Council Members Handbook

Our STORY

Matthew 25:35-40: For I was hungry and you gave me food, I was thirsty and you gave me something to drink, I was a stranger and you welcomed me, ³⁶I was naked and you gave me clothing, I was sick and you took care of me, I was in prison and you visited me." ³⁷Then the righteous will answer him, 'Lord, when was it that we saw you hungry and gave you food, or thirsty and gave you something to drink? ³⁸And when was it that we saw you a stranger and welcomed you, or naked and gave you clothing? ³⁹And when was it that we saw you sick or in prison and visited you?' ⁴⁰And the king will answer them, 'Truly I tell you, just as you did it to one of the least of these who are members of my family, you did it to me.'

Our PURPOSE

The purpose of Grace Lutheran Church is to make a difference by serving others through God's love and our faith.

Grace Evangelical Lutheran Church 1610 Carlisle Road Camp Hill, PA 17011 717.737.0439

Email: gelc@comcast.net www.gracecamphill.org

Table of Contents

Section 1 – Helpful Information

Staff and Leadership Information
Council Member Terms and Contact Information
Committees and Ministries, Liaison Information
Guidelines for Communion Assistants
Council Member Job Description & Duties

Section 2 – Mission Planning

1604 Mission Possibilities Story Matters Materials Report on the Cottage Meetings Report on the Transition Team: 4 Taskforces

Section 3 – Policy

Constitution and Bylaws – Last Updated January 22, 2017
Continuing Resolutions, Committee Descriptions
1604 Agreement
Key Policy
Key Request Form
Guidelines for Video Equipment
Guidelines for Website
Child Protection Policy and Accompanying Documents
Van Policy

Credit Card Policy and Accompanying Documents Kentland Fee Structure

Time & Talent Survey

Section 4 – Program Report

Annual Program Report – as presented at June Congregational Meeting

Section 5 – Financial

Budget Principles Document

Annual Fiscal Report – as presented at January Congregational Meeting
Proposed Operating Budget
Explanation of Funds 1, 2, 3
Endowment Committee Guidelines and Fund Descriptions
Guidelines for Purchases/Investments

Section 6 – Personnel

Personnel Policy Internship Contract Job Descriptions

Sexton, Support Staff, Administrative Assistant, Organist, Director of Music Director of Children, Youth, and Family Ministries, Assistant Pastor, Senior Pastor Performance Evaluation Tool Vacancy Filled Procedures

Staff and Leaders 2020-2021

Staff

Senior Pastor Rev. Virginia J. Cover 717.525.4617

pastorcover.gelc@gmail.com

Coordinator of Pastoral Care Rev. D. Evan Houck

717.728.9155

pastorevan47@gmail.com

Youth Director Jesse Woodrow

717.903.6309

gracechyg@gmail.com

Director of Music Carolyn Houck

adagiopianist@gmail.com

Administrative Assistant Christopher Jury

gelc@comcast.net

Organist Bonnie Barton

mbbarton3@gmail.com

Office Support Staff Diane Deppen

deppengelc@gmail.com

Church Sexton Edward Fickes

Committee and Ministry Leaders

Endowment Committee
Fellowship & Arts Committee

Children, Youth, & Family Committee

Property Committee Social Ministry Committee Worship & Music Committee

Faith Connections Personnel Committee Community Meal

Sunday School Coordinator

Linda Lippert
Hope Pankake
Melinda Bechtel
Randy Hamme
Michelle Knight
Beth Jury
Julie Flook
Nevin Shenck

Audrey Egley & Chris McInnes
Pastor Cover

Council Members 2021-2022

Council Officers
President: Susan Ryder Tom Blackburn Vice-President: Karen Galle Secretary: Treasurer: Susan Dickinson

Contact Information and Terms

Marti Bert (2022)	mbert1617@gmail.com	717.774.3614
Nevin Shenk (2022)	nshenck48@gmail.com	717.938.4730
Randy Hamme (2022)	rhamme@frontiernet.net	717.991.8907
Jennifer Graf (2022)	grafjenniferm@gmail.com	717.805.2740
Susan Ryder (2023)	ryder.susan@comcast.net	717.574.1960
Barb Schell (2023)	barbaraschell@comcast.net	717.512.6961
Karen Hubbard (2023)	kdfhubbard@aol.com	717.756.6219
Rick Keen (2023)	rkeenb24@aol.com	717.657.5563
Thomas Blackburn (2024)	thomasblackburn15301@yahoo.com	717.574.7863
Karen Galle (2024)	tandkgalle@gmail.com	717.383.9452
Wilson Castillo (2024)	wilsoncastillo1702@gmail.com	717.503.1389
Ann Hoffman (2024)	la0906@comcast.net	717.579.2850
Susan Dickinson	susanedickinson@yahoo.com	717.724.7601

Guidelines for Sunday Communion Assistants

- 1. Come to the sacristy in time to put on your robe. During the exchange of the Peace is a good time to leave the sanctuary without distracting the other worshippers. Communion Assistant robes are wheat-colored, without hoods. Select a robe that falls about halfway between your knees and your ankles. Also wear a cincture (rope).
- 2. Wait in the sacristy (or in the library, if worshipping in the Chapel) during the liturgy leading up to communion. When it is time to distribute the elements to the congregation, come to the altar.
- 3. If communion is being given by intinction:
 - a. Take one of the intinctitoria and stand at the foot of the stairs on the main floor level beside the pastor.
 - b. As each communicant comes forward, place a wafer in their hand and say, "The body of Christ, given for you." (If a communicant comes forward with their own gluten-free wafer, cover it with your hand and speak the same words.) Then offer the wine for them to dip their wafer into and say, "The blood of Christ, shed for you."
 - c. If a child comes to you who does not yet take communion, place your hand on their head or shoulder and say a few words of blessing. (Examples: "Remember that Jesus loves you." "The Lord bless you and keep you.") If you are not certain whether a child takes communion or not, ask them or the parent with them.
 - d. Should you or one of the congregation drop a wafer into the wine cup, use another wafer to scoop it out and leave both in the intinctitoria to be disposed of after the service. Likewise, if someone drops a wafer on the floor, simply give them another.
 - e. Between communicants, as you are able, scan your side of the seated congregation to verify that everyone comes forward. Those who remain in their seats may wish to have communion brought to them at the end. The pastor will direct you in doing this.
 - f. Remember that the choir (if present) may commune last, after the congregation.
 - g. After everyone has received communion, return to the altar. You and the pastor will give communion to each other. You may then return your robe to the sacristy and rejoin the congregation.
- 4. If communion is being given at the altar:
 - a. Assist in closing the communion rail gate as directed by the pastor. Also move the padded kneeler into place under the gate.
 - i. NOTE: For communion at the altar in the Sanctuary, there are normally two communion assistants; in the Chapel, there is only one.
 - b. Take one of the pouring chalices (cup with a lip like a pitcher) and purificators (linen napkins) and stand at one end of the communion rail.
 - c. Follow the pastor down the line of communicants from the end towards the center. Pour wine into each person's glass and say, "The blood of Christ, shed for you." Use the purificator to catch any drips from the chalice. (Children who don't receive communion will not have a glass and will already have received a spoken blessing from the pastor.)
 - i. HINTS: You may find it easier to gauge how much wine to pour by looking into the glass slightly from the side instead of straight down from the top. Also, if a communicant's hand is too low, or unsteady, you may place one of your own hands under theirs for additional support.
 - d. Pay attention to whom the pastor gives bread to last at the center of the rail so that you may stop at the same person, then return to the end from which you started.
 - e. If you chalice needs to be refilled, do so from the flagon (lidden pitcher) on the stand at the sacristy end of the altar.
 - f. Remember that the choir (if present) may commune last, after the congregation.
 - g. After everyone has received communion, you may be asked by the pastor to help take the elements to someone in the congregation.
 - h. After the congregation has communed, you and the pastor will give communion to each other. You may then remove the communion rail gate and padded kneeler, return your robe to the sacristy and rejoin the congregation.

Council Members Job Description and Duties April 15, 2014

Qualities:

Able to be discreet and to maintain confidentiality in appropriate matters of the council

Ability to tolerate the politics of religious institutions

Ability to listen to the desires and concerns of the church and place them ahead of your personal feelings Possess honesty and integrity

Ability to provide leadership through the development of agenda items, goals, priorities and issues before the council

Able to handle differences and conflict while providing peace-making and goodwill (nothing personal, but working toward and support of the decisions of the council)

Actively worship

Engaged in daily prayer and bible reading

Displays servanthood

Duties:

Attend monthly council meetings

Attend special council meetings that are called

Actively participate and act as liaison to assigned boards or committees (share any relevant council information, voice your opinion/concern, and vote on issues)

Serve as officer of the day as assigned (3-4 times a year)

Serve as communion assistant

Serve on ad hoc committees as assigned

Attend congregation meetings

Provide a snack for council meetings (1 per year)

Acknowledgement:

As a Council Member,	, your signature indi	cates your suppor	t and agreement	of the Job Desc	ription for a (Council
Member.						

Basic Duties:

Communion Assistant Liaison to Board or Committee Officer of the Day **Council Meetings:**

Second Monday of Each Month Special Meetings as Announced

₁ Council Orientation

Grace Lutheran Church 2018-2019

2

3 Council Meetings

- Once per month
- Additional/emergency meeting may be called
- Executive Committee sets proposed agenda
- · Robert's Rules: Homework
- Meetings include action items, treasurer's report, staff & ministry reports
- Meetings include "Mission Moments" at the opening
- Always open to the congregation unless Executive Session is called

4 Gouncil Meetings

- · Guidelines for meetings:
- · Listen and be open-minded
- Speak now and not later
- Environment is one of mutual respect
- Use "I statements"
- · Support decision of the whole
- · Covenant together on this

5 Council Meetings

- Email votes: please return email votes quickly
- Council Handbook is your resource: updated every summer
- Council Member Photos
- Installation: September 16 at 9:30am worship

6 Outside of Meetings

- · Leaders in the congregation
- Primary role: see C12.04 for the list
- Role(s) of the Staff v. Role of the Council administration v. governance

- Communion Assistant
- Officer of the Day
- Child Protection Clearances*
- Relate to a Committee: communicate between Council and your Committee

7 Committees & Groups

- Numerous Committees, Groups, Taskforces do the detailed work of congregational life
- Role of Council v. Committee/Group
- You will be the liaison to a committee/group to help with the passing of information and communication
- Take notes if there is no minute-keeper for your group & submit to Michelle by Exec meeting

8 Active Committees

- Finance & Budget Committee
- Endowment Committee
- Fellowship & Arts Committee
- · Children, Youth, and Family Committee
- Property Committee
- Social Ministry Committee
- · Worship & Music Committee
- Personnel Committee
- Internship Committee
- · Stewardship Committee

9 Active Groups/Taskforces

- Altar Guild
- Prayer Shawl
- Quilting
- Community Meal Program
- · Intergenerational Planning Taskforce
- Youth Ministry Leadership Teams
- Various Musical Groups

- Sunday School Program
- Capital Campaign
- 1604 Taskforce

10 The Money Stuff

- · Don't worry, we all have questions. ASK.
- · Our church has several "funds" or pots of money
- Council approval is needed before spending certain amounts within and outside the budget area
- Bank accounts: M&T, Members
- · Signers: Officers

11 Overview of our Funds

- Fund 1: Budgeted Fund
- "General Operating Fund"/ General Offerings
- Congregation Approves it every year in January
- Checking Account with M&T holds the funds for this
- Examples: Payroll, Supplies, Contracts, Committee Budgets

12 Fund 2: Special Purpose

- Also held in the M&T account with Fund 1.
- Specifically designated money
- · Money is held over year to year
 - Examples: Youth Ministry, Community Meals, Concert Series, Pastor Benevolence

13 Fund 3: Restricted Fund

- · Held in separate bank account with M&T
- · Restricted to categories of use
- Rolls over year to year
- Council oversees all fund

disbursements from this

 Examples: Property & Student Loans, Estates Maintenance, Memorials,

14 🕍 Capital Campaign

- In Fund 3
- Also a separate Wells Fargo account receives stock donations which are cashed out and deposited in Fund 3
- The Congregation authorized a campaign of \$300,000
- Will have a soft close October 1

15 Endowment Fund

- · Held by ELCA Mission Investment Fund
- Several funds within the fund (9)
- · Restricted/Designated by fund
- · Only interest can be spent
- Endowment Committee oversees
- Council holds a fund within the Endowment

16 Current Topics for Council

- Capital Campaign
- Kitchen Project
- 1604 House Ministry
- Growing Housing Community in WSSD
- Intern/Staffing Needs
- Story Matters: 3rd Phase
- Communication Strategy

17 🔝 Links

- Robert's Rules Video (homework):
- Making Motions: https://www.youtube.com/watch?
 v=96Damodm-ec
- Amending Motions: https://www.youtube.com/watch?
 v=NV3t8u5hwG4&feature=youtu.be
- Child Protection Steps:
- · https://www.gracecamphill.org/child-protection-policy

Building Use Agreement

This agreement by and between Grace Evangelical Lutheran Church, 1610 Carlisle Road, Camp Hill, PA 17011 ("Owner"), and Market Square Friends, 525 St John's Drive, Camp Hill PA 17011 ("User"), will take effect on the 15th day of July, 2017, and will continue for a period of twelve (12) months.

WHEREAS, Owner owns premises located at 1604 Carlisle Road, Camp Hill, PA 17011 ("1604 Property") which is normally used for residential use; and

WHEREAS, User desires to use the 1604 Property for the purpose of transitional housing for homeless persons through Market Square Friends; and

WHEREAS, Owner has agreed to allow User to use the building provided that the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

- Owner agrees to let User use the above described premises for the above described purpose for full-time housing beginning on July 15, 2017 the date hereof through and including July 15, 2018. Garri Ann Hearn, 525 St. Johns Road, Camp Hill, PA and Valari Boland, 157 Scenic Ridge Drive, Hummelstown, PA 17036 are the contact persons for Owner and are the contact persons for User to coordinate the details of usage.
- 2. User agrees to pay Owner \$300.00 per month for the use of the premises, and further agrees to transfer and pay all utilities for the premises.
- 3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
- 4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.
- 5. User agrees to abide by any rules or regulations for the use of the premises; currently there are no written rules but may later be adopted by mutual consent.
- 6. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with Brotherhood Mutual Insurance Company.
- 7. User agrees to have and enforce rules for its guests. These rules consistent with the purpose of this agreement and User's charitable purpose must set standards for behavior that protect the premises from damage and protect the guests, visitors, User and its agents, and Owner and its agents from injury or other harm. The rules must authorize User to exclude from the premises a guest who does not abide by the rules.
- 8. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
- 9. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
- 10. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

- This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
- 12. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
- Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
- 14. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this 15th day of July, 2017.

GRACE EVANGELICAL LUTHERAN CHURCH

MARKET SOUARE FRIENDS

.

Signer's Name

Position with Owner (title)

Position with User (title)

Congregation Council President

(Page 2 of 2)

enior Pactor

COUNCIL CODE

- 1) Council members will **RESPECT** each other.
 - a. One person speaks at a time.
 - b. Treat people kindly.
- 2) Council members will **LISTEN** to differing opinions and add a pause between individuals speaking.
- 3) Council members will show TOLERENCE of differences.
- 4) Council members will **COMPROMISE** for better of church.
 - a. Behind every no is a yes.
- 5) Council members will show **UNITY** by supporting the council's final decision.
- 6) Council members will display PRAYerful deliberation.
- 7) Council members will show **HONESTY**, forthrightly, and openness.
 - a. Speak now not later.
- 8) Council members will **USE I** statements not we.

COVENANT OF THE COUNCIL MOVING FORWARD

- 1) Council will ensure **communication** of decisions and/or changes in timely fashion.
- 2) Council will **support staff** and check-in with staff before each council meeting.
 - a. Council President and/or other officer will be responsible to check-in.
 - b. Staff issues will be put on council agenda and addressed.
- 3) Council will revisit personnel committee and its role.
- 4) Council will keep <u>conversations in meeting</u> not parking lot, will talk-up, and will show unified front.
- 5) Council will <u>listen</u> to congregation.
- Council will <u>work together</u> as a full council regarding decisions and correspondence.
- Council will keep <u>health and healing</u> of congregation at forefront of words and deeds.

please add to Rection 2

Review of "Mission Moments" from October 2013-August 2015

2013

October: Taskforces from Transition Report presented on four areas;

Council prioritized items

November: presentation by Pastor Cover on the "changing church"

December: Listening to God Devotion

2014

January: Susquehanna <u>Harbor</u> Saven Haven- Homeless Shelter February: Video from NYG- presentation by Nadia Bolz-Weber

March: Pastor Jorgensen discussion on renewal

April: Discussion of our "homework" from Pastor Jorgensen

May: Pastor Jorgensen led discussion on renewal, decided on Story Matters process

June: Review of Membership Rolls

July: Family Promise of the Harrisburg Capital Region

August: no meeting

September: "Living Lutheran: Renewing Your Congregation" book discussion

October: Budget November: Budget

December: Columbarium

2015

January: New Hope Ministries

February: Jennifer Crist-Synod Intern presented on her community in Harrisburg

March: Zion, York presented on their visioning process

April: Discussion on 1604 House

May: none

June: Orientation for New Council Members

July: (abbreviated meeting)

August: Mission Moments Review

* Concer Day type thing about missian?

- Overnight job

John watron also lay postive words ant SMALLGROUPS Promote groups/comm Lellowship events Summany of Cachions opp.to greet Social Media to in Library Leopus (oda Visitors いあるにおうら SWARSHON DOX in warship wireless project & relationships Mission Mork 1 Continuation night activities ovnuchions Church Cookbook Wedn +s day Children + youth - on council, comm. young children Young Adults technology oligital Sign in waship IN MOUSHID Kentland Variations " Continuos px Cty-greeters display cty

Some Marks of a Missional Congregation

(in no particular order of importance)

- Strengths
- Weaknessed
- Doo to snow in

Word. A missional congregation is a community of the Bible. It offers a variety of opportunities for members and the community to dwell in the Word.

Children. A missional congregation has the children of church and community at the center of its attention, program, budget, priority.

Worship. Excellence in liturgy, preaching and music anchor the life of a missional church. A missional congregation understands that Word and Sacrament is its missiology, its heart, its evangelizing power.

Solidarity. A missional congregation is joined at the heart with its conference, synod and church wide partners. It is linked to ecumenical partners.

Infrastructure and money. A missional congregation does its business well, relates truthfully and transparently to money issues.

Leadership. A missional congregation invests in leaders, and has a plan for leadership development. The congregation sees everything it does as opportunity for leadership development.

Mercy and Justice. A missional congregation invests in programs and it part of networks which work for both social service (mercy) and social change (justice). A congregation which turns its face and the face of Jesus to the poor, the stranger, and those without the Gospel is always being renewed.

Tommunity. A missional congregation is connected to its community in two ways. First, the life and presence of the community is institutionalized in the congregation through programs in which neighbors walk through the doors every day (early childhood centers, 12-step programs, social ministry programs, the arts, etc.) Second, the congregation is always present and listening and serving outside the doors, in the midst of its community, (church-based community organizing and its arts of listening are critical to this).

Wider Worlds. Missional and discipleship takes the church and its members into ever widening worlds. In its membership, a congregation will reflect its immediate community. In its wider participation in ministry and networks, it will relate to wider worlds (companion synods, church-based community organization, Bread for the World, etc.)



- **Communal Leadership.** Pastoral leadership will belong to the whole community and encourage active participation of the laity.
- Story. A missional congregation will be able to tell its ancestor and founding stories. Every member will be able to tell their faith story.
- Spiritual Gifts. A missional congregation will organize its life at the intersection of the spiritual gifts of its members and the mission of the congregation to its own members, its community and beyond.
- **Vocation.** A missional congregation will release leaders into the church and community, including rostered leaders, leaders on boards of colleges, social ministry organizations, and other church and community organizations.
- Stewardship. An ethos of abundance will saturate a missional church with grace and release generous stewards into the world.
- Prayer and Faith Practices of the Disciple will permeate every meeting, decision and area of congregational life. The ethos of evangelizing discipleship creates the context for parish life.
- **Action/Reflection.** This pedagogy will guide study of scripture, leadership development and deepening communal and individual discipleship.
- **Resurrection.** A missional congregation lives in the power of the resurrection of Jesus from the dead. In the Risen Christ, all things are possible.

Written by Rev. Dr. Stephen Bouman,
Executive Director of the
Congregational and Synodical Mission Unit
of the ELCA

Marks of Congregational Health

- Continual spiritual formation as an essential for everyone rather than activity pursued by some
- Relationships among people that embody the kingdom of God
- A deep pervasive concern for the temporal and spiritual well-being of those beyond the doors of the church—a concern that manifests in action

- Growing the church rather than witnessing to faith
- Running the church rather than forming disciples
- Being people-led rather than being Spiritled
- Participating in mission projects without having a mission
- Fixing rather than creating

Evangelical Lutheran Church in America d's work. Our hands.

