetery deed to the lot. In no instance shall St. John Evangelical Lutheran Church be required to repurchase said lots.

### **Digging of Graves**

1. Individual grave location within the plot shall be at the discretion of the family of the deceased. Burials shall be permitted to allow up to one coffin and one urn, or two urns per grave.
2. Family plot location shall be the responsibility of the grave digger coordinated through the funeral director and/or cemetery administrator.

### **Angel Cemetery**

1. The Angel Cemetery is for infants/children two years of age and under.
2. Parents of infants/children must be voting members of St. John Lutheran Church.
3. The Cemetery is made available for those parents who do not have burial lots.
4. There will be no cost for the lot. This is established to help our young people in their time of grief.
5. The Angel Lots are collectively located in a 21 S.F. 21'0 X 21'0 area located 44'-6 north of Newmans-Cardington Road and 78'0 east of Claridon- Westfield Road.
  - a. The sixteen burial sites are number 1A, 2A, 3A, etc.
  - b. A one foot border shall be maintained around the 441 S.F. perimeter.
6. An Angel lot deed will be issued.
7. If parents/family decides to move the infant/child to a family plot later, the deed shall be reconvened to St. John Lutheran Church.
8. Monuments, markers, and plaques shall be confined to 2 ft. x 2 ft. within each the 4 ft. x 4 ft. burial lot.

## **VI. 1.6 - Guidelines for Spending from the College and Seminary Fund**

The church council has the authority to support students who are voting members of St. John and are enrolled or are planning to enroll in a Lutheran college or a Lutheran sponsored educational program. It is the purpose of the College and Seminary fund to provide money for this support. The church council will use the following guidelines:

1. Support for a Lutheran college student of up to \$500/yr. or to meet college provided matching funds for up to 4 years of college.
2. Support for a Lutheran seminary student of fully paid tuition to complete the requirements necessary to become an ordained Lutheran minister. The student must sign an agreement for payback of all money granted if the course of study and ordination is not satisfactorily completed in a reasonable time. No interest to be charged on the payback.
3. Support for a Lutheran sponsored educational program student of up to \$300 for 1 year.
4. No support in excess of actual costs.
5. The student must be a voting member of St. John Windfall.
6. Support will be terminated if the student transfers to a non Lutheran school to complete their course of education. Payback of already used funds will not be required.
7. Check will be made out to the College or University.
8. This fund may be drawn from to pay for the expense and support of an Intern serving this congregation or sharing an Intern with neighboring congregation(s).

## **VI. 1.7 – Wedding Policy and Handbook**

Marriage from the Christian point of view is a covenant which is fulfilled over the lifetime of a couple. In the Christian church the wedding is not a show arranged by the bride and groom. It is not your day alone. Marriage is a sacred event which affects the whole Christian community.

Pre-Marriage counseling is required for all weddings held at St. John Lutheran Church or at another site officiated by St. John's Pastor. It is the responsibility of the couple to contact the church office to arrange for the pre-marriage counseling sessions. We are a faith community centered in Word and Sacrament. If you do not worship regularly we encourage you to worship with us as you prepare for and begin this new chapter in your life. The pastor reserves the right to use pastoral discretion in unusual circumstances or to refer the matter to St. John's Church Council for guidance. The pastor further reserves the right not to marry those who demonstrate immaturity, insincerity toward marriage or the Christian faith, and/or lack of preparation for marriage.

In order for the wedding date to be reserved at the church there needs to be up to a \$550 deposit that covers the cost for the organist, custodian, and sacristan.

Member and Non-Member Fees:

Organist: \$150

Custodian: \$100

Sacristan \$300

Pastor: Suggested Honorarium \$200

For further information about our wedding policy, please refer to our wedding handbook which is a separate document from this policy.

## **VI. 1.8 – Notice of No Harassment or Hostile Environment**

### **HARASSMENT**

St. John Lutheran Church will not tolerate discrimination or harassment of any of its membership and visitors. Any form of discrimination or harassment which violates federal, state, or local law, including but not limited to discrimination or harassment related to an individual's race, religion, color, sex, sexual orientation, gender identity, national origin, ancestry, citizenship status, marital status, pregnancy, age, medical condition, handicap, veteran status, or disability is a violation of this policy.

For these purposes, the term discrimination or harassment includes slurs and any other offensive remarks, jokes, other verbal, graphic, or physical conduct. Harassment also includes sexual advances, request for sexual favors, unwelcome or offensive touching, and other verbal graphic or physical conduct of a sexual nature.

The following is a list of examples of the type of conduct that can constitute sexual harassment:

1. Unwanted sexual advances, verbal, or contact.
2. Making or threatening reprisals after a negative response to sexual advances.
3. Visual conduct— leering, making sexual gestures, displaying of sexually suggestive objects or pictures, cartoons, or posters.
4. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations.
5. Physical conduct - touching, assault, impeding or blocking movements.

### **HOSTILE ENVIRONMENT**

St John Lutheran Church will not tolerate violence, threats of violence, or physical intimidation by or to its members and/or visitors during a church function.

The following are examples of hostile behavior:

1. Intimidation – behavior of an individual causing fear in others which could alter their responses to a situation.
2. Violence – behavior of an individual causing harm or threats of harm to individual(s).

Any questions or concerns regarding harassing, discriminatory, or hostile behavior should be directed to the Pastor, Church Council Chairperson, or an Elder.

Any member who feels that they have been made a target of harassment, discrimination, or hostility; or any member who observes harassment, discrimination, or hostile behavior towards another member or visitor should report such behavior to the Pastor or a member of the Church Council.

The Church Council is readily available and receptive to complaints of harassment, discrimination, or hostile behavior. Any member who reports such behavior will have their statement taken.

Appropriate action will be taken against any violation of this policy. Each occurrence will be promptly investigated according to the law. Violators are subject to penalties and remedial measures that may include sanctions, fines, injunctions, and damages. All complaints will be confidential.

## **HARASSMENT OR VIOLENCE COMPLAINT INVESTIGATION GUIDELINES**

St John Lutheran Church will not tolerate harassment, discrimination, or violence of any form and is committed to providing its members and visitors with a harassment/discrimination/violence-free church environment. Church Council will therefore take the following steps if a complaint of harassment, discrimination or violence is received.

1. Contact law authorities when there appears to be an infraction of the law.
2. Any individual who may be involved with or witness an act of harassment/discrimination/violence or any individual who may receive the complaint should notify the Pastor or the Church Council immediately. They should not be asked or attempt to try to work out the problem among themselves.
3. The person making the complaint should be assured that a full investigation will be conducted, that no retaliation will be taken against him or her for making the complaint, and that the complaint will be kept as confidential as possible consistent with the need to conduct a full investigation.
4. The individual with concern, any witnesses, and potential aggressor statement(s) should be taken and documented on a "Harassment/Discrimination/Violence Complaint Form". Provide as much detail as possible with respect to dates, times, individual's name involved or witnesses, and exact things which were said and/or done.
  - a. Member who receives the complaint will also sign and date.
5. All parties will be asked to keep the matter confidential.
6. Once all statements have been taken, the Church Council will contact legal counsel for advice on how to proceed next.



**CONFIDENTIAL**

**ST JOHN LUTHERAN CHURCH HARASSMENT/DISCRIMINATION/VIOLENCE  
COMPLAINT FORM**

Name \_\_\_\_\_ Date \_\_\_\_\_

State how you are involved with this complaint (harasser, receiver of action, witness, informed of action)

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**STATEMENT OF COMPLAINT (Please read policy before completing this form)**

Date(s) of incident(s)

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Name(s) of person(s) accused of misconduct

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Name(s) of witnesses, if any

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Description of incident(s) Describe actions and statements of all persons involved, including you. Be specific.  
(use back of this page if additional space is needed)

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Adjustment or remedy requested

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Form Completed by: Signature(s)

Date

## **VI. 1.9 – Loss Prevention Program**

### **Screening Procedures:**

All paid employees and specified volunteer workers at the church will undergo a national background check. These workers include, but are not limited to the following: Pastor, all paid church employees, all council members, Christian Education Board members, and Stewardship and Finance Ministry Team members.