"Keep the Main Thing the Main Thing"

Matthew 28:16-20

Now the eleven disciples went to Galilee, to the mountain to which Jesus had directed them. When they saw him, they worshiped him; but some doubted. And Jesus came and said to them, "All authority in heaven and on earth has been given to me. Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."

Matthew 22:34-40

3,000 m

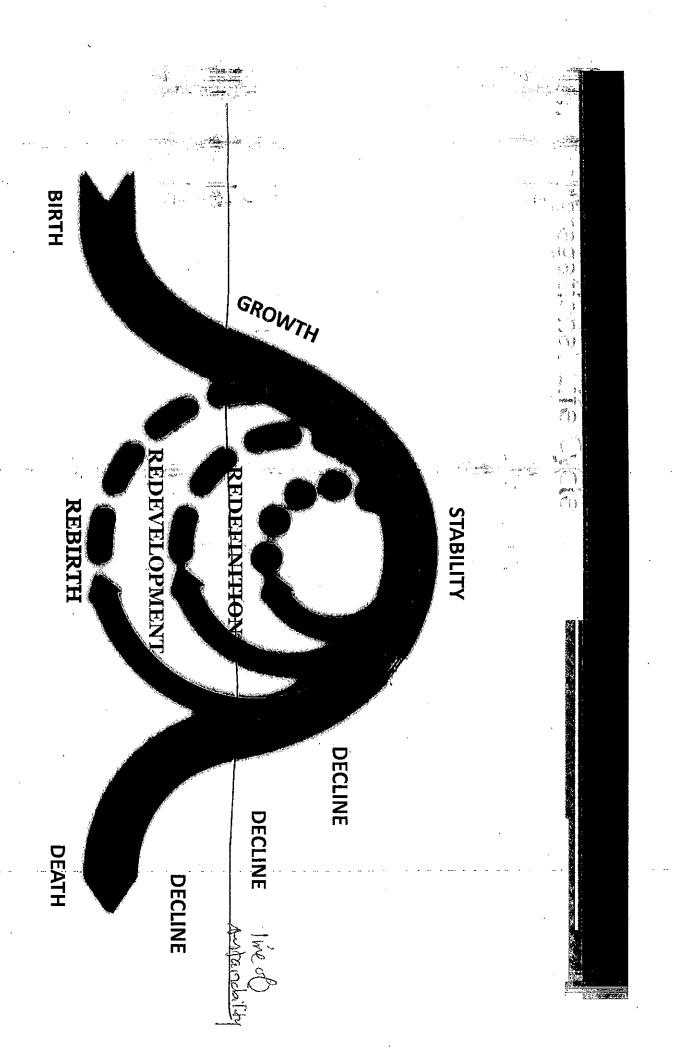
When the Pharisees heard that he had silenced the Sadducees, they gathered together, and one of them, a lawyer, asked him a question to test him. "Teacher, which commandment in the law is the greatest?" He said to him, "You shall love the Lord your God with all your heart, and with all your soul, and with all your for treatment. This is the greatest and first commandment. And a second is like it: 'You shall love your neighbor as yourself.' On these two commandments hang all the law and the prophets."

Acts 1:8

"But you will receive power when the Holy Spirit has come upon you; and you will be my witnesses in Jerusalem, in all Judea and Samaria, and to the ends of the earth."

Luke 4:16-21

When he came to Nazareth, where he had been brought up, he went to the synagogue on the sabbath day, as was his custom. He stood up to read, and the scroll of the prophet Isaiah was given to him. He unrolled the scroll and found the place where it was written: "The Spirit of the Lord is upon me, because he has anointed me to bring good news to the poor. He has sent me to proclaim release to the captives and recovery of sight to the blind, to let the oppressed go free, to proclaim the year of the Lord's favor." And he rolled up the scroll, gave it back to the attendant, and sat down. The eyes of all in the synagogue were fixed on him. Then he began to say to them, "Today this scripture has been fulfilled in your hearing."



Mission Models on the Move

Φį.	A 1	
Followers of Jesus Participate in the mission of God for the sake of the world (Gift oriented)	"In the Zone" & Congregations (Community of the baptized in mission)	Congregations (Developing missional community)
Follower Participate in the m sake of '		Congre (Developin
f Members scrivities of the stion riented)	% 0	oundering ngregations (Atrophied)
Fellowship of Members Participate in the activities of the congregation (Consumer oriented)	Maintaining Congregation (Chaplaincy for the members)	Floundering Congregation (Atrophied)
	Renewable and sustainable resources	Lacking sufficient and sustainable resources

way of being church that ember know. I Topically only know one way.

Simple Assessment Tool

Commitment to God's Mission

No Clue

Fully Engaged

Willingness to Change

OMDB hadged body

Leadership

FSA full speed chead

ISL-TON

Mired in Conflict

All on the same page

Grace, Camp Hill

The Process

- Team Leaders are selected
- · A brief overview is given to the Congregation in worship
- Sign-up for a Team
- Teams meet once per month for several months
- Teams choose the story that speaks to them
- All stories are brought to a retreat at Kentland with Pastor Jorgensen, Council, Team Leaders, and anyone else interested
- · At the retreat with the help of Pastor Jorgensen, we narrow to one story
- · At the retreat, the story gives direction to a purpose statement
- · Council and congregation adopt the story and purpose statement
- The purpose statement guides all decision-making (and recalls our story)
- Mission planning, new adventures, and larger projects are held up against the story. The purpose statement directs us which avenues to take.
- We continue other paths for renewal as well as a congregation.
- We revisit the story in 2-3 years or so to see if our story has changed.

Report on the Cottage Meetings October 2013-February 2014

Pastor Virginia Cover

The congregation was invited to attend 25 cottage-style meetings with Pastor Cover, to form stronger relationships and to talk about worship at Grace. Some meetings were snowed out or canceled for other reasons; some meetings were able to be rescheduled. A total of 22 cottage meetings were held from October to February. The total attendance was **184 people**. Considering our average worship attendance at Grace is approximately 200, this is 92% of our worshipping congregation at present. I am extremely pleased with both the volume of participation in the meetings and the quality of conversation and concern about Grace.

Each meeting followed the same format: a bible study on worship led by Pastor Cover, using scripture and historical documents, a prayer, time for conversation about worship, and refreshments. Each meeting was about an hour and a half. Some were held in the church library and others were held in homes of our members. All of our hosts showed great hospitality and welcome. Thank you to our hosts: Shannon & Kevin Kincaid, John & Denise Ozimok, Bryan & Lori Weber, Don & Barb Schell, Brigitte Storey, Dan & Patty Rohde, Starr Fledderjohn, Barry & Debbie Hoover, Gene & Karen Robison, Sudy Stoll, Sue Gasswint, Howie Bernstein, Todd & Terry Snyder, Wilson & Ann Castillo, Ron DeBoard, Linda Lippert, Eric & Vicci Madden, Alan Gabel, Randy & Marta Hamme, Russ & BJ Weber, Tom & Laurie Zimmerman, and others who agreed to host but who meetings were cancelled: Bev Horn, Bill & Sandy Robison, and Jen Graf.

Every meeting was different. Some suggestions were technical and able to be implemented right away; some were related to other areas of congregational life outside of worship and are being worked into congregational life; some were a great lesson for me in the history of worship here at Grace. I think it is important to note that one grand idea or pathway moving forward was not illuminated. Nor did I think this would happen! Rather, I was listening for **common threads** in what the congregation was saying meeting after meeting. These threads emerged clearly. I must confess they are not the themes I thought I would hear going into the meetings, and so I am glad the congregation is setting the direction moving forward and not just me. Here are some common threads:

- The congregation is a more welcoming and lively place than it has been in the past.
 This is especially true for people during worship. Sharing the peace widely was mentioned a lot!
- The congregation enjoys children in worship and the children's message.
- The congregation appreciates the preaching and its relevance to their lives.
- The congregation enjoys multiple generations in the same worship service.
- The congregation appreciates the fullness of one Sunday service rather than two, and it has brought the congregation together in other ways.
- The Saturday night service offers an intimate setting and casual experience, which provides some balance to Sunday.

- The congregation as a whole appreciates the historical structure of the liturgy and the flexibility within that structure to worship in different ways. It doesn't mean we all like each way or prefer it.
- The "blended" service as it is now appeals to very few people. Our congregational members who prefer contemporary style would like a more contemporary service.
- Our members who prefer a traditional style, in large majority, feel another option is needed and would support it. Many used the term "balance" to describe this in the congregation. However, some do not necessarily feel comfortable worshipping in another style, while others do.

Every meeting included a discussion about adding a third worship service. Many are afraid it would overwork the pastors. Many voiced they did not want to split Sunday morning again, nor compete with our Sunday School program. If the congregation were to offer a third worship time, in order of preference, it would be:

- 1. Wednesday evening after the meal
- 2. Sunday evening
- 3. Sunday morning

It should be noted that #1, Wednesday evening, was the overwhelming majority opinion. These alternate times would need to provide a worship experience separate from Sunday morning, such as focusing on a different scripture passage with a different sermon, or incorporating a bible study instead of a traditional sermon.

Others proposed the contemporary style service could be offered twice a month instead of once a month, with a more contemporary tone to the whole service and less of a blended-with-traditional tone. Much discussion was had about the third service's mission: to draw in non-churchgoers, to be more family-friendly, to provide another option to our members for worship, etc. Most attendees wanted the service, if added, to build upon all of these themes.

At this point, the worship team that leads our blended service is meeting with Pastor Cover to discuss the report. A recommendation will come to the council for consideration about a possible change in our worship life.

One thing is clear from the cottage meetings: our congregation does its best work when it listens to each other. Whatever we change or begin together, such as a new service, we will put in place for a trial period. We will continue to listen to each other give feedback about how this worship pattern is serving our congregation and its neighbors, and be prepared to reevaluate it as needed.

Thank you for your dedication to a positive and growing church community and our worship life together!

+In Christ,

Pastor Virginia Cover

Worship

Provide worship experiences that touch the heart, nourish the soul and provide help and hope for a faith-based life

- · Provide worship experiences that are meaningful for a variety of age groups
- · Reassess the contemporary service and its potential to attract new worshippers
- Maintain a traditional liturgy
- Create a warm, welcoming and easy to navigate worship experience for those who
 may not be familiar with our congregation or historical traditions.
- · Worship should include multiple ways for all ages to contribute
- Worship is not just the formal services. Worship should be a part of all activities, programs, events.

Connections

Establishing faith-based relationships for and with others

- Small group ministry groups where members support each other but with a connection to the mission of the church as a whole. Small groups help connect people to the larger congregation and are needed for the church to grow.
- Multi-generational events that bring everyone together
- Maximize our potential by partnering with other churches for activities (like VBS)
- Connect with the community develop programs that serve those around us
- Reach out to members of Grace in need groups that form out of members' need for shared experience to help nurture faith in times of hardship (loss of job, divorce, death in family)
- Individual commitment to serve any member that sees another member in need should act on it
- Use attendance record and the guest book to reach out to members and visitors (like the "Sundae" bags Evangelism delivers to visitors)
- Tasks need to be defined and specific when connecting to volunteers
- · Activity fair connect volunteers to the activities that the church has or is developing

Communication

Improved communication by and between members

- Communication should include why. It should reflect the church's mission and include how it will benefit us or others. There should be advanced and repeated notices.
- Communication has multiple audiences and multiple types of delivery

More communication that is spiritually based

 Testimonials on Sundays (these are my God moments from this week) personal testimonials

Friends of Shepherd can be key communicators for the people they visit. They can
deliver newsletters, bulletins and messages of care and concern. They can provide
information to the office and pastor.

 Increase the functionality and real time information on the website. This might require a new web platform and a volunteer webmaster.

Provide ways for members to communicate concerns, comments or suggestions.

Communicate expectations of behavior that are based on Scripture

Youth/Families

Nurturing the development of faith in young members and support the needs of all families in the congregation

- Youth representative(s) at Council or sub-committee meetings help keep Youth connected to the church at large and allow them to have a voice
- Continue to develop and support those existing programs that serve the mission of the congregation and the needs of families of all ages
- Child care for events in the congregation to help support parents' faith journey
- Intergenerational events to help bring all ages together
- Family-focused events where Youth assist in running activities for younger children which allows Youth to model/mentor faith in action for those children
- Publish a bio of Jesse in the Good News

3 38 C

- Look for ways to maximize our location being geographically close to an
 elementary, middle, and high school provides many opportunities to invite youth and
 their families into the church as well as opportunities to serve the community
- Reach out to Youth in the community (like afternoon homework tutoring)
- Consider how we might provide a service that meets the demands of the parents' hectic schedules – worship times, days, locations, internet-based worship

Page 3

 $\mathbb{R}^{d}:=\mathbb{R}^{d}_{\mathbb{R}^{d}}\setminus\{0,1,\dots, 1\}$

Children, Youth, and Family Ministry Committee | Continuing Resolution

The committee shall coordinate, lead, and advise the Congregation Council and the Pastors on the congregation's educational ministry. For that purpose, the Committee will:

- A. Administer the Faith Formation program;
 - 1. Select curriculum
 - 2. Assist with recruitment and training of teachers
- B. Administer (based on an assessment of interest) the Advent event and seasonal educational opportunities;
- C. Administer the confirmation ministry;
- D. Provide Intergenerational opportunities for faith formation;
- E. Establish and maintain a strong working relationship with the Congregation Council and all other teams and Committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation;
- F. Provide budget proposals for educational programming;
- G. Explore and make recommendations on other matters assigned by the Congregation Council.

FINANCE & BUDGET COMMITTEE

CONTINUING RESOLUTION
Adopted by the Council November 10, 2014
(Replaces the Administration Board)

There shall be a FINANCE and BUDGET committee, of which the treasurer(s) shall be a member ex officio. It shall prepare a draft budget for the succeeding year, including this congregation's full benevolence share in support of the wider ministry being carried on in its behalf by the Evangelical Lutheran Church in America and the synod, and shall submit such draft budget to the Congregation Council for its action and later presentation to a congregation meeting. The committee shall exercise oversight of all the financial affairs of the congregation to make sure that they are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer. It shall, subject to the approval of the Congregation Council, be responsible for the congregation's investments, save endowments, and its total insurance program. It shall also provide for annual audits of the accounts of the treasurer as well as of the accounts of the schools and organizations within the congregation.

EXECUTIVE COMMITTEE

CONTINUING RESOLUTION
Adopted by Council March 14, 1994
Amended and Approved May 14, 2007

The Committee shall assist the Congregation Council as requested to enable its smooth operation. It shall report directly to the Congregation Council. For that purpose the Committee will:

- a. Award scholarships from the Grace Lutheran Scholarship Fund;
- b. Enable ecumenical relations;
- Serve as the staff support committee (only in the absence of a staff support committee);
- d. Prepare the preliminary Congregation Council agenda;
- e. Improve two way communication between members and leaders to facilitate an exchange of ideas about the needs, activities and goals of the congregation and its diverse units to develop greater mutual awareness and mutual responsiveness;
- f. Establish a process to transfer leadership and information;
- g. Establish and maintain a strong working relationship with the Congregation Council and all other Boards and Committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation;
- h. Provide budget proposals, if any, for the areas of responsibility;
- i. Other matters assigned by the Congregation Council.

The officers of the Congregation Council and the Senior Pastor shall constitute the Committee.

v. 05/2007

FELLOWSHIP AND ARTS BOARD

CONTINUING RESOLUTION
Adopted March 14, 1994
Amended and Approved June 11, 2007

The Board shall coordinate, lead and advise the Congregation Council and the congregation on the furtherance of fellowship and arts in the congregation. For that purpose, the Board will:

- a. Provide a variety of opportunities and resources so that church members may become acquainted with each other in a variety of social and church activities;
- b. Administer (supervise delegated activity) and develop events which encourage fellowship within the congregation;
- c. Advise the Congregation Council of planned activities. Examples of events which have been planned by the Board:
 - Coffee hours the first Sunday of the month
 - Easter egg hunt
 - Strawberry Festival
 - Garage sale
 - Senior luncheon
 - Pig roast & Fall Festival
 - New York City bus trip
 - Golf tournament
 - Christmas caroling
- d. Authorize expenditures from the Fellowship and Arts account of the congregation's Special Purpose Fund. The purpose of this account is to provide essential seed money for future events and to pay the expenses of Fellowship and Arts Board events which have more expenses than receipts;
- e. Establish and maintain a strong working relationship with the Congregation Council and all other Boards and Committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation;
- f. Provide budget proposals (if any) for the ministry of fellowship and arts;
- g. Other matters assigned by the Congregation Council.

OFFICER SUCCESSION PLAN

CONTINUING RESOLUTION
Amended and Approved May 14, 2007

The following procedure shall be employed by the Congregation Council to identify candidates for its offices and systematic progression of elected officers:

- a. Slates will continue to be submitted by a nominating committee (appointed by the president) with candidates for Congregation Council officers (i.e., president, vice president, treasurer, and secretary); candidates will continue to be selected from the current elected members of Congregation Council;
- b. A slate can consist of one or multiple candidates for an office;
- c. Barring extenuating circumstances, the presidential slate will include the current vice president;
- d. In accordance with the Congregation Constitution and Bylaws, vice presidential candidates must be drawn from Congregation Council members; these members may be serving in any of the first three years of their terms;
- e. Congregation Council will continue to elect its officers;
- f. The outgoing president will serve one year as the immediate past president;
- g. If the term of the immediate past president coincides with their term on Congregation Council, they will serve as a voting member; if the term of the immediate past president follows their term on Congregation Council, they will serve as a non-voting member;
- h. In the event of a presidential resignation or unanticipated loss, the vice president will immediately become president; a nominating committee will develop a slate of candidates to satisfy the remaining term of the vacated vice president; individuals fulfilling partial, vacated terms may be included on subsequent presidential and vice presidential slates;
- i. There will be no formal succession plan for the treasurer and secretary.

APPROVED MARCH 14, 1994 REVISED JULY 13, 1998 CONSIDERED AND AGAIN APPROVED, AS REVISED, ON FEBRUARY 26, 2006 PERSONNEL COMMITTEE CONTINUING RESOLUTION

The committee shall serve as the Staff Support Committee of the congregation's constitution and shall coordinate, lead and advise the congregation council on all personnel matters not otherwise delegated by that constitution. For that purpose the board will:

- a. Provide appropriate support, encouragement, and acknowledgment for the staff.
- b. Provide a means to evaluate the job performance of the staff.
- c. Provide a means to resolve concerns/problems.
- d. Assist in the preparation of job descriptions and employment documents.
- e. Assist with interviews relative to hiring employees.
- f. Review and evaluate personnel policies and make recommendations to the church council.
- g. Establish and maintain a strong working relationship with the congregation council and all other boards and committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation.
- h. Other matters assigned by the congregation council.

The committee shall be appointed jointly by the president and the pastor annually. In the absence of the committee, its duties shall be fulfilled by the executive committee.

FAITH CONNECTIONS CONTINUING RESOLUTION Replaces Evangelism Board Continuing Resolution

The Committee will coordinate, lead and advise the Congregation Council and the Pastors on the ministry outreach both within and outside of the church. For that purpose the committee will:

I: New Members

- A. Administer and oversee outreach to non-members which include:
 - a. Greeters to welcome all people to worship
 - b. Follow through by the office to prospective members who worship
 - i. Sending cards and/or information about Grace Lutheran Church
 - ii. Adding repeat visitors to newsletter distribution
 - iii. Visits or gathering to prospective members
 - iv. Provide avenues of visibility of the congregation to the community utilizing
 - 1. Social media and website
 - 2. GELC programs, activities and ministries
 - 3. Community meal
- B. Administer activities to help welcome, inform and connect new members into the life and ministries of the congregation. This outreach can be met in many ways such as:
 - a. Welcome Meetings
 - i. Information about our Lutheran beliefs and benefits of members
 - ii. Ministries, programs and activity information about GELC
 - iii. Gift assessments
 - iv. Connecting with current members
 - b. Encouraging Associate Memberships for active, on-going visitors
 - c. Including the introduction of new members at a variety of worship services, whenever possible

II: Current inactive members

- A. Administer an outreach to GELC members who have become inactive. Prior to submitting the inactive members names to the Congregational Council for removal of membership, the committee will:
 - a. Make three attempts to contact the member
 - i. Identifying the reason for absence (ie, move, transfer to another church, illness, conflict) and providing pastoral care supports as needed
 - Using ministries such as Stephen's Ministry, Eucharistic Ministry due
 to training in caring conversations to assist with asking why they no
 longer attend worship. Additional volunteers can be trained in
 caring conversations prior to contacting these members;
 - 2. Once reasons are identified, the committee will review and find resources or ministries to invite the inactive member to reestablish relationships within GELC.
 - ii. Once absent members have been contacted or attempted three times, the committee will review the names and submit them to Council and the Pastoral Staff.

III Administration

- A. A budget to cover the costs of outreach efforts will be proposed and submitted to council annually.
- B. Establish and maintain ongoing communication with the Congregational Council, Pastoral Staff and other Committees to collaborate in outreach activities both inwardly and outwardly to members and potential members and associate members.
- C. Facilitate the updating of the church directory to ensure outreach to all the GELC members.
- D. Review and revise hospitality efforts throughout the ministries of the church such as
 - a. Drivers to meals
 - b. Drivers to Worship Services
 - c. Notes, calls and meetings with new or inactive people
 - d. Small group opportunities such as small group meals
- E. Other matters assigned by the Congregation Council or Pastoral Staff

Proposed adoption by Council: August 2019

EVANGELISM BOARD

CONTINUING RESOLUTION
Adopted by Council March 14, 1994
Amended and Approved May 14, 2007

The Board shall coordinate, lead and advise the Congregation Council and the Pastors on the ministry of Evangelical Outreach by the congregation. For that purpose the Board will:

- a. Administer (supervise delegated activity) outreach to non-members which includes:
 - i. Greeters to welcome all people to worship.
 - ii. Attention by the office to prospective members who worship, sending them a card of acknowledgment and including repeat visitors on our newsletter mailing list.
 - iii. Visitation of prospective members.
 - iv. Give positive visibility to the congregation in the community.
 - v. Seek out appropriate means of evangelical outreach.
- Administer activities which orientate, welcome and incorporate new members into the congregation. Increase the degree of new member involvement by establishing a program that facilitates improved integration of new members;
- c. Administer a program that encourages activity in the life of the congregation which strengthens and renews their spiritual growth at Grace;
- d. Administer an outreach to members who have become inactive, bringing to the Congregation Council the names of those for whom there is no longer a record of participation despite recent evangelical outreach;
- e. Develop an atmosphere of nurture for faith and commitment, encouraging members to be evangelists, manifesting Christ in the world by their words and style of life;
- f. Provide budget proposals for their area of responsibility;
- g. Establish and maintain a strong working relationship with the Congregation Council and all other Boards and Committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation;
- h. Other matters assigned by the Congregation Council.

PROPERTY BOARD CONTINUING RESOLUTION Approved April 10, 2000 Amended and Approved May 14, 2007

The Property Board shall coordinate, lead and advise the Congregation Council and the business manager on the maintenance and protection of all Real Property owned by the congregation. For that purpose the Property Board will:

- a. Maintain and improve the Real Property according to established policies. Major Real Property improvements may be assigned by the Congregation Council to a special task force.
- b. Be a resource for the church staff when emergency repairs need to be made to Real Property.
- c. Make periodic inspections of the Real Property to determine needed maintenance.
- d. Solicit volunteers beyond Property Board members for projects. With the office, maintain a current list of qualified and interested volunteers for property projects.
- e. Schedule work days for Property Board personnel and volunteers from the congregation for projects within their capabilities. Schedule at least two (2) workdays each year in the spring and fall for needed outside work.
- f. Solicit bids for maintenance concerns which fall outside the capabilities of church members. Review these bids and make recommendations to Congregation Council. Act as the project manager for these projects working closely with the business manager and the contractor to facilitate completion of the projects.
- g. Secure the properties against fire and theft. The business manager and office staff are responsible for coordinating night security for the church property.
- h. Provide annual budget proposal for those areas falling within the area of responsibility of the Board.
- Establish and maintain a strong working relationship with the Congregation Council and all other boards and committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation.
- j. Develop and revise, as needed, an ongoing 5 year plan of property maintenance. Review annually and advise Congregation Council of any revisions.
- k. Review periodically the physical plant maintenance contracts and advise the Congregation Council and business manager of the need for re-bidding any existing contracts.

v. 05/2007 Page 1 of 2

I. Other matters assigned by the Congregation Council.

The existing Real Property of the congregation under the responsibility of the Property Board includes:

Church & Administration Office, 1610 Carlisle Road, Camp Hill, PA 17011 Kentland Retreat, East Winding Hill Road, Mechanicsburg, PA 17055 Rental Property, 1604 Carlisle Road, Camp Hill, PA 17011 Rental Property, 1601 Letchworth Road, Camp Hill, PA 17011

Definitions:

Real Property includes the buildings and structures owned by the congregation and furniture and fixtures permanently attached thereto. Real Property also includes all HVAC, plumbing and electrical systems.

Real Property does not include furniture and fixtures that are not permanently attached thereto including, but not limited to, office furniture, social hall tables and chairs, etc.

SOCIAL MINISTRY BOARD

CONTINUING RESOLUTION
Adopted By Council March 14, 1994
Amended and Approved June 11, 2007

The Board shall coordinate, lead and advise the Congregation Council and the congregation on the congregation's social ministry. For that purpose the Board will:

a. Determine the human service needs which we should address. Conduct programs, either as a congregation or in cooperation with others (congregations, institutions, agencies, Christian Churches United, Tressler Lutheran Services and the Lower Susquehanna Synod), that provide material and spiritual assistance to people who are poor, hungry or victimized;

Examples in the congregation include:

- i. Visitation and support of the sick and homebound.
- ii. Provide transportation, services and meals to persons with special needs.
- iii. Congregational health programs (Example: Blood Bank).

Examples in the community include:

- i. Annual Christmas tree to provide gifts for needy families.
- ii. Provide financial and/or volunteer support to persons or groups with special needs (Example: fuel supplements).
- iii. Annual dinner and program for a special group in community.
- iv. Self Help Crafts of the World volunteer opportunities.
- v. Ecumenical Food Pantry participation: provide opportunities for people to contribute food and money; provide volunteer staff one morning a month;
- b. Create one new program each year which will facilitate greater involvement by the members of Grace in social issues and/or practical human assistance;
- c. Lead the congregation in active participation in the ELCA Hunger Program. Provide for education concerning hunger issues, provide opportunities for people to contribute to the Hunger Appeal, and regularly report on the effects of relief efforts;
- d. Authorize expenditures from the Social Ministry account of the congregation's Special Purpose Fund. Monies deposited in this account would be from sources such as unspent Christmas Tree funds. Expenditures would be reported monthly to the Congregation Council;
- e. Enable an avenue of communication between the congregation and the organizations which further the purpose of this board. Examples include:
 - i. WELCA,
 - ii. The Prayer Group,
 - iii. The Tuesday Quilters;

- f. Establish and maintain a strong working relationship with the Congregation Council and all other Boards and Committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation;
- g. Provide budget proposals for social ministry;
- h. Other matters assigned by the Congregation Council.

to be updated

APPROVED MARCH 14, 1994 STEWARDSHIP BOARD CONTINUING RESOLUTION

The board shall coordinate, lead and advise the congregation council and the pastors on the ministry of Stewardship in the congregation. For that purpose the board will:

- a. Teach the meaning of Christian stewardship. Educate the membership to be Christian-conscious stewards in their use of time, talents and treasure. This should begin in children's Sunday School, continue during catechetical instruction and be reinforced with all members as a continuing program.
- b. Provide leadership for the annual "Every Member Response".
- c. Organize and conduct additional campaigns/programs requested by the congregation council.
- d. Evoke and promote the expression of Christian faith in daily living
- e. Create an ongoing program that
 - 1. identifies the talents and interests of the congregation
 - 2. increases the number of people participating in activities and organizations by 20% each year from 1994 through 1997
 - 3. allows people to change their area of interest.
- f. Inform the congregation of the church's local, national and international ministries.
- g. Lead all members of the congregation to realistic giving for the support of the church in its broad based role.
- h. Provide budget proposals for the stewardship program.
- i. Establish and maintain a strong working relationship with the congregation council and all other boards and committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation.
- j. Other matters assigned by the congregation council.

APPROVED MARCH 14, 1994 WORSHIP BOARD CONTINUING RESOLUTION

to be updated

The board shall coordinate, lead and advise the congregation council, the pastors and the music director on the worship and music ministry of the congregation. For that purpose the board will:

- a. Provide for parish worship that is conducted in accordance with the traditions of the Lutheran Church.
- c. Analyze and study worship needs within the congregation and make recommendations that are appropriate. Example: Identify those hymns regarded by members as familiar and sing them frequently.
- d. Assist in the planning and coordination of all special worship services and musical presentations within the church.
- e. Make the congregation aware of the worship trends of the "Church at large."
- f. Explore the artistic resources of the congregation and utilizing their talents for such as:
 - 1. banners
 - 2. bulletin covers
 - 3. dramatic or unique presentations
- g. Serve as the Hoff Endowment (Disbursement) Committee
- h. Provide budget proposals for worship and music ministry
- i. Establish and maintain a strong working relationship with the congregation council and all other boards and committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation.
- j. Other matters assigned by the congregation council

YOUTH MINISTRY BOARD

CONTINUING RESOLUTION Adopted by Council

The Board shall coordinate, lead and advise the Congregation Council, the Pastors and the Youth Director on the congregation's youth ministry. For that purpose the Board will:

- a. Enable strong communication between youth and parents;
- b. Oversee the creation and upkeep of a youth room for the purpose of youth ministry of all kinds, including administering the youth's library and audio visual equipment;
- c. Offer educational opportunities that address family values and issues as they relate to youth;
- d. Oversee the youth calendar including fellowship, service and outreach activities:
- e. Ensure the existence of youth development opportunities including involvement in worship services, committees and all aspects of congregational life;
- f. Actively develop intentional mentoring opportunities between youth and adults and older youth to younger youth;
- g. Establish and maintain a strong working relationship with the Congregation Council and all other Boards and Committees through cooperative interaction and collective planning of activities thereby creating well-balanced programs for the congregation;
- h. Provide budget proposals for their area of responsibility;
- i. Other matters assigned by the Congregation Council.

Purpose of Policy:

In order to ensure the safety of people using Grace Lutheran Church/Kentland and to protect the resources God has provided, the issuance of keys shall be strictly controlled and accounted. This policy is to establish who has a key to get into the Church and Kentland; to identify those who will be issued a key; and to increase security.

Note: As of April 9, 2010 the keys previously issued for the outside entrance doors at the church parking lot door and all doors at Kentland will not be operative.

A. Key Types, Purposes and Holders:

Master Purpose: To open all doors inside and outside of the church facility Holder: Pastor(s), Business Manager, Youth Director, Sexton,

Church Security Personnel, Chair of Property Board

Kentland Purpose: To open all doors and sheds

Holder: Kentland Maintenance, Chair of Property Board, Sexton

Door at Purpose: To open parking lot entrance door

Church Holder: Current members of Congregation Council, Director of Music, **Parking** Organist, Altar Guild, Boy Scout Troop Master, Cub Scout

Organist, Aitai Guiu, Boy Scout Troop Master

Lot Pack Leader

Kentland Purpose: To open lodge doors **Entrance** Holder: For rentals only

Office Purpose: To open doors for the office

Doors Holder: Pastor, Office staff employees, Youth Director, Sexton

B. Keys Available for Short Term Basis:

Keys are available for a short-term basis for meetings or special projects. These keys may be requested by filling out the Key Request Form.

C. Exceptions:

An exception to A. and B. may be granted only by the Congregation Council.

D. Key Accountability:

Keys are issued and tracked by the Business Manager guided by the Sections A. and B. and the direction of the Congregation Council. (\$30 fee for a lost key)

E. Issuing of Keys:

The person receiving a key shall indicate agreement with this policy by signing the Key Request Form each time a key is requested. The form shall include: 1. Person's Name, 2. Contact Information, 3. Purpose for Request, 4. Key Serial Number, 5. Date Issued, 6. Signature.

F. Use of Keys:

The person possessing a key to church facilities agrees that the key will remain under their control. Changes in key holders are to be done through the appropriate channels as specified in the policy. (see paragraph H.)

G. Duplication of Any Key Is Prohibited

H. Return of Keys

Keys must be returned to the Business Manger by the date specified on the Request Form; at the end of the expired Congregation Council member's term; or on the last day of employment for GELC employees. A key must also be returned to the Business Manager if the holder is no longer a member of the congregation or the community served by the church.

Name of Person Requesting a Key	
Address:	
If an Organization, Note Name	
Contact Information: Phone	Cell Phone
Email	
Purpose for Requesting a Key	
Type of Key-	
Type of Key:	
Key Serial Number	Long Term Short Term
Date Key Received	Expected Return Date
Date Returned	(\$30 fee for a lost key)
By signing this form, I acknowledge I l Policy of Grace Evangelical Lutheran	have read, understand and will abide by the Key Church.
Signature	Date
Business Manager Signature	Date

A. Projection Equipment in the Social Hall

- 1. Two remotes are required: Screen remote (white color) and Projector remote (black color) Remotes are kept in the Youth Room. RGB (monitor) cable is needed if connecting to a computer, or RCA cables if connecting a DVD player. If connecting to a DVD player, you will use the yellow RCA jack from the video out on your player to the yellow female on the wall jack.
- 2. Screen remote: Down arrow key will lower the screen. Up arrow key will raise the screen. There is a third key in between the two arrow shaped keys. Pressing this will cause the screen to stop at desired height.
- 3. Using an RGB cable, connect computer to RGB plug in the back of the room. (This connection goes to the projector.)
- 4. Stand near the projector in ceiling with the projector remote. Note the amber light on the bottom of the projector. First: press Standby/On. Amber light will turn green. Second: Press RGB key 2 times to receive signal from computer or until the prompt on the screen indicates a connection to the RGB/Computer.
- 5. Return to your computer and complete necessary computer steps to provide input to the projector. On most computers this is compressing the "Control," or "Fn" key and one of the "F" keys near the top of your keyboard, normally branded with a screen icon.
- 6. If you see the image on your computer screen projected on the large screen, your VIDEO set-up is complete. However, if you are also looking for AUDIO, there are other steps in the process. (See additional steps below)
- 7. Retrieve the rolling audio component cabinet from the AV closet, located beside the women's restroom near the back of the social hali.
- 8. The audio cabinet has a long "snake" attached containing all cables for connecting the unit to power and the in house audio system. You must use the unit near the rear center of the social hall, as this is where the cable hookups for the house system are located.
- 9. Plug in the power cord (the rear outlet). There are three connection cables, all marked with corresponding wall jacks. Connect these three additional cables. The audio unit should power on.
- 10. Using red & white RCA cables, connect the audio "outs" on your computer or DVD player to the audio "ins" on the mixing board in the top of the audio cabinet.
- 11. Using the "Main" volume sliders, increase volume slowly to desired levels.

B. Library Monitor

- The remote and cable connections are in the library cabinet, far left side.
- Connect cable to computer.
- 3. In using an audio presentation, use RCA jacks to connect your computer or DVD player to the audio patch cords in the cabinet.
- 4. Press power key on remote to turn on TV. Connect computer to RGB plug. (This connection goes to the TV.)
- 5. If no picture appears on the TV, change the TV setting by pressing display on remote until image appears. You may also need to toggle between the computer screen display and a projected display use the "Fn" or "Ctrl" keys and the appropriate "F" numbered keys on your computer keyboard.

GUIDELINES FOR WEBSITE

The website was originally designed by C X Media, Dillsburg, PA. (12/09) (Designer Benjamin Bachman)

Objectives:

- (1) To have a relevant, up-to-date information program available for anyone who is interested in receiving information about Grace church, activities and programs.
- (2) To provide a section of information for members only.

Address:

www.graceluthchurch.org

Password:

Member password is individually generated through the management software program.

Composition of the Website and Who is Responsible Section 1 The Public Sector

Opening Page Welcome (pastor)
Worship Services (office)
Worship Topics (pastor)
Coming Events (office)

Opportunities to Learn (various leaders)
Location of Church and Kentland (web designer)

Youth Program (C. Roberts)
Kentland (T. Boyer)
Music at Grace (J. Leonard)
History (L. Bozart)
Scott Program (C. Buchanan)

Becoming a Member (office)
Contact Us (office)

Section 2 The Private Sector

Volunteer Schedule (office)
Opportunities to Volunteer
Sunday Bulletin News (office)
Goods News at Grace (office)

News from Committees and Boards (various chairpersons or liaisons)

Membership Directory (office)

Responsibility for Providing Information

The philosophy at the current time is to have the office and individuals provide the information directly to the website.

Administrative Management/Tracking and Summary Reporting

Software provides this ability

Timeliness

Information posted to the website needs to be dated.

Grace Evangelical Lutheran Church Camp Hill, PA

Child Protection Policy (CPP)

Effective July 1, 2015

Mission Statement

The mission of Grace's Child Protection Policy (CPP) is to provide a safe environment for the spiritual development of its children and youth, as well as to enlist, train, and support a volunteer staff to carry out the mission following God's Word and using the life of Christ as their example. We expect that our CCP will provide an effective system to reduce risk of abuse, deter perpetrators through a screening process, and respond appropriately if an incident occurs.

Application Process

Grace Evangelical Lutheran Church welcomes anyone interested in working or volunteering with the children of the Church. After prayerful consideration, the Church has implemented some suggestions made by the Lower Susquehanna Synod and in accordance with state laws in an effort to provide a safe environment for the children of the Church.

The Synod recommends that those individuals who have access to children in the various ministries of the Church undergo a pre-established screening process before they begin working with children.

Grace Evangelical Lutheran Church requires that individuals complete the following application process if called to minister to the children of the Church. All employees of the church must also follow this process:

- 1. Complete the Approved Adult Application (Appendix A-I). Attend an interview session with the Children, Youth and Family committee if requested.
- 2. Consent to a PA State Criminal Record Check (via the Approved Adult Application) or show us an original and provide us with a copy of your record check.
- 3. Show us an original of your PA Child Abuse Clearance results and provide us with a copy.
- 4. Provide the results of an FBI Fingerprint Check *OR* if you have lived in the state of PA in the last ten (10) years consecutively, provide a signed Disclosure Statement Application for Volunteers *Required by the Child Protective Service Law* (Appendix A-III). Employees of Grace Evangelical Lutheran Church are required to have the FBI Fingerprint Check and will not be eligible to sign the Disclosure Statement in lieu of the check.
- 5. Sign a Child Protection Covenant (Appendix A-II). This also serves to acknowledge that you have read and understood Grace Evangelical Lutheran Church's Child Protection Policy and agree to comply with it.

Individuals applying to be an Approved Adult must have maintained an active membership in a church congregation for the past one (1) year, and continue to be an active member after being accepted as an approved adult. Those who have not met this requirement may be required to undergo further screening, including but not limited to providing a list of references and interviewing with the Senior Pastor and Youth Director.

If a history of abuse/molestation of children, or criminal record against a person is found by the Committee, these individuals may be offered opportunities to volunteer services in other areas of the Church, and pastoral guidance and counseling will be offered to assist them to understand the Church's responsibility to provide protection to its children and to the members of the congregation.

Applications and related information will be locked in a confidential file in the Church office, with access limited to those Committee individuals involved in the screening process via the church staff. A record of the Approved Adults shall be maintained and reviewed on an annual basis by church staff.

All clearances must be renewed every 36 months. Renewal dates will be determined by the date on the clearance document itself.

Appropriate Behavior Guidelines

Two Adult Rule - Two approved adults must be present during any church activity involving the supervision of anyone under the age of 18. In an emergency, an adult who has not yet been approved may work with an Approved Adult. The adult who has not yet been approved may not be left alone with children or youth. (note: an *un*approved adult may not be used).

<u>Parental Permission</u> - in a situation where an adult has a legitimate reason to be alone with a child/youth, such as individual counseling or transportation, parental consent in the form of a permission slip shall be obtained. A bound logbook will be kept for any such situation. and located in the church office.

<u>Permission Slips</u> - Children must have permission to participate in any overnight activity or any activity that takes place away from Church grounds. Permission must be in writing and signed by a parent or guardian. It must identify the activity in which the children/youth will be participating. If an overnight situation occurs, at least one approved adult of each gender should be in attendance.

Open Door Policy – doors should be left open as standard practice. If doors must be closed, all windows in the door must be left uncovered. Persons outside the room must be able to see into the room.

Empty-Room Rule – when leaving an empty classroom or youth room after an activity, the door shall be left open.

Overnight Rule – all adult chaperones must complete the screening process and be approved before they may accompany children/youth overnight.

<u>Expressions of affection</u> - adults must use caution when expressing affection toward children/youth. Follow these guidelines:

- 1. Always ask permission before touching.
- 2. Respect a child/youth's choice in touch.
- 3. Never make a child/youth feel uncomfortable.
- 4. Be aware of where you place your hands on the child/youth.
- 5. A body-to-body embrace, a touch on private areas (those covered by a bathing suit), or any type of kiss in inappropriate.