1. Signed releases for such background checks must be obtained prior to any such procedure and will be kept on file in the church office along with the results of the screening procedure. Security for these materials will be such that they are locked away to insure privacy and will only be accessed by the church Elders.
2. Elders will be responsible for oversight and administration of background checks.

### **Disqualifications:**

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

- ❖ The following offenses disqualify a person from care, supervision, control, or oversight of minors:
  - a. Any offense against minors as defined by state law.
  - b. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual performance with a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug-related offenses, or family violence.
  - c. A prior criminal history of an offense against minors.

### **Supervision:**

No single minor will remain in an enclosed space with an adult, unless that adult is a direct legal guardian / appointed guardian to the minor.

1. Unless an extenuating situation exists, adult supervision (2 adults or more) will be immediately available during all facility related services and functions with minors attending.

### **Response to Sexual Abuse Allegation:**

St. John Lutheran Church Windfall will respond promptly to any accusation of sexual abuse. All accusations of sexual abuse will be taken seriously and reported to appropriate authorities in accordance with the state mandatory reporting laws.

## VII. Emergency Procedures

### VII. 1.0 -- FIRE PROCEDURES

It is everyone's responsibility to remain calm and orderly during any emergency and to assist as directed.

Remove all persons in immediate danger of smoke or fire to a safe area.

1. Move to opposite side of building, away from the fire.
2. Elderly will need assistance from the Ushers for the Day or other members.

Activate the alarm.

1. Notify all present of fire to start evacuations via blow horn.
2. Call 911. Inform fire department which entrance is closest to fire.
3. Caller should man the phone, waiting for any instructions.
4. A member should be stationed at each safe outside door to give Fire Department exact location of fire.

Contain the fire with proper equipment until the fire department arrives.

1. Contain the fire by closing all doors leading to the fire area.
2. Turn on all lights.
3. Once the Fire Department arrives, they will assume control of the fire area.
4. Appropriate congregational members will function as the Fire Brigade to extinguish fire; if it is safe to attempt and maintain charge of the fire area until the Fire Department arrives.

Evacuate

1. Church Sanctuary
  - a. Exit via side doors, back Sanctuary doors.
  - b. If we must leave the building, meet at the Shelter House. We must be assured that all are out of the building and safe.
  - c. Elderly will need assistance from the Ushers of the Day
  - d. Wheelchair is accessible
  - e. Ushers for the Day should assure that all congregational members have evacuated.
2. Sunday School Rooms
  - a. Exit away from the fire
  - b. Keep all lights on and close doors behind you once your room is emptied of persons.
  - c. If we must leave the building, meet at the Shelter House. We must be assured that all are out of the building and safe.
  - d. Adolescents are to stay with the teachers until picked up by their guardians.
  - e. Sunday School teachers are to account for all of their students.
  - f. Christian Education Board President should meet with each teacher to assure all have been evacuated. In the absence of the President, the Vice President or any Board member should do the same.

A drill should occur yearly, possibly at annual Congregational Meeting.

## **VII. 1.1 -- TORNADO PLAN**

Church council member will be identified to man the news for Watches/Warnings.

### **❖ TORNADO WATCH**

When a Tornado Watch is issued curtains should be all closed as a precaution.

### **❖ TORNADO WARNING**

When a Tornado Warning is issued:

1. Move all to a room that does not have any windows. Such rooms include:
  - a. The table/chair storage room in the fellowship hall
  - b. The janitor's room
  - c. The bathroom in the narthex
  - d. The women's bathroom
  - e. The coat room
  - f. The room where the acolyte robes are stored
  - g. The two small rooms behind the pulpit and lectern
2. Close all doors.
3. Assume a safe posture.
4. Ushers of the day, along with any willing congregational member, will assist those in need of assistance to move to a safe place.
5. All will maintain this status until the "All Clear" is announced.

### **ALL CLEAR**

The "All Clear" will be announced when the National Weather Service lifts the Tornado Warning. Christian Education Board President should ensure the plan has been followed should the warning occur during Sunday school hours. In the President's absence, the Vice President or any Board member should do the same.

Radio and other forms of social media should be monitored for updates.

### **DRILL**

A drill should occur yearly, possibly at annual Congregational Meeting.

## **VII. 1.2 --BOMB THREAT**

*Evacuate immediately* when a bomb threat is received.