Appropriate Displays of Affection

Always ask permission before touching Pats on shoulder or back Handshakes

High fives

Fist bumping Verbal praise

One arm around shoulders

Holding hands while walking or during prayer

Inappropriate Displays of Affection

Any form of unwanted affection
Full frontal or "bear hugs"
Touching bottoms, chests or genital areas
Lying down beside children
Kisses or Massages
Patting children on thigh, knee or leg
Tickling or Wrestling
Touching or hugging from behind
Compliments related to physique/body development

<u>Bathroom Procedure</u> – Children over 4 years of age will be escorted to the restroom. The volunteer will stand in the hallway and wait for the child to be finished. Younger children who may need assistance: one volunteer may assist the child while another stands nearby. The door to the restroom must remain open. Diapering will be done only in an observable area with doors open.

<u>Periodic Checks</u> – will be made of classrooms to insure that appropriate behavioral guidelines are being followed. An usher or an officer of the day shall make these checks during the worship hour for the Nursery.

<u>Electronic Communication</u> - All communication through electronic media (email reminders, text messages, etc.) must be copied to the staff person's direct supervisor. When communication with an individual supervised child is necessary, every effort will be made to include the child's parent in the message.

<u>Social Media</u> - Volunteers may not communicate directly with supervised children through any form of electronic communication or social media. Furthermore, volunteers and staff may not take or use pictures, video or audio recordings of students to use on their *personal social media* accounts at any time.

<u>Short-Term Volunteers</u> - (i.e. last minute parent classroom helpers, or last-minute youth volunteers) may assist an Approved Adult for no more than three hours or one event

without going through the process to become an Approved Adult.

Volunteers Under Age 18 - Assistance by individuals under age 18 shall be allowed only after the individual has participated in an educational session that reviews the **Child Protection Covenant** (Appendix A-II). Volunteers under age 18 are not required by law to obtain criminal background checks.

Definitions

Child abuse, according to the CPSL, means intentionally, knowingly or recklessly doing any of the following:

Causing bodily injury to a child through any recent act or failure to act.

• Fabricating, feigning or intentionally exaggerating or inducing a medical symptom or disease which results in a potentially harmful medical evaluation or treatment to the child through any recent act.

Causing or substantially contributing to serious mental injury to a child through

any act or failure to act or a series of such acts or failures to act.

Causing sexual abuse or exploitation of a child through any act or failure to act.

• Creating a reasonable likelihood of bodily injury to a child through any recent act or failure to act.

- Creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act.
- Causing serious physical neglect of a child.

• Causing the death of the child through any act or failure to act.

Child abuse also includes certain acts in which the act itself constitutes abuse without any resulting injury or condition. These recent acts include any of the following:

Kicking, biting, throwing, burning, stabbing or cutting a child in a manner that

endangers the child.

- Unreasonably restraining or confining a child, based on consideration of the method, location or the duration of the restraint or confinement.
- Forcefully shaking a child under one year of age.
- Forcefully slapping or otherwise striking a child under one year of age.

• Interfering with the breathing of a child.

- Causing a child to be present during the operation of a methamphetamine laboratory, provided that the violation is being investigated by law enforcement.
- Leaving a child unsupervised with an individual, other than the child's parent, who the parent knows or reasonably should have known was required to register as a Tier II or III sexual offender or has been determined to be a sexually violent predator or sexually violent delinquent.

"Recent" is defined as an abusive act within two years from the date the report is made to ChildLine. Sexual abuse, serious mental injury, serious physical neglect and deaths have no time limit.

Sexual abuse and harassment can include the following:

- 1. Verbal sexual suggestions, innuendoes or jokes.
- 2. Leering or ogling.

- 3. Intrusive touching, including pats, squeezes, hugs, pinches, kissing, brushing against someone's body
- 4. The use of pornography
- 5. Sexual assault or attempted sexual assault

Policy Specific Definitions

Youth – defined as participants ages 18 years or younger, or still attending high school at the time of the event.

<u>Approved Adult</u> – anyone over the age of 18 who has satisfied all the requirements of the Child Protection Policy and the application procedure for Approved Adults.

<u>Committee</u> – is defined as Pastor and two other members of Grace Evangelical Lutheran Church. Suggested members might be the Youth Ministry Liaison, the Sunday School Administrator or a member of the Christian Education Board Children, Youth, and Family Ministry Committee.

Response Procedures to Allegations of Child Abuse, Sexual Abuse or Harassment

- 1. According to Pennsylvania Department of Public Welfare, a mandatory reporter is defined as "An individual paid or unpaid, who, on the basis of the individual's role as an integral part of a regularly scheduled program, activity, or service, accepts responsibility for a child". In addition it includes "Clergyman, priest, rabbi, minister, Christian science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization". Therefore, all those working directly with children in their role at Grace are considered mandatory reporters.
- If a volunteer, staff member, or employee suspects abuse of a child or suspects an adult offender within the congregation, Pennsylvania state law requires the individual to contact the Pa Department of Welfare CHILDLINE at 800-932-0313 or by reporting online at: https://www.compass.state.pa.us/cwis/public/home
- 3. Additionally, the person making the report will notify the Senior Pastor or Congregation Council President immediately. The Senior Pastor or Congregational Council President may not dissuade the individual or make an independent determination of whether to report.
- 4. Within 48 hours of making the report to **CHILDLINE**, a written report of suspected child abuse shall be made to the county children and youth agency where the abuse occurred. The Senior Pastor, or in his/her absence, the Congregational President shall engage the reporter, as needed, in preparing the CY-47 form (Appendix 20a) and shall supply the reporter with a copy of the completed form as filed. If the original report was made online, an additional written report is not needed.

5. All allegations of abuse will be taken seriously by the Church Council and the Pastor and will be immediately reported to the Bishop of the Lower Susquehanna Synod.

6. The local police department will be notified immediately by the Pastor or Council President in cases of criminal activity of any type. The phone call or

other type of notification will be documented.

7. An Approved Adult, the Pastor or Church Council President will arrange medical care in cases of physical injury to a child. If none is present, the Officer of the Day and/or the Adult Leader of said group will make arrangements with immediate follow up to the Pastor or Church Council President. All arrangements will be documented.

8. The Pastor along with the Church Council President will notify parents or guardians of all children involved in an alleged incident, unless the parents or guardians are the persons suspected of the abuse. The phone call or visit will

be documented.

9. The Church Council President will notify the insurance carrier when the reporting procedures have been initiated.

10. The Church Council President will arrange for legal counsel if necessary for

the protection of the Church.

11. The Church Council will authorize the Pastor, Council President, one of the Council members, or appropriate legal counsel to act as official spokesperson for the Church if necessary. Only the authorized person or persons can speak for the Church to the news media, government agencies, attorneys, or others.

This policy shall come into compliance with any such changes in statute and shall be reviewed, updated, and edited by the Children, Youth, and Family Committee for Congregational Council ratification within 60 days of any statutory enactment.

Attachments:

Approved Adult Application - Appendix A-I Child Protection Covenant - Appendix A-II

Disclosure Statement Application for Volunteers Required by the Child Protective Service Law (for those who have lived in the state of PA for 10 consecutive years) – Appendix A-III

GRACE EVANGELICAL LUTHERAN CHURCH Approved Adult Form

Please fill out ENTIRE form

/laiden/Former Na	me (<i>if applicable</i>) _	· · · · · · · · · · · · · · · · · · ·			
referred Name					
ocial Security Num	ber	Date o	of Birth		
Current Address					
			•		
City/State/Zip	•				
Mailing Address	☐ same as cur☐ this address				·
lome#		Cell#	<u> </u>		
Work#		Email			
	ll previous address	(es) for past 10 (ten) y ne prior address. Use			
Previous Address					

City/State/Zip	e section Migration
Church Activity	
Are you a member of Grace? If not, please list your current congregations.	on
Do you regularly attend Grace worship? Which service?	
3. What ministries and/or Sunday school class	es are you currently involved in at Grace?
4. List the name of other churches you have at	ttended regularly during the past five years.
Previous Experience Working with 1. List any training, education, or other experi working with children/youth.	Children or Youth iences that are relevant or have prepared you for
• .	
2. List all previous work (volunteer or paid) invo	olving children or youth, including the name of the
Type of Work	Name of Organization
Ministry at Grace	
•	Constitution of the transfer of
1. What is the area of Children/Youth wo	rk for which you would like to volunteer?
2. What special skills or abilities would yo	ou like to offer?

Personal Background	
1. Do you have any physical conditions that would p	revent you from performing certain types
of activities relating to youth or children's work?	If yes, please explain.
	•
2. Have you ever been charged with any misdemean	nor or felony relating to physical contact
with another person, child abuse, or actual or attemp	
you may discuss your answer with a pastor rather tha	n answering it on the form.
Applicant's Statement	
The information contained in this application is correctly any references or churches listed in this application to	·
opinions) that they may have regarding my character	· · · · · · · · · · · · · · · · · · ·
release all such references from any liability for furnis	
they do so in good faith and without malice. I waive a	ny right that I may have to inspect
references provided on my behalf.	
If given a volunteer placement I agree to be bound by Evangelical Lutheran Church.	the bylaws and policies of Grace
I hereby authorize Grace Evangelical Lutheran Church	to conduct a PA State Police Criminal
Record Check using the information on this form.	
from employment or service related to working with	•
other jurisdiction. I understand that should that sta I am required by law to notify Grace Lutheran Church	
Tam required by law to notify Grace Eutheran Church	Within 72 hours.
Circohum of Auglicont	Data
Signature of Applicant	Date
Internal Hea Only	
Internal Use Only	
Date Received:	
Date of PA State Criminal Record Check:	
Interview with Applicant Conducted?	
Notes: (references, etc.)	
This applicant is considered an □ approved □	unannroyed adult at Grace

Date of decision:

Child Protection Covenant

Guidelines for Working with Children and Youth at Grace

Grace Lutheran Church recognizes the importance of ensuring a safe and protected environment for its children against abuse. All volunteers must read and adhere to the following policies:

Two-Adult Rule: Two approved adults must be present during any church activity involving the supervision of anyone under the age of 18. In an emergency, an adult who has not yet been approved may work with an Approved Adult. The adult who has not yet been approved may not be left alone with children or youth. (note: an *un*approved adult may not be used).

Open-Door Rule: When possible, doors shall be left open so that *the interior of the room is visible*. If the doors are closed, persons *outside the room* must be able to see into the room.

Empty-Room Rule: When leaving an empty classroom or youth room after an activity, the door shall be left open.

Expressions of Affection: Adults must use caution when expressing affection toward children/youth. Remember to place reasonable limits on physical interaction. Follow these guidelines:

Appropriate Displays of Affection

Always ask permission before touching

Pats on shoulder or back

Handshakes

High fives

Fist bumping

Verbal praise

One arm around shoulders

Holding hands while walking or during prayer

Inappropriate Displays of Affection

Any form of unwanted affection
Full frontal or "bear hugs"
Touching bottoms, chests or genital areas
Lying down beside children
Kisses or Massages
Patting children on thigh, knee or leg
Tickling or Wrestling
Touching or hugging from behind

Compliments related to physique or body development

Bathroom Procedure: Children over 4 years of age will be escorted to the restroom. The volunteer will stand in the hallway and wait for the child to be finished. Younger children who may need assistance: one volunteer may assist the child while another stands nearby. The door to the restroom must remain open. Diapering will be done only in an observable area with doors open.

Discipline: Every effort will be made to re-direct and guide children to make appropriate choices when participating in church activities. Physical restraint and isolation will not be used except in cases where the child's behavior puts themselves or others at risk. Adults will never subject a child to physical punishment including but not limited to rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, pinching, hitting or spanking. Adults will never subject a child to emotional stress including but not limited to name calling, shaming, derogatory remarks about a child or a child's family, or language or actions that threatens or humiliates the child. All behavior issues will be brought to the parents and the appropriate staff member immediately following the incident.

Electronic Communication: All communication through electronic media (email reminders, text messages, etc.) must be copied to the staff person's direct supervisor. When communication with an individual supervised child is necessary, every effort will be made to include the child's parent in the message.

Social Media: Volunteers may not communicate directly with supervised children through any form of electronic communication or social media. Furthermore, volunteers and staff may not take or use pictures, video or audio recordings of students to use on their *personal social media* accounts at any time.

MANDATED REPORTING

Reporting Suspected Abuse: If in the course of working with children or youth, you have reasonable cause to suspect that a child is being abused, either at home or at church, it is **required** that you report the matter directly to CHILDLINE at **800-932-0313**.

Additionally, Grace Lutheran Church requires you to notify the Senior Pastor or Congregation Council President immediately. The Senior Pastor or Congregational Council President may **not** dissuade you or make an independent determination of whether to report. However, you may request that the direct supervisor be present at the time the report is made.

Covenant for Child Protection at Grace

I have read these guidelines and I hereby subscribe to follow them because I want to participate in making this congregation a safe place for the spiritual development of our children.

Printed Name of Staff or Volunteer	
Signature of Staff or Volunteer	
Date	

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS Required by the Child Protective Service Law

23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a clearance through the Federal Bureau of Investigation, as:

the position I am applying for is unpaid; and

I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statues or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under
	Federal law or the law of another state.

I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one

Electronic Communication: All communication through electronic media (email reminders, text messages, etc.) must be copied to the staff person's direct supervisor. When communication with an individual supervised child is necessary, every effort will be made to include the child's parent in the message.

Social Media: Volunteers may not communicate directly with supervised children through any form of electronic communication or social media. Furthermore, volunteers and staff may not take or use pictures, video or audio recordings of students to use on their **personal social media** accounts at any time.

MANDATED REPORTING

Reporting Suspected Abuse: If in the course of working with children or youth, you have reasonable cause to suspect that a child is being abused, either at home or at church, it is **required** that you report the matter directly to CHILDLINE at **800-932-0313**.

Additionally, Grace Lutheran Church requires you to notify the Senior Pastor or Congregation Council President immediately. The Senior Pastor or Congregational Council President may **not** dissuade you or make an independent determination of whether to report. However, you may request that the direct supervisor be present at the time the report is made.

Covenant for Child Protection at Grace

I have read these guidelines and I hereby subscribe to follow them because I want to participate in making this congregation a safe place for the spiritual development of our children.

Printed Name of Staff or Volunteer
Signature of Staff or Volunteer
Date

Child Protection at Grace

Some Key Facts

We need on file for you to volunteer with children and youth:

- 1. Approved Adult Application
- 2. PA State Criminal Record Check Results (copy or we process)
- 3. PA Child Abuse Clearance Results (copy or use our payment code)
- 4. FBI Fingerprint Check Results OR Signed Disclosure Statement indicating you have lived in the state of PA for at least 10 years
- 5. Signed Child Protection Covenant

To obtain the above documents:

1. Approved Adult Application is a fillable .pdf found on our website.

2. Your AA application grants us permission to process your PA State Criminal Record Check. If you already have one, show us an original and provide us with a copy.

3. You must create a keystone ID and login to complete the Child Abuse Clearance Results. Go to: https://www.compass.state.pa.us/cwis --Enter the payment code* we provide near the end of your application. This will pay for your clearance and grant us access to the results. If you already have results, show us an original and provide us with a copy.

4. FBI Fingerprint Check results: Start online at: https://www.pa.cogentid.com/index dpw.htm --The cost is \$27.50 and we will reimburse you (submit receipt to church office). Print your receipt and take to a Cogent Fingerprint center. Results take 4-6 weeks. If you already have results, show us an original and give us a copy.

You may sign the Disclosure Statement instead, found on our website. Please print and sign and give to the church office.

5. The Child Protection Covenant is also available on our website. Please print and sign and give to the church office.

*If you would like a payment code, please email Pastor Cover at pastorcover.gelc@gmail.com.

Grace Evangelical Lutheran Church Van Policy

<u>Use</u>

- 1. The primary purpose of the van is for Grace Lutheran Church sponsored functions. All other users must be approved by the office, will be charged .20 per mile for use, and shall return the van at the same gas level.
- 2. Use of the van must be scheduled through the church office. A schedule log will be maintained by the office.
- 3. Any trip in excess of 200 miles (round trip) must be approved by the church council or its designee.
- 4. An activity log will be retained in the van. All drivers must sign the log, and note departure and return dates, beginning and ending mileage, and unusual occurrences in the log.
- 5. The van keys can be obtained from the church office. The key shall be locked in the van when returned to the church, unless the office is open.
- 6. No trailer towing is permitted with the van unless approved by the church council or its designee.
- 7. Owner's card and insurance card must remain in the van at all times.

Drivers

- 1. All drivers must be 21 years of age, not to exceed 70 years of age, and must have participated in an orientation ride. All drivers must have a copy of their valid driver's license on file with the church office. All drivers who meet these requirements must sign the Van Policy Form, signifying their understanding of the policy and their agreement to it.
- 2. A co-driver age 21 70 years of age with a valid driver's license is required. Any deviation from this requirement must be approved by the church council.
- 3. Drivers are responsible for removing all trash (including any which may have been placed in ashtrays) and being certain the van is "broom clean" when returned.
- 4. The church will not be responsible for the driver's legal representation or expenses as a result of traffic or parking violations.

Safety

- 1. All occupants must be seated and belted. The maximum occupancy is the number of functioning seatbelts.
- 2. Should an emergency occur, call "911" as soon as possible. Extinguish fires with a U.L. Approved and inspected fire extinguisher which is to be kept in the van, and take other measures as appropriate.
- 3. The van must be driven with its headlights on at all times.
- 4. No smoking, alcoholic beverages, nor unsuitable behavior are permitted in the van. No texting while driving the van.

Maintenance

- 1. The church office will arrange for all service and fueling of the van, including an annual waxing.
- 2. When fueling or maintenance is necessary on trips outside the area, the driver should pay, obtain a receipt, and request reimbursement from the church office, using the receipt as proof of expense.

revised October 2013

CREDIT CARD POLICY AND PROCEDURES

ACE LUTHERAN CHURCH

1610 Carlisle Rd.

Camp Hill, PA 17011

Credit cards will be issued for the following reasons:

- To allow ministry personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel, office, and ministry supplies.
- To improve managerial reporting related to credit card purchases.
- To improve efficiency and reduce costs of payables processing.

The Council will issue credit cards to individuals who have the main responsibility for ordering approved expenses for church ministry; especially expenses related to business travel, ministry, and office supplies. Purchases will be reviewed and approved by the committee chair and/or staff person who has oversight of the ministry area. The President of the Congregation reserves the right to accept or reject purchases at any time.

Terms of Use

Credit cards will only be used for business purposes. Personal purchases of any type are not allowed. Cash Advances are not permitted.

The Council will set the credit limit for each card issued. To date that limit is \$500. Any potential need for changes to the limit will be reviewed by the Council at least once per year.

2 President and Vice-President shall be the officers who are permitted to add or remove individuals from the account, under the direction of Council.

Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals that do not adhere to these policies and procedures will risk revocation of their credit card privileges, disciplinary action and personal liability for any improper purchases.

Procedures

Credit cards may be requested for prospective cardholders by completing a "Credit Card Request Form" and returning it to the Administrative Assistant.

Upon approval by the Council, the cardholder will complete and return a "Credit Card Agreement and Release" to the Senior Pastor.

Detailed receipts must be retained and attached to a "Credit Card Expense Form." In the case of meals and entertainment, each receipt must include the date, time, names of all persons involved in the purchase, and a brief description of the business purpose of the purchase, in accordance with Internal Revenue Service regulations.

"Credit Card Expense Form," with attached detailed receipts, must be submitted to the office staff within <u>three business days</u> of receiving the credit card statement.

Wherever possible, items will be purchased using the Tax Exempt ID number. A certificate can be obtained for each chase or vendor from the church office.

The Council requests that every effort be taken to order items in advance using purchase orders along with sensitivity to budget and cash flow each month.

Church Sponsored Credit Card Agreement and Release

l,		, residing at
(address)		
(city)	(state)	(zip)
Social Security Number, in Lutheran Church, Camp Hill, PA arranging for a financial institutioname, do hereby agree to the following terms and conditions.		
The card will be used exclusively for business purposes. The Ch discretion to terminate the credit card at any time and any pers the card and will subject me to disciplinary action up to and incl	onal use will resul	lt in revocation of
I will exercise due caution in the use and security of my card. In stolen, I will immediately notify the issuing financial institution a Church. I understand that I will be issued a replacement card a and that this agreement and release applies to any replacement	and Grace Evange is soon as adminis	lical Lutheran stratively possible
I agree to submit to Grace Evangelical Lutheran Church for appr the billing statements for company card charges. I understand remitted by the Church, as guarantor thereof, directly to the is need to submit the original receipts for accounting records with purchase.	that payment for suing institution a	these charges is and that I will
Payment of credit card balances will not be remitted until the ca completed expense report with attached receipts and/or docum incurred as a result of untimely submission of statements or receindividual cardholder.	entation. Late cha	arges or penalties
Unauthorized or unidentified transactions or card activity must be holder. The cardholder must report card theft or loss and/or any activity to the credit card company and the church office immed	suspicious or frai	
When Grace Evangelical Lutheran Church Council terminates more card for any reason, I will return the card immediately and acceptance personal charges on the credit card, if any.		
Further, I hereby release Grace Evangelical Lutheran Church fro misuse of the card, and agree and understand that the Church to my misuse of, or unauthorized purchases with, the card incluattorney's fees and other legal fees necessary to do so.	may recover from	me any loss due
Signature:	·	
Ministry Area:		
Data		

CREDIT CARD REQUEST FORM

Date:	_
Name:	
Mailing Address:	
Phone: (home)	(cell)
Email:	
Social Security Number: You will be asked to prod- with the I-9.	uce a form(s) of verification of your identity consisten
I am a (check all that apply):	□ congregation member□ staff□ clergy
Ministry Area:	
Reason for request:	
	ve information is true and factual.
Signature	



Kentland Fees

1024 E. Winding Hill Road, Mechanicsburg, PA 17055 717-790-9493

Effective 6/10/13 and replaces all other rate schedules.

Facility accommodates 50 people for an indoor event. Lodge sleeps 24 in two separate 12-bunk rooms.

In addition to the rental fee, a \$150 refundable deposit is due <u>at least 2 weeks prior</u> to the event date. (A fee of \$15 will be charged if mattress covers are damaged & have to be replaced.)

Weekdays: (Monday, Tuesday, Wednesday, or	Thursday)
Full Day (more than 4 hours)	\$75
Half-day (4 hours or less)	\$40

Weekday Overnights:

Single Night Overnight	\$125
Monday through Thursday	\$300
(4 days & 3 nights)	

Weekends:

Daily Rate (Friday, Saturday or Sunday)	\$125
Single Night Overnight	\$175
Whole Weekend (Fri., Sat., and Sun)	\$350
Long Weekend (4 days & 3 nights)	\$450

Full Week:

Monday through Sunday	\$650
(7 days & 6 nights)	

GRACE EVANGELICAL LUTHERAN CHURCH ONE BODY MANY MEMBERS Time and Talent Survey

Name: _		Email Address:		
Occupation	cupation: Home Phone:		o:	
Hobbies/I	Interests:	Work / Cell P	Phone:	
Special Ir	nterests:	Work Experie	ence:	
R	omans 12:6 – "Having gifts that differ acco	ording to the grad	ce given to us, let us use them"	
the form	your Spiritual Gifts as you review the various using your initials to sign up for the activities the 18, 2013. Thank you for sharing your Time a	nat interest you. F		
	Sharing Our Gift of Men Attend Worship Pray Daily Read the Bible Attend a Bible Study Class Volunteer in Church	nbership		
Worship	Sharing Our Time and	Talents through	Worship	
- - - - - - - - - -	Altar Guild Greeter Usher Lector Nursery Saturday Service Leader Children's Church Leader Communion Assistant Officer of the Day Host Coffee Hour Sound System		PARTICIPATING IN WORSHIP uses the SPIRITUAL GIFTS of: ARTISTRY FAITH HOSPITALITY MUSIC SERVICE TECHNOLOGY	
- - - -	Choir Bell Choir Instrumentalist Soloist Play Piano or Other Musical Instrument			
Office	Sharing Our Time a	nd Talents in Se	rvice	
- - -	Money Counter Collate Bulletins Office Volunteer Night Security		OFFICE SUPPORT uses the SPIRITIUAL GIFTS of: ADMINISTRATION SERVICE	

 Quilters Bake Goods/Donate Food for Funerals, New M Prayer Shawl Ministry Food Bank Visit Shut Ins Eucharistic Minister 	thers HELPING HANDS use the
Sharing Our Time and Talents	with Committee Activities
WORSHIP AND MUSIC COMMITTEE - The Worship and worship through music and liturgy.	Music Committee plans and supports all services of
Serve on the Worship and Music Committee	
ADMINISTRATIVE COMMITTEE - The Administrative Coroperations of the office and the administrative duties of the	
Serve on the Administrative Committee	
PROPERTY COMMITTEE - The Property Committee is re Church buildings and grounds.	sponsible for the maintenance and upkeep of the
Serve on Property Committee	Help with Work Days (Spring and Fall)
SOCIAL MINISTRY COMMITTEE - This committee leads good deeds and help the needy. The committee alerts me	
Serve on the Social Ministry Committee	
EVANGELISM - Evangelism cares for all members of our eand is active in spreading the good news to the surrounding	
Serve on the Evangelism Committee	Help with New Member's Reception
STEWARDSHIP COMMITTEE - The Stewardship Commit good stewards of the gifts of time, talent and treasure so the Gospel of Jesus Christ.	
Serve on the Stewardship Committee	Help with Stewardship Mailings
Provide Temple Talk	
FELLOWSHIP AND ARTS - This committee promotes a sand friends through planning and holding multi-generations	
Serve on the Fellowship and Art Committee	
CHRISTIAN EDUCATION AND YOUTH MINISTRY COMI Christian Education. The basic goal of the committee is to collective Faith in the Holy Trinity.	
Serve on the Christian Education Committee Sunday School Teacher's Aide Vacation Bible School volunteer Help with Youth Fundraisers	Sunday School Teacher Sunday School Teacher Substitute Youth Ministry Adult Advisor Be a Committee Member
Personal or Professional Certificates:	

Maintaining the Membership Roster Council Policy

After the Congregation Council's annual review of the membership roster, a confirmed member who does not make either a contribution of record or commune during the current or preceding year may be removed from the membership rolls.

Likewise, a baptized or associate member for whom there is no record of attendance at a service during the current or preceding year may be removed from the membership rolls.

Thirty (30) days prior to removing a member for the membership rolls, the Senior Pastor and Congregational Council shall send a notice to the member by mail to their last known address.

Adopted by the Council November 11, 2013

BUDGET PRINCIPLES

Adopted by the Congregation Council on November 8, 2004 Last Amended by the Congregation Council on February 9, 2015

The Administration Board (or in its absence the Executive Board) shall prepare a draft budget for the General Operating Fund (Fund 1) to be submitted to the Congregation Council. No later than September 1, the following information will be provided to the Administration Board:

- The Executive Committee will provide their budget recommendations regarding each Pastor's salary and benefit package for the coming year to the Church Office. The Executive Committee is solely responsible for developing the budget recommendations for each Pastor's salary and benefit package.
- The Personnel Committee will provide their budget recommendations regarding staff salaries for the coming year to the Administration Board. The Administration Board will develop budget recommendations regarding staff salaries if the Personnel Committee does not do so by September 1.
- All Boards and Committees will provide their budget recommendations for the coming year
 to the Church Office. The Administration Board will develop budget recommendations if a
 Board and Committee does not do so by September 1.

The Administration Board shall meet during the month of September to develop the initial budget. The initial budget as prepared by the Administration Board will be presented to the Congregation Council at Council's October meeting. Any changes to the initial budget as prepared by the Administration Board will be made by the Congregation Council. The proposed budget will be made available to the congregation on the last weekend of October. As deemed necessary, Budget Forums will be held during the first few weeks of November.

The draft budget shall include, but not be limited to, reasonable estimates of the following:

- INCOME, which shall include:
 - Giving Receipts, which consist of the offerings of regular envelopes, special (nondesignated) envelopes, previous year gifts, plate, non-designated gifts to the church (except bequests and memorials), Sunday School and Vacation Bible School;
 - Church rental receipts;
 - Kentland rental receipts;
 - o Rent receipts from church-owned real estate; and,
 - Interest and investment income.
- EXPENSES, which shall include:
 - SALARIES, which consist of staff salaries, housing expenses, social security allowances, pension and insurance costs, and reimbursements for mileage, professional and incidental expenses;
 - ADMINISTRATIVE EXPENSES, which consist of regular recurring office expenses, maintenance supplies and utilities, general expenses, building expenses, service contracts, rental property expenses, and Kentland expenses; and,

BOARD AND COMMITTEE EXPENSES

- Property Board : ...
- Worship and Music Board;
- Parish Education Board;
- Stewardship Board;
- Social Ministry Board; and,
- Evangelism Board.
- BENEVOLENCE, which shall include:
 - Faith Commitment;
 - o Miscellaneous Benevolence; and,
 - Pastoral and Council Discretionary Benevolence.

ESTIMATE INCOME for the coming year shall be based upon actual income for the preceding twelve (12) months, adjusted, if warranted, by the results of the annual Consecration Campaign. Consecration Weekend will be held on the weekend before Thanksgiving.

ESTIMATE EXPENSES for the coming year shall be based upon actual expenses for the preceding twelve (12) months, adjusted for anticipated changes to the employment contracts of salaried staff, anticipated changes to regularly recurring expenses, and budget requirements of the Boards and Committees.

THE BUDGET SHALL BE A BALANCED BUDGET. ESTIMATED EXPENSES SHALL NOT EXCEED ESTIMATED INCOME.

The goal of the Congregation is to devote ten percent (10%) of Giving Receipts to Benevolence supported by the General Operating Fund. This shall consist of approximately eight percent (8%) to Faith Commitment and approximately two percent (2%) to Miscellaneous Benevolence (Christian Churches United, Pastor's Discretionary Fund, and miscellaneous benevolent needs designated by the Council).

Boards and Committees may realign the manner in which funds under their direction are used. The percentage of expected offering received to date will be the limit of what can be spent at any point (when this can be controlled).

The 8th grade confirmation project is funded by the church budget because it is a fundamental part of the confirmation program in which all students are expected to participate.

There will be no scholarships from the General Operating Fund for Synod Camp or the Harrisburg Confirmation Camp.

The Social Ministry Board will fund its own benevolent expenditures through the Christmas ingathering and any funds designated to them. All benevolent gifts from the General Fund to organizations and people outside the congregation will be by Council action or the Pastor's discretionary action. Information from the Social Ministry Board may assist the Council in determination of benevolent action. Program expenditures will be budgeted.

General Fund youth monies are for the purchase of regular program materials and mailings (up to 6 per year).

Other youth program expenses will be paid from the Special Purpose Children and Youth Ministries Fund which is funded by the Children and Youth Ministries Endowment, special gifts and grants. General Fund youth monies may be requested from the Council if the Special Purpose Fund is exhausted and adequate explanation of the year's expenditures is given to the Council.

For fiscal responsibility, we need to start the calendar year with a carry over equal to ten percent (10%) of the previous year's Expenses. Council may authorize the Treasurer in December to transfer any funds in excess of said 10% carry over in the following order: First, to increase the amount of the current year's Faith Commitment to ten percent (10%) of the current year's Giving Receipts; second, to the Reserve Fund (Fund 2) until that fund reaches \$10,000; and third, to the Property and Maintenance Restricted Fund (Fund 3).



Individual expenditures up to \$1,000 within approved congregational budget areas require the approval of the chairperson or staff person assigned to the budget area. Individual expenditures over \$1,000 require Council approval. While Council supports any bids on any expense, Council requires three (3) bids on any expense that exceeds \$1,000, when feasible.

At such time as there are insufficient funds to cover all expenses, the priorities in descending order will be:

- Salaries
- 2. Utilities
- 3. Emergencies
- 4. Faith Commitment and miscellaneous benevolence
- 5. General Program and other

Explanation of Funds 1, 2, 3

.... H. ...

Fund 1

This is the general operating fund for which a budget is prepared, proposed and approved on a yearly basis. All general receipts and disbursements that affect the daily operation of the church are part of Fund 1. (Income is part of this category. The following is not a comprehensive list of expenses.)

Examples:

Maintenance Supplies

Utilities

Service Contracts

Salaries

Board and Committee Needs Expenses for Properties

Fund 2

This fund is the special purpose fund. Monies in this fund are received specifically for special accounts. Balances in these funds may continue from year to year. (This is not a comprehensive list of examples.)

Examples:

Reception Committee

Nut Sale

Fellowship and Arts

Youth Room World Hunger

Disaster

Habit for Humanity Kentland Project Fund

Pastor Miscellaneous Benevolence

Flowers

Fund 3

This is a restricted fund. Monies received for the accounts are used for major improvements to the Church. Church Council and the Administrative Board oversee the parameters and distribution of monies in this Fund. (This is not a comprehensive list of examples.)

Examples:

Property and Maintenance

Memorials

Student Loans

Miscellaneous Estates

Endowment Fund:

The Endowment Fund is governed and maintained by the Endowment Committee. These funds are specific and distribution is restricted. Only the interest can be spent.

ENDOWMENT COMMITTEE

ADMINISTRATIVE GUIDELINES

Adopted by Council 8/10/92 Amended Nov. 4, 1992 (#9) Amended Sept. 9, 1996 (#4) Amended and Approved May 14, 2007

- a. The portfolio of investments shall be diversified and the Committee shall decide the ratio, expressed as a percentage, between government securities, corporate bonds, preferred stocks, common stocks and ELCA Mission Investment Program. The investment ration should be reviewed periodically and may be changed according to the market and economic conditions.
- b. Action taken by the Committee shall be submitted in letter form to the authorized broker or financial institution. Such letters shall be prepared by the Recording Secretary and signed by the Pastor.
- c. At each regular quarterly meeting a report of the status of the investment account shall be provided by the Financial Secretary. This report should include for each security the following:

No. of shares or Par Value Date acquired Acquisition cost Current market value Estimated annual income Annual yield

- d. Realized income which has been paid shall be allocated annually to the underlying funds in the proportion that the respective funds bear to the aggregate value of all funds managed by this Committee. Investments which have income/losses which are unpaid and/or unrealized would annually have that amount added to or deducted from the principal of the underlying funds in the proportion that the respective funds bear to the aggregate value of all funds managed by this Committee.
- e. Income generated during one year is not available for distribution until the following year.
- f. The minimum for a restricted endowment is \$10,000.00 either cash or pledge. There would be no distribution until the principal reaches \$10,000.00; all income would have been applied to the principal.
- g. Any amount of money can be given to the General Unrestricted Endowment Fund.

v. 05/2007

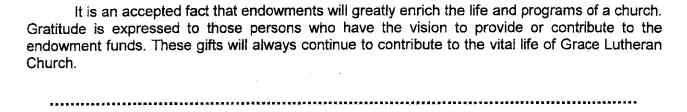
- h. In the General Unrestricted Endowment Fund the income from the initial gift and future gifts shall be accumulated and added to principal until the principal amounts to \$10,000.00.
- i. Our interpretation of the purpose statement in the resolution regarding the unrestricted endowment fund is:
 - "The purpose is to enable special ministries by Grace Lutheran Church not previously budgeted but approved by the Congregation Council."
- NOTE: "In appreciation for the money loaned to this congregation when it needed money to build, the Endowment Committee will maintain a percentage of its investment portfolio in the Mission Investment Fund of the ELCA."

ENDOWMENT COMMITTEE GUIDELINES

(May 10,2010)

Page 1 of 3

ENDOWMENTS --- LIVING GIFTS



The Endowment Committee established through the Constitution and Bylaws: C13.03 January 24, 1993

PREFACE

Be it further revolved, that a committee to be know as the Endowment Committee (hereinafter "Committee") in hereby established, and the Committee shall be custodian of the Fund. The Committee shall consist of seven persons; senior pastor shall hold one (1) seat on the Committee and shall have voice and vote as any other member of the committee, and the remaining six (6) seats shall be held by active confirmed members of the Church elected thereto. Except as herein limited, the term of each Committee member shall be three (3) years and does not elapse until a successor to the seat is elected. Upon amendment of this resolution by the Congregation Council and approved by the Congregation, the terms of the existing members will be extended one year and the Congregation shall elect two (2) additional members to the Committee for a term of one and a half years. Thereafter, at each annual meeting, the Congregation shall elect the necessary number for a term of three (3) years. No Committee member shall serve more than two consecutive terms unless a successor can not be found within a reasonable period of time. After a lapse of one (1) year former Committee members may be re-elected. The Chairperson of the Committee may elect to continue to serve as chair providing the remaining Committee members choose to reelect the chair, therefore, negating the two consecutive terms. The President of the Congregation Council shall be an advisory member of the Committee. The Congregation Council shall nominate members of the Congregation for election to the Committee and report these nominations at each annual or special Congregation meeting. In the event of a vacancy on the Committee, the Congregation Council shall appoint an eligible member of the Congregation to fill the vacancy until the next annual or special meeting of the Congregation, at which time the Congregation shall elect a member to fulfill the term of the vacancy.

ADMINISTRATIVE GUIDELINE

Adopted by Endowment Committee August 17, 2000 Adopted by Council September 11, 2000

- 1. The portfolio of investments shall be diversified and the Committee shall decide the percentage in whole of in part, between mutual funds, government securities, stocks, bonds, cash, ELCA Endowment Fund Pooled Trust-Fund A, and ELCA Mission Investment Program. The investments should be reviewed quarterly and may be changed accordingly to meet the goals and objectives of the Committee.
- 2. Action taken by the Committee shall be submitted in letterform to the appropriate financial institution. Such letters shall be prepared by the Committee's Treasurer and signed by two members of the Endowment Committee.

3. At each regular quarterly meeting the Treasurer (member of the Committee and appointed by the Committee) shall provide a report of the status of the investments. This report should include the following:

Current Investments

Investment Income

Endowment Funds

Fund Income and Expenditures Report for each Fund under the control of the Committee

- 4. All income to be distributed shall be allocated annually, to the active funds of record, the percentage of each funds value to the total value of all funds managed by the committee. Income generated during one year is not available for distribution until the following year.
- 5. The minimum for establishing a restricted endowment is \$10,000, either cash or pledge. There will be no distribution of income until the fund reaches \$10,000 and all earnings during that period shall be applied to the principal until the fund reaches \$10,000.
- 6. Any amount of money can be given to an established restricted endowment.
- 7. In appreciation for the money loaned to this Congregation when it needed money to build, the Endowment Committee will maintain a percentage of its investment portfolio in the Mission Investment Fund of the ELCA.
- 8. A summary report of the Endowment Funds shall be given at the annual January Congregation meeting. The report will include the cost of the funds, interest accrued, and the current balance of the funds as close as possible to the end of the calendar year reported.

ENDOWMENT FUNDS: NAMES AND DESCRIPTIONS

Abridge Edition (Unabridged Information on each Endowment Fund is on File in Office)

Ashway Family Endowment Fund

Income from this fund provides support and further the missions of the Lutheran Camping Corporation, The Lutheran Theological Seminary at Gettysburg, Pennsylvania and the Tressler Wilderness Center (in care of Diakon Lutheran Services).

Council Endowment Fund

Income from this fund provides to further the church goals; enable parish programs and ministries that would not otherwise be possible; meeting pressing unbudgeted parish needs; meeting pressing needs of community program in which the congregation is directly involved; and provides grants to member youth who work at our church camps.

Ellen M. Neal Endowment Fund

Income from this fund provides subsidies for outreach programs as needs arise. As cited by C. Arthur Neal, husband and pastor of Grace Evangelical Lutheran Church, the purpose is to help in the ministry of outreach. The fund is not to be used to alleviate the responsibilities for the benevolence that the congregation commits itself to as specific obligations.

General Endowment Fund

Income from this fund provides to improve the mission of the Church and finance the church's general outreach including the welfare of the Congregation. No fund shall be used for the annual routine operating budget of the Church, except in cases of extreme emergency. The intent is to provide for special ministry not previously budgeted as approved by the Congregation Council.

Grounds Fund

Income from this fund provides for the future beautification and maintenance of the grounds of the Church.

Hoff Music Endowment Fund

The income from this fund provides for the enhancement of music and worship in the congregation. The following are listed as purposes: lessons for gifted music pre-college students unable to afford their own musical education; acquisition of special choral music over and above that budgeted; use of professional musicians to supplement Church music on special events; establish a Fund sponsored Concert Series using professional musicians and any profits to be reinvested in the Fund; repair or replace Church instruments including bells if sever financial conditions exist (... under no circumstances shall the Fund be used for purchase of a new organ.); use of brass instruments in the steeple on Christmas Eve; and any other purpose in connection with the music ministry that the Fund Committee deems appropriate.

Latsha Family Endowment Fund

Income from this fund provides to further enhance ministry of children and youth ministry of our congregation.

Scholarship Fund

Income from this fund provides scholarship to students for whom tangible encouragement would be uniquely beneficial as they continue education beyond the school level. (For example: returning to school due to a change in life circumstances or life values; those physically challenged; those who have had to overcome a serious challenge, loss or discouragement.)

Unnamed Fund No. 1 (Name requested not to be used)

Specific restrictions on this fund will be announced at a later date.

HOW FUNDS ARE ACCESSED

Guiding Principles:

- 1. Only the interest of a fund may be spent and the principal may never be touched.
- 2. If the interest is not spent, the interest accumulates to the following year and remains available for future expenditures.
- 3. The Funds are *restricted* where any disbursements must be in accordance with the terms of the established principles of the fund.
- The Endowment Committee meets quarterly to discuss the status of the funds and to act on any requests for disbursements.
- 5. Written requests for disbursement must be made to the Endowment Committee. The Endowment Committee reviews the request and if the request meets the requirements of the fund, disbursement is made at the regularly scheduled meeting.

Definitions:

The Endowment Funds are restricted as to the purpose.

The interest generated from the fund can only be spent.