### **Bomb Threat By Phone:**

The person receiving the bomb threat via phone should attempt to get as much information as possible. Listen for background noises as well.

- HINTS:**
- a) Pretend difficulty with hearing.
  - b) Try to keep caller talking.
  - c) Inform caller that the church is occupied with people and that detonation could cause injury or death.
  - d) Did the caller seem familiar with the church by his/her description of the bomb location?

1. Notify all that a bomb threat has been received.
2. Call 911
3. Listen for all instructions as everyone evacuates through safe outside doors available. All evacuees should calmly leave the premises in an orderly fashion.
4. As all occupants are evacuating, be observant for suspicious items, obvious tampering, or modified items.
  - a) There is no "typical" appearance for a bomb.
  - b) Scan for objects or packages that look out of place.
  - c) Look for the unusual
  - d) Most bombs are planted on the street level.
  - e) Public access areas, storage areas, exterior of building are probable areas.
5. DO NOT TOUCH or DISTURB suspicious packages.
6. Meet in the area between the shelter house and the cemetery on the west side of building if possible.

### **Bomb Threat By Mail:**

Protect the letter from handling to facilitate examination for finger prints.

1. Follow above plan.

### **Suspicious Item Found:**

1. Do not touch or disturb the item in any way.
2. Close the door.
3. Evacuate the building immediately.
4. Follow above plan

## **VII. 1.3 - Active Shooter**

During an active shooter situation, it is important to follow the RUN –HIDE –FIGHT model. This basic concept has proven to provide the greatest level of safety during mass shooting incidents.

### **RUN:**

1. Have an escape route and plan in mind. Church exits are located:
  - a) North: entry/exit doors to the narthex
  - b) South: one door next to the pulpit, another next to the lectern
  - c) East: entry/exit doors to the fellowship hall
  - d) West: entry/exit doors to the educational wing
2. Leave your belongings behind
3. Evacuate regardless of whether others agree to follow
4. Help others escape, if possible
5. Do not attempt to move the wounded
6. Prevent others from entering an area where the active shooter may be
7. Keep your hands visible
8. Call 911 when you are safe

### **HIDE:**

1. Find a place to hide where you are not visible. Suggested areas are:
  - a) The table/chair storage room in the fellowship hall
  - b) The janitor's room
  - c) The bathroom in the narthex
  - d) The women's bathroom
  - e) The coat room
  - f) The room where the acolyte robes are stored
  - g) The two small rooms behind the pulpit and lectern
2. Lock door or block entry to your hiding place
3. **Silence your cell phone (including vibrate mode) and remain quiet**

### **FIGHT:**

Only as a last resort. When you can't run or cover, attempt to disrupt the attack or disable the attacker. As a last resort, if your life is in imminent danger, fight back using any means necessary.

1. Be aggressive and commit to your actions.
2. Recruit others to ambush the attacker with makeshift weapons such as chairs, fire extinguishers, scissors, books, hymnals, etc.
3. Be prepared to cause severe or lethal injury to the attacker.

### **WHEN LAW ENFORCEMENT ARRIVES:**

1. Remain calm and follow instructions
2. Drop items in your hands (e.g., bags, jackets)
3. Raise hands and spread fingers
4. Keep hands visible at all times
5. Avoid quick movements toward officers, such as holding on to them for safety
6. Avoid pointing, screaming or yelling
7. Do not ask questions when evacuating

## **VII. 1.4 -- MISSING/ABDUCTED CHILD/ADULT**

It is the policy of St John Evangelical Lutheran Church to safeguard the wellbeing of all our members and visitors.

### **PROCEDURE:**

1. When a child/adult is missing or thought to be abducted or is lost; members will be immediately notified to begin a search.
2. As much information as possible about the missing individual and events prior to the disappearance will be obtained.
  - a. Example:
    - i. Description of missing person – Clothing, Hair and Eye Color, Height, Weight, Age, etc.
    - ii. Description of how the person went missing
3. Law enforcement will be contacted and advised if abduction is suspected or if the missing person is not quickly found if lost. Complete cooperation will be given to law enforcement.
4. When the situation is resolved or upon approval of the Police, an announcement will be made that the search is cancelled.