Name of Endowment Funds:

Ashway Family Endowment Fund

Camp Counselor Scholarship Fund

Congregation Council Endowment Fund

Income from this fund is distributed by the Council to further the annual goals, enable parish programs and ministries that would not otherwise be possible, meeting pressing unbudgeted parish needs, and meet pressing needs of community programs in which the congregation is directly involved.

Ellen M. Neal Endowment Fund

The income from this endowment provides for additional outreach of compassion by the congregation. Application for grants should be made on the appropriate form to the Endowment Committee.

Grace Lutheran Endowment Fund

Income from this fund is used to enable special ministry by Grace Lutheran Church not previously budgeted, as approved by the Church Council. Application for grants should be made on the appropriate forms to the Endowment Committee.

Grace Lutheran Scholarship Fund

Income from this fund is used to provide scholarship to members for whom tangible encouragement would be uniquely beneficial as they continue education beyond high school level. Application for scholarship should be made to the Executive Committee.

Grounds Improvement Endowment Fund - Kuntland Fund

Latsha Family Endowment for Children and Youth Ministry

Richard and Nancy Hoff Music Endowment Fund

The income from this endowment provides for the enhancement of music and worship in the congregation. Contact the Worship and Music Board for more information.

Unnamed Fund No. 1

(September 2009)

Purchases are defined as goods and/or services for the needs and/or improvement of the church.

- 1. Purchases of \$300 or less may be made at the discretion of the Pastor and Business Manager. Others requesting funds need to consult the business office and these Guidelines before making purchases.
- All purchases, service contracts or agreements in excess of \$300 must be approved as follows:
 - a. All purchases between \$300 and \$3,000 may be made with the approval of the Executive Committee. Multiple competitive quotes are recommended for items under \$1,000 and are required for goods and/or services over \$1,000.
 - b. All purchases over \$3,000 must be approved by Council prior to delivery thereof.

Jackson J. Carlo May

- c. The Business Manager must be consulted to determine the evailability and source(s) of funding.
- d. Request for quotes/bids needs to be accurate and complete for consistency to present to vendors.
- e. The Business Manager shall receive a copy of the request for quotes/bids as well as copies of all quotes/bids received. The successful bid shall be kept on file in the business office permanently and the unsuccessful bids discarded after 3 years.
- f. Quotes/bids are to be reviewed by the person/board requesting the quotes/bids, the Business Manager and the Executive Committee before being presented to Council for consideration.
- Work is to be awarded to the lowest reasonable bidder with consideration given to the person(s) or company(s) affiliated with the church and/or the surrounding community.
- 4. All necessary insurance coverages are to be verified with a certificate of insurance prior to the start or work.
- 5. The Business Manager will follow-up on all items. The successful guote/bid will be notified by letter or email and with a recommended date for delivery or performance of service. The unsuccessful vendors are to be notified by mail or email.
- Jobs requiring outside sources need to have a person assigned to validate that the work performed is satisfactory.
- 7. Emergency expenditures may be made at the discretion of the Pastor and Business Manager with notification to Council.

* excludes precil affice Supplies + Utilities

PERSONNEL POLICY - GUIDELINES

(Approved by Council 04/14/2014; last updated by Council 11/14/2016)

The document rescinds any and all prior policies and/or practices.

Preface

- a. The Church, through the Council, reserves the right to change, modify, delete and/or alter the Personnel Policy Guidelines for its employees. There might be a unique occasions when it is not practical or in the best interest for the Church to strictly follow the Personnel Policy Guidelines. Therefore Council has the right to handle personnel situations when it deems it necessary and appropriate.
- b. Nothing in this policy creates the right of an employee to continuing employment. Employment with the Church is at will and may be terminated at any time, with or without advanced notice, for any lawful reason, with or without cause.
- c. All employees are to sign a separate form acknowledging receipt of the Personnel Policy Guidelines and that they have read and understood its contents.

Table of Contents

Absences and Tardiness Administration Amendments **Background Check** Continuing Education Compensation / Pay Days Compliance **Definition of Terms Disciplinary Action and Termination Dispute Resolution Employees Classification Equal Employment Opportunity Inclement Weather** In-Service Death Benefit Job Descriptions **Lunch Period** Staff Meetings **Maintenance of Personnel Records Over Time Pay**

Paid Holidays Paid Time Off and Leave of Absence **Family Leave** Paid Time Off Calculation Guidelines Performance Evaluations **Probationary Period** Recruitment for Employment Reimbursement of Expenses Resignation Retirement Rights of Employees Scope of Personnel Policy Guidelines Sexual Harassment, Misconduct, / **Hostile Environment** Social Security Coverage Substance Abuse / Alcohol **Workers Compensation Insurance Ethics Policy**

Absences and Tardiness

- a. Absences or tardiness may be unavoidable at times. Excessive absenteeism and/or tardiness will result in: 1) verbal warning, 2) written reprimand, 3) disciplinary action up to and including termination of employment.
- b. If an employee is going to be late or absent, he or she or their designee shall inform the employee's supervisor prior to the normal starting time. If circumstances prevent reporting off prior to the start time, the employee or his/her designee should call off as soon as possible.

Administration

- a. The administrative officer acting on behalf of the Council shall be the Senior Pastor.
- b. The Personnel Committee shall be appointed jointly by the President and Pastor annually.

 In the absence of a committee, its duties shall be fulfilled by the Executive Committee of Council. The Senior Pastor shall be an ex-officio member of the Personnel Committee.

Amendments

Amendments to the Personnel Policy Guidelines shall be made by the Council as needed and/or upon recommendations of the Personnel Committee.

Background Check

An employee is required to complete all of the background checks that are in existence at the time of employment (such as PA Child Abuse Clearance, State Police Criminal Check, prior employers check) and renewed on the appropriate date.

Continuing Education

A salaried employee may request reimbursement for the cost, subject to council policy limits, of job related continuing education. Such a request must be addressed in writing to the senior pastor and shall include the following:

- date(s) of the educational opportunity
- the provider and location of the opportunity
- estimated cost including registration, transportation, meals/per diem, lodging, course material and supplies and any other cost to be incurred
- program details and content
- detailed description of how the educational opportunity will benefit Grace

The request shall be submitted to the senior pastor no later than 60 days prior to the commencement of the educational opportunity.

The senior pastor shall forward the continuing education reimbursement request to the council president with a recommendation of approval or disapproval and appropriate justification for that recommendation. If more information is required, the senior pastor will request the salaried employee provide it. The senior pastor's recommendation should be forwarded to the council president no later than 45 days prior to the commencement of the educational undertaking.

Church council will review the request for job relevancy, the benefits to Grace, council budget for continuing education, the senior pastor's recommendation, council policy limits, employee performance and longevity and render a decision. Approval is at the sole discretion of council.

Upon completion of an approved continuing educational opportunity, the employee shall provide a written report to the senior pastor and to the council president and confirmation of successful completion. Reimbursement, consistent with council approval, will be provided at that time.

A salaried employee is eligible annually, subject to council budget and approval, for reimbursement for job related continuing education. Again, approval is at the sole discretion of council. The senior pastor is also eligible for reimbursement for job related continuing education subject to this policy. The senior pastor shall submit their request to the council president no later than 45 days prior to the commencement of the educational opportunity.

Compensation / Pay Days

- Compensation rate shall be determined at the time of employment and in accordance with the congregational operating budget.
- b. Salary increases may or may not be given for a particular calendar year. The Performance Evaluation and Salary Recommendation policy (Adopted October 12, 2009) provide the guidelines for salary increases. Conditions are also noted in the Personnel Register where salaries below or above the guidelines are addressed.
- c. Pay periods for all employees shall be every two weeks. Compensation shall be made via direct deposit.
- d. There is no compensatory time or payment.
- e. Under very unique circumstances, the Council has the right to temporarily issue additional compensation. Conditions for additional compensation are to be identified in terms of the need, scope of time required and a termination date. (See Over Time Pay)
- f. Years of employment are measured from the first day of employment with Grace.

g. "Work day" shall be defined as the average number of hours worked per day over the previous 5 pay periods. Hours of work shall be determined by the Senior Pastor.

Compliance

The Personnel Policy Guidelines are intended to be in compliance with the Constitution and Bylaws of the Church.

Definition of Terms

- a. The term "employee" shall apply to any person employed by the Council to perform services on an established salary or hourly basis.
- b. The term "employer" shall mean the Council.
- c. The term "immediate family" refers to mother, father, brother, sister, husband, wife, children, grandmother, grandfather, mother-in law, father in-law, brother in-law, sister in-law, grandchildren, or any member of the family who at the time of death, lived in the same household as the employee.
- d. The term "near relative" shall mean first cousin, aunt, uncle, niece, and nephew.

Disciplinary Action and Termination of Employees

- a. The service of an employee may be terminated by the Senior Pastor_upon recommendation from the Personnel Committee and/or Council. The Personnel Committee must be informed when any actions are taken. The initial step is through the supervisor with the following sequence:
 - 1. Verbal reprimand.
 - 2. Written reprimand.
 - 3. Separation from employment.

Progressive discipline may not be followed in more serious work violations.

b. The Council and/or Pastor must notify the appropriate local, state, and federal authorities, depending upon the nature of the situation or if a crime is committed.

Dispute Resolution Procedure

- a. Employees should have an opportunity to present their work-related complaints and to appeal a supervisory decision through a dispute resolution procedure. The Personnel Committee will attempt to resolve promptly all disputes and that are appropriate for handling under this policy.
- b. An "appropriate" dispute is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related issue. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints.
- c. In the event an employee has an appropriate dispute, he or she is entitled to take the following steps:

 A written recording of all happenings is required.
 - Discuss the matter in private with the immediate supervisor and the Senior Pastor. Every effort should be made to resolve the matter at this stage in the process. The Personnel Committee should be informed of any complaints that have been lodged.
 - 2. If the matter is not resolved in the first step of the dispute resolution procedure, the employee may take the dispute to the Personnel Committee within 10 calendar days. The Personnel Committee will then make a recommendation to Council.
- d. Although the dispute resolution procedure has a maximum of two steps, disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, does not file a timely appeal, or exhausts the steps of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.

Employee Classifications

- a. Employees are classified as salaried or hourly employees. Contracts, at the time of employment, state the classification of the job along with the any benefits that are in existence at the time of employment.
- b. For clarity, the employment of the Senior Pastor is considered full time employment. This salaried position shall constitute a minimum of 40 hours or more per week and for 12 consecutive months. Specific salary and benefits (recommended by the Synod) may be exceeded by the Council and enumerated in the contract agreement.

Equal Employment Opportunity / Non-Discrimination

- a. The Church is an equal opportunity employer. It is the policy of the Council to employ, and assign each individual on the basis of his or her own merit without regard to sex, race, country of origin, ethnic background, religious creed, age, sexual orientation, disability, or any other unlawful factor. This commitment to equal treatment applies to all aspects of employment.
- b. If an employee believes they have experienced a violation of the Council's equal employment opportunity policy/ non-discrimination, they should report this immediately to the Personnel Committee for prompt investigation and recommendation to the Council for resolution. A written report shall be maintained.

Inclement Weather

- a. The decision to close the church facilities due to weather, emergencies, or disasters shall be the decision of the Senior Pastor or, in his/her absence, the Office Manager. If the office is closed due to weather, emergencies, or disasters, the staff who normally would have worked on that day will make up hours and/or work missed, at the discretion of the Senior Pastor. If the office remains open during bad weather, emergencies or disasters and an employee can not come to work, he or she will not be paid for that day.
- b. If the employee wishes to use paid time off in order not to lose pay for that day, he or she may do so. Attendance on days when the office remains open during inclement weather should be a matter of the employee's individual judgment based on his or her evaluation of safety and risk of travel on roadways.
- c. A message will be put on the office answering machine and the website stating the office will be closed. A phone chain should be implemented by the Office Manager to notify employees that the church is closed.

In Service Death Benefit

In the event of the death of an employee, a payment to the surviving spouse or children will be given at the discretion of Council.

Job Descriptions

The Personnel Committee, in consultation with the Senior Pastor, is responsible for creating and updating employee job descriptions. Each description shall within reason accurately describe the responsibilities or duties of the position. This shall also include, but not be limited to: objectives, specifications or statement of the various duties of the positions; recommended background or experience needed for the position; and the immediate supervisor of the position.

Lunch Period

- a. The lunch period shall not exceed one half-hour. The lunch period is not compensated.
- b. Lunch periods can be adjusted when the situation warrants accommodating the employee and the employer schedules.

Staff Meetings

- All office staff are required to attend staff meetings called by the Senior Pastor during normal office hours
- b. The staff meeting will be compensated time for hourly employees.

Maintenance of Personnel Records

The Office Manager shall maintain personnel records in the form of an individual file for each employee. The contents of the file shall include the application for employment, background check (if appropriate), attendance record, performance evaluations, and any other pertinent documents. Due to the confidential nature of these records, they shall be kept in the office under adequate security. Employees are extended the right of access to their own personnel files upon written request to the Office Manager.

Over Time Pay

- a. There is no over time, accumulated or compensatory time/pay available.
- b. Salaried employees, in the event of an unusual project or circumstance, the Council, prior to the fact, may grant additional compensation for a specific task that must be performed. (See Compensation)
- c. Hourly employees should not be required to work more than 40 hours per week. If an unforeseen circumstance arises that requires the employee to work overtime, the overtime must be approved in advance by the employee's supervisor and Council President. Pay will be in accordance with the Fair Labor Standards Act.

Paid Holidays

a. Nine holidays per year shall be observed as listed:

New Years Day
Martin Luther King, Jr. Day (Monday observation)
The Day after Easter
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Day
The Day after Christmas

- b. Salaried employees shall receive pay for all holidays. Hourly employees will only receive pay for those holidays that occur on days when they are scheduled to work.
- c. Holidays that fall on a non-working day will be observed in the following manner: Sunday holidays will be observed on the following Monday.

Paid Time Off and Leave of Absence

- a. Grace believes it is necessary and healthy for employees to schedule time away from work each year for rest, recreation, and relaxation. To provide for such absence, we provide paid time off for all employees. Employees are encouraged to use their full allotment of paid time off each year.
- b. Employees are permitted paid time off to be used as the employee's discretion (vacation, day of illness, medical, etc.). The paid time off shall accrue on a per pay basis from the first of the calendar year until the end of the year with the ability to carry over not to exceed more than ten days of unused time off to the next calendar year.
- c. Paid time off may be taken with the approval of the supervisor at any time subject to the demands of the work schedule.
- d. Salaried and hourly employees shall be granted an unpaid leave of absence for justifiable reasons at the recommendation of the Senior Pastor in consultation with Personnel Committee. If the leave period exceeds two weeks, the approval of the Council is required.
- e. In the event of a death in the immediate family, salaried employee shall be allowed leave with pay not to exceed five working days. For near relatives, a one-day leave of absence with pay shall be granted. Hourly employees will also be paid for hours they would have normally worked as mentioned above. The Senior Pastor may also grant two additional unpaid days for out-of-town travel associated with a funeral.

- f. An employee required to serve on a jury shall be entitled to leave. During the period of such service, the employee shall be entitled to compensation. Hourly employees called for jury duty during hours they would have been scheduled to work will be compensated for the hours missed. An employee shall report promptly such absences from work to his or her supervisor when the employee receives notice of impending jury duty.
- g. Additional time off due to a unique circumstance (prolonged illness, pregnancy, etc) may be considered when the employee provides the request to Council the Senior Pastor. If a leave is granted, in order to return to work, a certificate from a physician is needed if the time off is for medical reasons.

Family Leave

With Council approval, an employee may receive up to four consecutive weeks of paid maternity/paternity or adoptive leave. Such paid leave must be substituted for unpaid leave available under the Family and Medical Leave Act (FMLA) to the extent the employee is eligible for FMLA leave. The leave is for the parenting of a newly born or newly adopted child. To be eligible for paid maternity/paternity leave or adoptive leave, the employee must have completed six consecutive months of full time or part time employment with Grace. Approved paid leave for part time employees shall be prorated based on a forty-hour work week. The request for paid maternity/paternity or adoptive leave should be made in writing to the senior pastor who will then forward the request to the council president, including a recommendation with appropriate supporting rationale.

If an expectant mother's physician determines it medically necessary for her to stop working prior to the anticipated delivery date, she may use accumulated sick and/or vacation leave during the absence. A new mother may also use accrued sick leave before using approved paid maternity leave. A new father may use accrued sick leave, to a maximum of four weeks, while the child or new mother requires his care.

Any approved paid adoptive leave begins on the date of the child's adoptive placement.

Paid Time Off Calculation Guidelines

- a. A contract agreement made between the Council and the employee prior to this policy shall not be superseded unless both parties agree to the change.
- b. Each salaried and hourly employee, except for Rostered Leaders, at the start of each calendar year, will be granted two (2) paid non-accumulating personal days off per year to be used at their discretion.
- c. The following guidelines are recommended to apply to salaried and hourly employees, except for Rostered Leaders of the Church:

After 90 day probationary period of employment, paid time off equivalent to 2 work weeks. After 5 years of service, paid time off equivalent to 3 work weeks. After 10 years of service, paid time off equivalent to 4 work weeks. Written Employment Agreements supersede this policy.

	Normal Start Time	Normal End Time	Normal Lunch Time	# Hours Worked
Sun				
Mon	7:30	14:30	0:30	6.50
Tue	7:30	14:30	0:30	6.50
Wed	7:30	14:30	0:30	6.50
Thu	7:30	14:30	0:30	6.50
Fri	0:00	0:00	0:00	0.00
Sat				

USE SECT	ION TO DETERMI	NE AVERAGE PTO	HOURS ACCRUE	D PER PAY
PTO Weeks Per Year Allowance	PTO Days Per Year Allowance (PTO Weeks Per Year Allowance X Days Worked Per Week From Above)	PTO Hours Per Year Allowance (PTO Days Per Year Allowance X Ave Work Hrs Per Day From Above)	# Pays Per Year	PTO Hrs Per Pay Accured (PTO Hours Per Year Allowance / # Pays Per Year)
2.00	8.00	52.00	26.00	2.00

	USE SECTION	TO DETERMINE P	TO TIER DATES	
	Tier 1	Tier 2	Tier 3	,
Start Date	0.00	60,00	120.00	
11/04/13	11/04/13	11/04/18	11/04/28	No. of the American

Performance Evaluation

- The Senior Pastor and Office Manager shall annually evaluate the performance of all employees who are under his or her direct supervisory responsibility as stated in each employee's job description. The evaluations are to be completed prior to September and submitted to the Personnel Committee for review. The Senior Pastor's evaluation shall be completed by the Executive Committee including the past President who served prior to September.
- b. Employee and supervisor will jointly complete the evaluation. In the event of an impasse from the employee who is supervised by the Office Manager, the Senior Pastor will mediate any unresolved issues. Unresolved issues involving employees who are supervised by the Senior Pastor, the Personnel Committee will mediate what is in question.
- c. It is an appropriate practice for a supervisor to conduct an informal review of: job performance, establish goals, and to seek ways for improvement periodically throughout the year.

Probationary Period

An employee new to a position shall be employed with the understanding that the first three months (calendar months) will be considered a probationary period. The employee will receive an interim evaluation at the end of the first 45 days (calendar days) of the probationary period.

Should the work of the employee prove unsatisfactory at any time during this period, said employee may have his/her probationary period extended or he/she may be discharged by the Council upon the recommendation of the Personnel Committee or the Senior Pastor.

Recruitment for Employment

The document, "Vacancy Filled Procedures" describes the procedure to follow. (Adopted April 20, 2009)

Reimbursement of Expenses

- Reimbursement shall be for all employees who are required to use their personal vehicle in the
 performance of their duties. Reimbursement shall be at the IRS established cost per mile rate.
 Mileage may be capped for employees as per budget.
- b. An expense voucher must be completed to verify date, purpose or place and mileage in order for expensed to be reimbursed.

Resignation

Employees are expected to give at least two weeks notice before separation. The Council will act on the resignation at the next regularly scheduled meeting. The Personnel Committee shall conduct an exit interview during that two-week period.

Retirement

- a. Retirement policy for the Senior Pastor shall be in terms of the Synod program and/or contract. In addition, the following incentive in Item b. shall also be applicable.
- b. Retirement incentive for all other employees age 65 or older or through unique circumstance may be paid a stipend at the discretion of the Council.

Rights of Employees

No rights or privileges shall accrue to any employee by reason of these Personnel Policy Guidelines which in any way limit or restrict the authority of the Council to make amendments, corrections, additions, or deletions to these personnel policies and the effective application to all employees. In the event an employee's contract, signed at the time of employment becomes in conflict, the Council has the right to negotiate a new Contract.

Scope of Personnel Policy Guidelines

The Personnel Policy Guidelines shall be applicable to all employees.

Sexual Harassment, Misconduct or Hostile Environment

- a. Sexual Harassment, Misconduct or Hostile Environment is defined as any verbal or physical conduct where any employee or volunteer that harasses, disrupts, or interferes with another's work performance or that creates an intimidating, offensive, or hostile environment. No form of harassment will be tolerated.
- b. All employees share responsibility for keeping the workplace free of any form of harassment. This shall include, but not limited to: threats or insinuations, sexual advances, unwanted physical contact or conduct of any kind, sexual flirtations, touching, advances, or propositions, verbal harassment, lewd comments, sexual jokes or references, offensive personal references, suggestive comments about an individual's personal appearance, the display of any demeaning, insulting, intimidating, or sexually suggestive objects, pictures, or photographs and demeaning, insulting, intimidating, or sexually suggestive written, recorded, or electronically transmitted messages.
- c. Any employee who believes that another employee's or volunteer's actions or words constitute an unwelcome case of sexual harassment or misconduct shall report the case of the incident to the Personnel Committee. All complaints will be investigated promptly in an impartial and confidential manner. Employees are required to cooperate in any investigation. The Personnel Committee may choose to involve the Council President.
- d. Any employee who is found to have violated the harassment policy will be subject to disciplinary action, up to and including termination. All employees are prohibited from any form of retaliation against employees for bringing complaints or providing information. If an investigation of a complaint

shows that the complaint or information was false, the employee who made the complaint or provided the false information will be subject to disciplinary action, up to and including termination.

Social Security Coverage

The employer and employee shall make contributions as required under the Social Security Act.

Substance Abuse / Alcohol

Violation of the Substance Abuse / Alcohol policy may result in immediate termination of employment. Employees are strictly prohibited from the following:

- a. Using, possessing, selling, purchasing, transferring, distributing, making, transporting, trafficking in, being under the influence of, or having in their possession, custody or control illegal drugs or paraphernalia or alcohol while on church business;
- b. Misusing or abusing a legally or illegal drug or alcohol while conducting church business on or off church property;
- Being under the influence of substance abuse or alcohol while conducting church business:
- d. Arrest for any on-the-job or off-the-job conduct involving any violation may result in termination of employment, based on an assessment of all the circumstances involved.

Workers Compensation Insurance

All employees are covered under Workers Compensation. Employees are required to immediately report any injury (whether personal, to a member or to a guest) to the Office Manager regardless of how minor the injury or whether or not medical attention is deemed appropriate. A complete written report of the accident must be completed detailing the time and circumstances of the accident.

ETHICS POLICY Employee Operational Ethics Policy

The Employee Operational Ethics Policy applies to all employees of this congregation in matters relating to the performance of their duties and responsibilities.

All funds and property received and administered by this congregation are entrusted to this congregation by God through the faithful financial support of congregational members and friends. The highest degree of stewardship and fiduciary responsibility is expected of all employees, including the receiving, reporting, and use of funds, property, and time. Employees are responsible for complying with laws, regulations, congregation, synod and churchwide policies and procedures.

Standards of Ethical Conduct

- A. Duty of Loyalty. Each employee is responsible for acting in the best interests of this congregation. These responsibilities are set forth below.
- B. Conflicts of interest. All employees shall avoid conflicts of interest, potential conflicts of interest, and situations that give the appearance of conflicts of interest.
- 1. Conflict of interest means any situation in which the employee may be influenced or appear to be influenced in decision-making or business dealings by any motive or desire for personal advantage other than the success and well-being of this congregation. Personal advantage means a financial interest or some other personal interest, whether present or potential, whether direct or indirect. This standard applies to both actual and contemplated transactions. When in doubt, the employee is to assume there might be a conflict.
- All present and potential conflicts of interest issues must be disclosed. If the conflict is known in advance of any meeting, business transaction, contract, or other activity at which issues may be discussed or on which the issues may have a bearing on the employee's approach, whether directly or indirectly, it shall be disclosed ahead of time. If the conflict is not known in advance, it shall be disclosed when the actual or potential conflict becomes apparent. Disclosure is to be made in writing to the Personnel Chairperson.
- 3. All employees are likewise to disclose, in writing, matters and relationships that have the potential for giving rise to the appearance of a conflict in business dealings with this congregation. Examples include, but are not limited to, financial interests and/or leadership roles with vendors and other organizations doing business with this congregation. The Senior Pastor in consultation with the personnel committee will evaluate disclosures and determine the appropriate action to be taken. Business dealings with friends and family are particularly sensitive and are to be disclosed and carefully evaluated because of the potential for

inferences of tangible or intangible personal advantage and the appearance of impropriety. C. Confidentiality. Employees shall not disclose information about this congregation that is not known outside of this congregation or is not known by public means.

D. Duty of Care. The duty of care and obligation of good stewardship requires all employees to act first in the best interests of this congregation. All employees shall exercise reasonable efforts to inform themselves of the mission and ministry of this congregation and the ELCA.

E. Transactions and Reporting. Each employee has a duty to prepare, process, maintain and report complete, accurate, and timely records pertaining to their role, including, but not limited to, journal entries, expense reports, disbursement requests, and payroll transactions. This also includes safeguarding all physical, financial, informational, and other congregational assets. In addition, no undisclosed or unrecorded fund or asset will be established, and no artificial or false entries will be made in the financial or other records of this congregation. The use of this congregation's funds for any unauthorized or unlawful purpose is prohibited.

F. Duty to Report and No Retaliation for Making a Report. Employees have a duty to report all breaches of this policy or suspected breaches of this policy or the appearance or the possibility of breaches of this policy, including misconduct, fraudulent transactions, errors related to overpayments, or any other impropriety, whether by themselves or by others to the Senior Pastor, the Personnel Chairperson, and/or the Council President. Reports also may be made anonymously. Anyone, including any employee, who receives a report under this policy should notify either the Senior Pastor, the Personnel Chairperson, and/or the Council President. Verbal reports should be put in writing. Anyone making a report should take care to be factual and objective. There will be no retaliation for good faith reports or participation in an investigation. Anyone who retaliates against a person who has made a good faith report under this policy is subject to discipline up to and including termination of employment. The Audit Committee should be notified and consulted regarding reports and investigations under this policy.

G. Violations. Violation or noncompliance may result in discipline, including possible termination.

Signature of Employee

Printed Full Name		

Internship Costs - 18 months

	e (VIII) de l'estre d'al de l'estre de l'est	SEATON THE CONTRACT OF THE CON	
	36,100.06	1,904.2 \$	\$ 5/01/01
	1,980.0	110.0 \$	mileage reimbursement for work related travel @ IRS rate: estimated \$
\	0	0	health insurance
updated	350 325 one-time fee updated		Community life fee
- waived	500 one-time fee- waived		Travel pool fee
-	1,000 one-time fee		Administrative Fee
J	2,295.00	127.5 \$	Social Security Allowance 7.65% \$
	10,800.0	600.0 \$	Housing Allowance \$
	19,200.06	1,066.67 \$	Stipend (set by ELCA presidents) \$
	total over 18 months	regular monthly costs	

United Lutheran Seminary Campuses in Gettysburg and Philadelphia

INTERNSHIP AGREEMENT - 2017-2018

It is agreed by the undersigned parties to this internship that they will abide by the <u>Manual for Internship</u> as set forth by Gettysburg Seminary. The following specific conditions are accepted.

St	udent: Molly Haggerty-Brewster
. C c	ongregation: Grace Evangelical Lutheran Church Synod: Lower Susquehanna (8D)
A	ddress: 1610 Carlisle Rd Camp Hill, PA 17011 Supervisor: Rev. D. Evan Houck
St	aff Supervisor; Rev. Virginia Cover Church Phone: (717) 737-0439
Pe	eriod of Internship: From: September 5, 2017 - March 31, 2019 Excluding the month of January 2018
Te	erms of Internship: average of 30 hours per week, equivalent to 9 credits
In	ternship Costs:
(1	Educational Stipend (ELCA Standard Amount-\$19,200 per year): \$1,600,00/per-month \$1066.67/mo. Car Allowance (.535 cents per mile) actual mileage reimbursement Fravel Pool (\$500.00 annually, standard amount) waived (Exception: Concurrent internships) Housing/utilities providedyes _X_no If "no," housing/utilities allowance \$600/mo.
Å	Administrative fee: \$1,000.00 annually: paid \$500 fall semester; \$500 spring semester
, ()	Congregation is responsible for employer's share; \$2,110-2,400 approx
<u>ci</u> <u>Si</u> Si Si	there could be costs involved with cluster meetings depending on which region you are and which ELCA Seminary oversees the suster meetings in your region. Normally there are no additional cluster fees for sites in Region 7 & 8 pecial duties or considerations: Supervising Pastor Date Intern Date B/1/17 Congreg. Rep. Date Date Date Date Date Date Date Date
** ** **	The Congregation is responsible for employer's share of social security. Student must pay income tax on his/her income. It is understood and accepted that the authority of the pastor-supervisor is recognized by the Seminary and student. No part of the program shall be construed as interfering with responsibility of pastor to and for the congregation, or with the congregation's ministry in the munity. Any change in the terms of this agreement should be by mutual consent and with written notice to all parties involved.
*Ch	ock state 1-10-18 for Fall 2017 fees ring 2018 fees, Check request 2-5-18.
* Sp	ring 2018 fees, Check request 2-5-18.

1610 Carlisle Road Camp Hill, PA 17011

Position:

Support Staff

Reports To:

Senior Pastor

Employment:

Hourly; 20 hrs/week

Hours:

Part - Time

Date Revised:

July 2014

Support Staff is an hourly employee. This person is responsible for assisting the Administrative Assistant with daily functions of the church business operations. Maturity, sensitivity and confidentiality must be maintained as the duties and responsibilities of the job are fulfilled. While being responsible to the Senior Pastor this position requires independent action and self-motivation.

Maintain office hours as established by the Senior Pastor. Maintain a professional office environment, specifically through communications, attitude and appearance. Must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Possess a high school diploma or GED. BA or BS degree preferred.
- 2. Proficient in Microsoft Office Suite including Word, Excel, Outlook and PowerPoint.
- 3. Demonstrates knowledge in accounting / bookkeeping software.
- 4. Demonstrate excellent verbal and written communication skills.
- 5. Demonstrate professional phone etiquette.
- 6. Detail oriented, able to multi-task, and demonstrate organizational skills.
- 7. Dependable and reliable (required to work a flexible schedule).
- 8. Required to interact with church staff and congregation in a professional, positive and courteous manner.

- 1. Provide administrative support to the Administrative Assistant and the Pastors.
- 2. Download, prepare, proof and print the special service bulletins, including funerals, weddings and some holy week services; other additional services as needed.

- 3. Complete certificates for baptisms, weddings, confirmations, and first communions with Administrative Assistant.
- 4. Answer the church office phone, church office email, and greet and welcome guests to the church office.
- 5. Document all job procedures.
- 6. Create and maintain schedules for weekly volunteers including lectors, greeters, communion assistants, ushers, acolytes, etc.
- 7. Ensure prayer requests are passed onto the prayer chain and prayer list.
- 8. Oversee documentation and postings of all accounts.
- 9. Maintain Student Loan and Memorial Fund balances and oversee activity.
- 10. Track memorial donations and send acknowledgments to donors.
- 11. Assist in preparing documentation for audits.
- 12. Assist in preparing financial, synod, and congregational reports.
- 13. Assist in preparing the annual congregational budget.
- 14. Assume responsibility for accounts payable including bills, check processing, mission support payments, portico payments, online bill pay recording, etc. or contributions/deposits (Reconcile food card purchases, Oversee counting teams and balancing church offerings, enter pledges into PowerChurch, Coordinate deposits to the bank in the care of 2 people, Manage Vanco reports and enter into PowerChurch, Prepare and send tri-annual contribution statements, Coordinate membership with envelope numbers and contribution statements) as assigned.

For all tasks:

- 1. Maintain confidentiality and trust. (required to sign a confidentiality agreement)
- 2. Maintain a professional office environment, specifically communications, attitude and appearance.

Perform other duties as needed and assigned by Senior Pastor. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Pastor, some duties may be eliminated and/or added to fit needs of the church. At the discretion of the Senior Pastor, weekly hours may be eliminated and/or added to fit the needs of the church.

Employee Name and Date
Church Representative and Date

1610 Carlisle Road Camp Hill, PA 17011

Position:

Sexton

Reports To:

Senior Pastor

Employment:

Hourly

Hours:

Part - Time, average of 25 hours/week

Date Revised:

July 2014

The Sexton is an hourly employee. This person serves as an assistant staff resource person to the property committee. Maturity, sensitivity and confidentiality must be maintained as the duties and responsibilities of the job are fulfilled. While being responsible to the Senior Pastor this position requires independent action and self-motivation.

Maintain weekly hours as assigned by the Senior Pastor. Maintain a professional environment, specifically through communications, attitude and appearance. Must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Will have a high school diploma or GED.
- 2. Demonstrate professional phone etiquette.
- 3. Detail oriented, able to multi-task, and demonstrate organizational skills.
- 4. Dependable and reliable (flexibility in work schedule).
- 5. Required to interact with church staff, congregation, other business partners and institutional representatives in a professional, positive and courteous manner
- Required to lift 50 pounds or more and engage in physical activity regularly in line of work.

- 1. Understands the operation of the HVAC systems and cleaning equipment.
- 2. Assumes responsibility for cleaning of church facilities, furniture, and equipment.
- 3. Assumes responsibility for minor maintenance and repair work in consultation with the Property Board.
- 4. Remove all trash and set out for pick up on assigned pick up days.

5. Assumes responsibility for furniture arrangements and provision of requested equipment (audio/visual, etc) for groups using church and Kentland facilities. Oversee proper use of the church van.

6. Provide set-up and clean-up for church use events, under direction of Administrative Assistant and/or Pastor, including community meals, weddings, funerals, and outside groups that use the facilities.

7. Sort bread for community meals and transport shared items to Calvary United Methodist Church as needed.

8. Assumes responsibility for reporting needed custodial supplies to Administrative Assistant and stocking supplies.

9. Completes other duties as assigned.

10. Provide coverage for weddings, funerals, special events, and snow removal as required; if requested to work but unavailable for event, provide a substitute sexton for this specific duty.

11. Assist in stocking community meal supplies as needed.

12. Oversee Kentland care, including cleaning on weeks it will be rented and performing a check after it has been rented, removing trash weekly, and performing a security check weekly, check chlorination monthly, check supplies and report order with Administrative Assistant.

Perform other duties as needed and assigned by Administrative Assistant and/or Pastors. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Paster, some duties may be eliminated and/or added to fit needs of the church. At discretion of the Senior Pastor, weekly hours may be eliminated and/or added to fit the needs of the church.

Employee Name and Date	
Church Representative and Date	

1610 Carlisle Road Camp Hill, PA 17011

Position:

Assistant Pastor

Reports To:

Senior Pastor

Employment:

Salaried

Hours:

Part - Time

Date Revised:

May 2015

The Assistant Pastor is a salaried employee that is expected to work approximately 20 hours per week. This person is responsible for assisting the Senior Pastor and congregational leadership with various ministries as outlined below.

The Assistant Pastor must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Will have a high school diploma or GED. BA or BS degree preferred.
- On good standing on the Ordained Roster of the ELCA.
- 3. Agrees that worship, sacraments, and other pastoral acts shall be conducted in accord with the practices of the ELCA.
- Agrees that no pastoral act shall be arranged without the knowledge and consent of the Senior Pastor.

Duties and Responsibilities:

A. Visitation Ministry

- 1. Provide visitation to Grace shut-ins and coordinate Lay Eucharistic Visitation Ministry so that all shut-ins receive a visitor every month.
- 2. Provide visitation to hospital and other calls two days a week.
- 3. Provide visitation to be eaved and preside at funerals as needed.
- 4. Provide training for Stephen Ministry and coordinate with other trainers in the congregation.
- 5. Initiate a Stephen Ministry program or rotation for Grace and be the ongoing program manger for Stephen Ministry.

B. Worship Leadership

- 1. Provide worship leadership on a regular schedule in cooperation with the Senior Pastor.
- 2. Preach and preside in worship once per month at all services.
- 3. Assist in worship planning with the Senior Pastor and coordinate worship resources such as bulletins, prayers, etc. with the office staff.
- 4. Provide a schedule and training sessions (as needed) for Assisting Ministers in weekly worship.

C. Teaching Ministry

- 1. Provide a weekly adult study class during the Sunday School year on Sunday mornings.
- 2. Provide a weekly adult Bible study class during the Sunday School year on a weekday and/or evening.
- 3. Teach a new member class every other month, alternating with the Senior Pastor.
- 4. Assist in other teaching venues as a substitute when needed.

The Assistant Pastor will also attend weekly staff meetings and keep office hours at least one day a week. They will also submit a monthly report and an annual report each year to the Congregational Council.

Perform other duties as needed and assigned by the Senior Pastor. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Pastor, some duties may be eliminated and/or added to fit needs of the church.

Employee Name and Date	
Church Representative and Date	

General Information

Grace Evangelical Lutheran Church

1610 Carlisle Road Camp Hill, PA 17011

Position:

Administrative Assistant

Reports To:

Senior Pastor

Employment:

Hourly; average of 30 hrs/week

Hours:

Part - Time

Date Revised:

July 2014

The Administrative Assistant is an hourly employee. This person is responsible for assisting the Pastors with administrative functions and ongoing church business operations. Maturity, sensitivity and confidentiality must be maintained as the duties and responsibilities of the job are fulfilled. While being responsible to the Senior Pastor, this position requires independent action and self-motivation.

Maintain office hours as established by the Senior Pastor. Maintain a professional office environment, specifically through communications, attitude and appearance. Maintain proper function, use, and maintenance of all office equipment. Must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Possess a high school diploma or GED. BA or BS degree preferred.
- 2. Proficient in Microsoft Office Suite including Word, Excel, Outlook and PowerPoint.
- Demonstrates knowledge in accounting / bookkeeping software.
- 4. Demonstrates excellent verbal and written communication skills.
- 5. Demonstrates professional phone etiquette.
- 6. Detail oriented, able to multi-task, and demonstrate organizational skills.
- 7. Dependable and reliable (required to work a flexible schedule).
- 8. Required to interact with church staff and congregation in a professional, positive and courteous manner.

- 1. Provide administrative support to the Pastors.
- 2. Provide communication support to the Council.
- 3. Provide information regarding church programs and worship to the congregation and the public.

- 4. Assume responsibility for the weekly worship bulletins, including large print.
- 5. Assume responsibility for the weekly newsletter and e-newsletter.
- 6. Greet and assist visitors in the church office.
- 7. Complete certificates for baptisms, weddings, confirmations, and first communions.
- 8. Answer the church office phone, church office email.
- 9. Document all job procedures.
- 10. Direct correspondence to appropriate individuals; open mail directed to church office.
- 11. Oversee official congregational calendar, including building use schedule.
- 12. Coordinate website information, including calendar, with the website designer.
- 13. Develop, manage and maintain a volunteer team to support office work.
- 14. Maintain background checks for all staff and volunteers as needed and directed by the Senior Pastor.
- 15. Assume responsibility for ordering custodial supplies in cooperation with Sexton; assume responsibility for ordering office supplies under supervision of Senior Pastor.
- 16. Maintain records regarding all church property keys; loan keys and/or arrange for doors to be unlocked as needed for building use.
- 17. Oversee rentals of Kentland, Social Hall, and other church facilities, including collection of deposits and payments, distribution and return of keys.
- 18. Oversee coordination of special church events, such as funerals and weddings, with the necessary staff and volunteers.
- 19. Compile synod and congregational reports in cooperation with the Senior Pastor and other office staff.
- 20. Responsible for the congregational membership database: maintain church membership rolls, including all pastoral acts and transfers, in accordance with ELCA best practices on membership records. Ensure proper records are kept in hard copy as well as electronic copy.
- 21. Maintain church council official records.
- 22. Review all contracts, service agreements, and policies held by the church, including any with outside agencies.
- 23. Ensure backup to the database and computer systems.
- 24. Maintain security levels and oversee all access to the PowerChurch software system.
- 25. Prepare officer of the day and Council handbooks, in cooperation with other office staff.
- 26. Assume responsibility for accounts payable including bills, check processing, mission support payments, portico payments, online bill pay recording, etc. or contributions/deposits (Reconcile food card purchases, Oversee counting teams and balancing church offerings, enter pledges into PowerChurch, Coordinate deposits to the bank in the care of 2 people, Manage Vanco reports and enter into PowerChurch, Prepare and send tri-annual contribution statements, Coordinate membership with envelope numbers and contribution statements) as assigned.

Assist in preparing documents for audits and compiling financial reports. 27. January (1946)

For all tasks:

1. Maintain confidentiality and trust. (required to sign a confidentiality agreement)

100 m

2. Maintain a professional office environment, specifically communications, attitude and appearance.

Perform other duties as needed and assigned by the Senior Pastor. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Pastor, some duties may be eliminated and/or added to fit needs of the church. At the discretion of the Senior Pastor, weekly hours may be eliminated and/or added to fit the needs of the church.

Employee N	lame and Da	ate	
	, <u>}</u>		
Church Ren	resentative	and Date	

1610 Carlisle Road Camp Hill, PA 17011

Position:

Director of Music

Reports To:

Senior Pastor

Employment:

Salaried

Hours:

Part - Time

Date Revised:

May 2018

The Director of Music is a salaried employee that is expected to work approximately 20 hours per week. This person is responsible for planning and giving leadership to the overall music program.

The Director of Music must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Will have a high school diploma or GED. BA or BS degree in Music or coursework in music preferred.
- 2. Must be able to read music and conduct. Experience conducting preferred.
- 3. Keyboard skills preferred.
- 4. Ability to interact with church staff and congregation in a professional, positive, and courteous manner.
- 5. Must be detail-oriented, able to multi-task, and demonstrate organizational skills.
- Must be able to work a flexible schedule.

- 1. Rehearse and conduct the Chancel Choir, Handbell Choir, Children's musical ensemble, and any other special groups or choirs that are developed for participation in the regular worship services, except #Connect services.
- 2. Select a variety of styles of music that respects but is not bound to the church year lectionary. Select the hymns of all services unless otherwise directed by the Senior Pastor. Select liturgical pieces in consultation with the Senior Pastor.
- 3. Be present for all primary worship services, excluding 6 Sundays of vacation time per year, which can be carried over up to 10 Sundays. Primary worship

- services do not include #Connect services or regular Saturday worship with the exception of principal festivals of the church year that fall on a Saturday (e.g. Easter Vigil, Christmas Eve).
- 4. Submit music titles for the services and any other needed information to the church office for inclusion in the weekly bulletin one week in advance. Also provide the same information to the organist for effective music planning.
- 5. Implement the use of instrumental music, soloists, ensembles, or other creative musical arrangements in worship in conversation with the Senior Pastor.
- 6. Coordinate the special music for the summer services in the sanctuary, which can include the use of instrumental music, soloists, duets, or other ensembles.
- 7. Coordinate year round chapel (Saturday) service accompanists.
- 8. Attend Music and Worship committee meetings to serve as the staff representative of the church's music program.
- 9. Participate in continuing education to improve the music ministry at the church such as attending conferences, classes, workshops, or private study subject to the availability of funds and in agreement with the Senior Pastor.
- 10. Provide special programs during worship such as cantatas, musical plays, or recitals in conversation with the Senior Pastor.
- 11. Order music and musical supplies through the office within allotted budgeted amounts and/or special funding amounts.
- 12. Maintain an index to the music library.
- 13. Provide consultation for groups/individuals within the church that need assistance with musical selection or musical preparation of programs.
- 14. Prepare and deliver an annual report to the Congregational Council.
- 15. Work cooperatively with the organist and other church music staff persons.

The Director of Music will also attend weekly staff meetings when available. Six vacation Sundays per year are granted as well as two non-Sunday personal days per year per the terms of the current personnel policy.

Perform other duties as needed and assigned by the Senior Pastor as related to worship and music. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Pastor, some duties may be eliminated and/or added to fit needs of the church.

Employee Name and Date	
Church Representative and Date	

1610 Carlisle Road Camp Hill, PA 17011

Position:

Coordinator of Youth and Family Ministry

Reports To:

Senior Pastor

Employment:

Salaried

Hours:

Part - Time

Date Revised:

May 2014

The Coordinator of Youth and Family Ministry is a salaried employee that is expected to work approximately 25 hours per week. The Coordinator of Youth and Family Ministry reports to the Senior Pastor and is responsible for administering and implementing an ongoing and cohesive faith formation ministry for children and youth, in consultation with the Children, Youth, and Family Ministry Committee and the Youth Ministry Team.

The Coordinator of Youth and Family Ministry must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Undergraduate degree, Education K-12 preferred.
- 2. Certification in Youth and Family Ministry from an accredited college or seminary preferred; willingness to participate in such a course at Gettysburg Seminary within 18 months required.
- 3. 3 year minimum of experience in congregational youth ministry or similar; Lutheran setting preferred.
- 4. Ability to understand youth culture and to effectively communicate with children, youth, and families in today's environments.
- 5. Must be able to work a flexible schedule.
- 6. Ability to respond appropriately to children and youth with help and guidance for spiritual and personal matters, and when to refer and/or report these issues to the Senior Pastor or other authorities.
- 7. Possess administrative, technical, and communicative skills necessary to lead an efficient and effective ministry program.
- 8. Ability to encourage spiritual growth, providing a strong personal witness in life and work, reflecting a personal understanding of own identity as a baptized child of God.

- 9. Commitment to teach and minister in accordance with the Lutheran Confessions and the teachings and practices of the ELCA.
- 10. Must be cleared for work with children and youth through the PA Child Abuse Clearance and other background checks as stated in the current personnel policy.

11. Must be in compliance with the congregation's current Child Protection Policy.

- 12. Maintain a healthy balance in life and work and take appropriate vacation time for self-care.
- 13. Ability to interact in a professional and positive manner with other staff, leadership teams, and the congregation.

- 1. The Coordinator of Youth and Family Ministry should place emphasis on developing practical ways to equip and accompany faith formation in the home.
- 2. Activities, events, and meetings of youth, children, and families shall have an emphasis on service projects, community outreach, worship, and faith formation.
- 3. Plan and implement a minimum of one monthly activity for youth grades 6-12 to include education, fellowship, congregational/community service, and faith formation in cooperation with the Children, Youth, and Family Ministry Committee and the Youth Ministry Team.
- 4. Plan and implement a minimum of two activities for children grades 3-5 in cooperation with the Children, Youth, and Family Committee and the Youth Ministry Team.
- 5. Assist the Children, Youth, and Family Committee in planning and implementing ongoing Christian Education programming for all ages, including Sunday School.
- 6. Work cooperatively and be in close communication with the Sunday School Administrator.
- 7. Coordinate the participation of eligible youth in the annual Harrisburg Area Confirmation Camp.
- 8. Coordinate the participation of eligible youth in synod youth gatherings, national ELCA youth gatherings, and similar events or retreats.
- Weekly attendance and involvement in regular worship services, with a willingness to use gifts in worship leadership as requested by the Senior Pastor.
- 10. Weekly visibility in Sunday School classes, with a willingness to assist in teaching classes as requested by the Sunday School Superintendent.
- 11. Assist the Senior Pastor and Director of Music in creating opportunities for children and youth to share their gifts in worship and in celebrating milestones in worship, including First Communion, Confirmation, Graduation, etc.
- 12. Encourage participation of children, youth, and families in volunteer

opportunities with committees and other ministries at Grace and beyond.

- 13. Assist the Senior Pastor and congregation members in greeting visitors in a timely fashion, especially those who would participate in the children, youth, and family ministry program of Grace.
- 14. Submit a monthly report as well as an annual report to the Congregational Council.
- 15. Maintain the Youth Events calendar shared with the office staff. Give current information to the office staff for communication in Grace News and other formats.
- 16. Maintain a Children, Youth and Family Ministry section of the website in cooperation with the Webmaster.
- 17. Create and maintain an email and phone/text list for all children, youth, and families and keep in regular communication with them about activities, deadlines, and events to encourage participation and invitation.
- 18. Meet regularly with the Senior Pastor and Youth Ministry/Staff Team to plan, problem-solve, and stay apprised of other ministry events at Grace.
- 19. Work cooperatively with Youth Ministry Team and Council to dedicate cost of events and annual budget for Children, Youth and Family Ministry.

Four weeks of vacation per year including but limited to 4 Sundays are granted. Weeks may be carried over up to 10 weeks. Two non-Sunday personal days per year granted per the terms of the current personnel policy, not to be carried over.

Perform other duties as needed and assigned by the Senior Pastor as related to children, youth, and family ministry. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Pastor, some duties may be eliminated and/or added to fit needs of the church.

Employee Name and Date	
Church Representative and Date	

1610 Carlisle Road Camp Hill, PA 17011

Position:

Organist

Reports To:

Senior Pastor

Employment: Hours:

Salaried

Dete Devi

Part - Time

Date Revised:

May 2015

The Organist is a salaried employee that is expected to work approximately 15 hours per week. The Organist takes direction from the Director of Music and the Senior Pastor and is responsible for providing accompaniments and supporting the Director of Music.

The Organist must be dependable and reliable. Must be able to maintain confidentiality and will be required to sign a confidentiality agreement.

Qualifications:

- 1. Will have a high school diploma or GED. BA or BS degree in Music or coursework in music preferred.
- 2. Must be able to read music have excellent keyboard skills. Organ skills preferred.
- 3. Ability to interact with church staff and congregation in a professional, positive, and courteous manner.
- 5. Must be able to multi-task, and demonstrate organizational skills.
- 6. Must be able to work a flexible schedule.

- Rehearse weekly with the chancel choir. Rehearse with any other groups or choirs developed for participation in the regular worship services of the congregation, as needed.
- 2. Select a variety of styles of music for the prelude, postlude, and other occasions of organ instrumental service music that respect but are not bound to the church year lectionary. Submit this information to the church office and the Director of Music a week in advance for inclusion in the bulletin.
- 3. Provide accompaniment and accompany choirs at all regularly scheduled worship services, including principal festivals and midweek Lenten services. Permission of Senior Pastor is required before being absent from a regular

worship service, including the use of 4 vacation Sundays per year and two personal days per the current personnel policy. The Organist is responsible for securing a competent substitute for any services missed.

- 4. Provide accompaniment and organ music for all weddings and funerals held in the church. Consult with couples or families to assist in selection of appropriate music for these occasions. Coordinate selections with soloists or other musicians and rehearse with them as needed. The Organist shall have the right of first refusal of all weddings and funerals held in the church.
- 5. Provide an updated list of substitutes to the church office in the event the Organist is unable to play for a wedding or funeral.
- 6. In consultation with the Director of Music, develop additional creative musical programs and the use of various instrumentation, ensembles, soloists in worship.
- 7. Attend Music and Worship committee meetings as a staff representative of the church's music program at least 6 times per year.
- 8. Provide consultation for groups/individuals within the church that need assistance with musical selection or musical preparation of programs.
- 9. Attend worship planning meetings at the request of the Senior Pastor or Director of Music.

Four vacation Sundays per year are granted as well as two non-Sunday personal days per year per the terms of the current personnel policy.

Perform other duties as needed and assigned by the Senior Pastor as related to worship and music. Understand that as needs of the church change, the exact nature of tasks may change. At discretion of the Senior Pastor, some duties may be eliminated and/or added to fit needs of the church.

Employee Name and Date	
Church Representative and Date	

GRACE EVANGELICAL LUTHERAN CHURCH SENIOR PASTOR - JOB DESCRIPTION

GENERAL:

The Senior Pastor will serve and assist the Congregation so it may fulfill its mission and purpose as the body of Christ. This will be achieved by assuring the Gospel is taught, Sacraments are administered, Senior Pastoral care is provided, theological resources available, and performed through the promotion and participation in Parish-wide activities. The Senior Pastor will serve as evangelist, visitor, leader, planner, and participant in the church and its community social activities.

The Senior Pastor is a salaried employee. Regular office hours will be maintained. The Senior Pastor will promote a professional office environment, including positive caring attitudes, communications, and manner. The Senior Pastor must be dependable, reliable, and able to maintain confidentiality. A signed confidentiality agreement will be required.

QUALIFICATIONS:

The Senior Pastor must be of strong faith. The Senior Pastor will possess educational qualifications approved by the ELCA, and must be ordained in the ELCA. The Senior Pastor must have at least one year of supervisory experience, excellent verbal and written communication skills, and be able to interact with church staff and Congregation in a professional, positive, and courteous manner.

DUTIES AND RESPONSIBILITIES:

Accountability Reporting Relationship

Supervised by the Executive Committee.

Accountable to the Congregation and Council.

Report monthly to the Council and annually to the Congregation.

Supervise church staff, along with Council's support.

Administrative Duties

Improve the Congregation's communication, both internally and externally.

Provide support and input for all Boards and Committees.

Direct and provide support to all church staff.

Contribute to newsletters, bulletins, website, or other media.

Encourage a positive atmosphere in the Congregation and church office.

Participate in planning and/or execution of all outreach activities.

Organize and conduct regular staff meetings for all church staff.

Attend monthly Council and Executive Committee meetings.

Ensure proper reporting of records of births, baptisms, confirmations, weddings, deaths, etc.

Conduct yearly staff performance appraisals.

Inform Administrative Assistant/ Secretary of Senior Pastor's schedule.

Inform Administrative Assistant/ Secretary and Council President of vacation.

Provide for processing of payroll in a timely manner.

Provide for web presence of the congregation, including the website.

Arrange for pastoral coverage in his/her absence.

Attend regular Council meetings and be available to all Boards and Committees.

Spiritual and Worship Leader Duties

Provide guidance to the Congregation in developing their spiritual lives through personal example, preaching, teaching, Bible study, prayer, etc.

Preside at regular services, and special services such as holidays, funerals, weddings, etc., and insures that coverage is provided when needed, in cooperation with the Assistant Pastor.

Administer the sacraments.

Prepare and deliver sermons consistent with ELCA for worship services.

Provide a time with the children during worship, i.e. children's sermon.

Plan worship services, along with the Director of Music and Worship and Music Board.

Provide for training of worship assistants, if needed.

Pastoral Care Duties (duties may be shared with other pastors on church staff)

Provide pastoral care, including Communion, to all Congregational members, including ill, hospitalized, or institutionalized, in partnership with Assistant Pastor

Provide communication to all Congregational members, including ill, hospitalized, or institutionalized, through visitation and/or contact via phone, email, etc.

Provide pastoral care at times of death.

Provide for marriage counseling.

Provide for recruitment, training, and support of lay Eucharistic Ministers to assist with distribution of Communion.

Provide for recruitment, training and support of Stephen Ministry Program.

Serve in a confidential and personal manner, particularly when counseling, and recommend a counselor to those in need and/or who desire further counseling.

Teacher Duties (duties may be shared with Senior Pastors on church staff)

Prepare and teach, or assist with teaching First Communion, Confirmation classes, and adult Bible studies.

Prepare prospective members for church membership.

Teach Christian practices such as tithing, stewardship, evangelism, prayer, etc.

Support the Youth Ministry Director, Children, Youth and Family Committee, and Faith Formation leaders by offering vision and ideas to implement ministries and programs.

Evangelist Duties (duties may be shared with other pastors on church staff)

Establish a vision for the ministry of the church, along with Council.

Communicate the vision, both inside and outside the church, along with Council.

Provide follow-up communication for prospective members and/or those who expressed interest in the church.

Encourage new member involvement in the life of the church, in cooperation with other staff.

Leader in Congregational Planning Duties

Inspire enthusiasm for new objectives, goals, and ideas in the mission of the church.

Facilitate the growth of relationships.

Participate in planning including long-range planning, along with Council.

Provide guidance and spiritual growth to Council.

Synod and Local Ministry Duties

Attend Synodical assemblies and events Serve on Synodical and Community boards when appropriate. Attend clergy activities and conferences.

TIME RESPONSIBILITIES:

Work at least forty hours per week.

Maintain flexible work hours, including evenings and weekends.

Accessible in the church office for communication with the Congregation and church staff.

PERFORMANCE APPRAISAL:

Meet annually (by end of third qtr.) with Executive Committee, to review the prior year's work performance, set goals for the following year, and review the Senior Pastor's job description.

It is understood the needs of the church may change and the exact nature of tasks may change. At the discretion of the Senior Pastor and Council, some duties may be eliminated, changed, and/or added.

Senior Pastor Name (printed)	Council Representative (printed)
Senior Pastor Name (signature)	Council Representative (signature)
Date	Date
Last Modified: October 2015	

Vacancy Filled Procedures

Grace Evangelical Lutheran Church (Approved 4/20/09)

Job Description for the	is to be reviewed and u	updated to reflect current conditions.
-------------------------	-------------------------	--

- 2. Council approves revised Job Description, if applicable.
- Position is advertised.
- 4. Applicants submit a letter of interest and resume.
- 5. Personnel Committee, Pastor, Council President, and applicable Committee or Board, if appropriate, review the applications (and references, if appropriate) and selects the top 2 or 3 persons for an interview.
- 6. Interviews are conducted by those listed in number five. Persons interviewed are made aware of the Job Description, salary and any other factors of employment.
- 7. If appropriate, as an example, the applicants are invited to conduct a practice session with the choir.
- 8. Personnel Committee, Pastor, Council President, and applicable Committee or Board, if appropriate, discuss the merits of each candidate. As a recommendation, a matrix vote is taken to provide each member the opportunity to place the top candidate for the position without influence of other discussions. The merits of the top candidates are discussed and a candidate to recommend for employment is selected.
- 9. The top candidate is contacted to ascertain if employment would be accepted.
- 10. The top candidate is submitted to Council for approval to be employed.
- 11. Person employed is sent a copy of a formal agreement of employment and a copy of the job description for a signature of acceptance. Other information included is starting date, statement of the orientation period, availability of a mentoring program as a means to assist during the initial period of employment, if appropriate.
- 12. A probationary period of 90 days will exist with a preliminary evaluation given only to the employee and completed by the immediate supervisor.
- 13. The Performance Standards relating specifically to the Job Description will be completed at the end of a year of employment. Subsequently, Performance Evaluations will be held in September for all employees. A self Performance Standards will be completed by the employee along with the immediate supervisor. The pastor will review and approve all evaluations and, if needed, arbitrate any differences.
- 14. Evaluations will be submitted to the Personnel Committee and if requested to the Executive Committee of the Council for review. The evaluations are not published. Evaluations of a satisfactory nature will be used to consider raises if budgetary abilities exist.
- 15. Procedure may be altered due to unique circumstances.

Employee Performance Evaluation

Grace Evangelical Lutheran Church

1610 Carlisle Road Camp Hill, PA 17011 Phone: 717-737-0439

Employee Name: Type of Evaluation: **Probationary** Job Title: Annual Supervisor: Interim Rating Period: General Instructions Review with Employee the employee's position description, performance standards for the evaluation period to ensure the appraisal relates to the specific responsibilities, job assignments, and standards that were conveyed to the employee for the evaluation period. Base the appraisal on the employee's performance during the entire evaluation period, not isolated incidents or performance prior to the current evaluation period. Obtain/review necessary input and supporting data. Comments must be provided for all ratings given. Sign, date the form, meet with the employee to discuss the rating, and obtain the employee's signature/date/comments. Update the employee position description, essential job functions, and performance standards/objectives for the next evaluation period as needed. Communication of Performance Standards Date of last performance evaluation: Performance standards for current evaluation period were conveyed to the employee on: (date) Progress review(s) was conducted on: (date) *at least one progress review during rating period Job Factors 1. Job Knowledge/Skills: Measures employee's demonstrated job relevant knowledge and essential skills, such as work passion, policies, procedures, resources, laws, service to recipients, and technical information, as well as the relationship of work to the church's mission. Also measured are the employee's self-improvement efforts to enhance skills and knowledge and to stay current with changes impacting the job. ☐ COMMENDABLE □ SATISFACTORY □ Needs Improvement ☐ UNSATISFACTORY Work reflects thorough and • Work reflects adequate · Often demonstrates a lack · Consistently demonstrates

of basic or sufficient job

perform routine functions

· Occasionally is resistant to

and/or skill requirements

or processes, including

opportunities for knowledge/skill enhancement

changing knowledge

knowledge/skills to

of the job

a lack of basic job

Often is resistant to

perform job

knowledge and/or skills to

• Rarely takes advantage of

or training opportunities

changing requirements.

available skill enhancement

knowledge/skills for job

Has some knowledge of

· Stays current with major

changes impacting on

knowledge or skills

related work

Accepts change

Comments:

staff.

activities

current knowledge/skill of

job and impact on church

expand knowledge/skills,

sharing information with

Uses opportunities to

2. Work Results: Measures em	aployee's results in meeting establ	ished objectives/expectations/sta	andards of quality, quantity,
Ervice to recipients, and timeli ☐ COMMENDABLE	ness both individually and in a te	□ NEEDS IMPROVEMENT	☐ Unsatisfactory
Work frequently exceeds expected quality, quantity, service to recipients, and timeliness standards.	 Work usually meets expectations of quality, quantity, service to recipients, and timeliness standards. 	• Often has difficulty meeting expected quality, quantity, service to recipients, and/or timeliness standards.	 Consistently fails to meet expected quality, quantity, service to recipients, and/or timeliness standards.
Comments:			
			The second secon
concise, logical, and organized	s employee's performance in excl I manner. Types of communication is given to complexity and sensition	ons include listening, speaking, w	in an effective, timely, clear, riting, presenting, and sharing
☐ COMMENDABLE	☐ SATISFACTORY	☐ NEEDS IMPROVEMENT	Unsatisfactory
• Frequently communicates in a clear, effective, timely, concise, and organized	• Usually communicates in a clear, effective, timely, concise, and organized	Often fails to communicate effectively or in a timely manner	 Consistently fails to communicate effectively or timely
manner. • Proficiently organizes and	manner. • Speaks and writes clearly	 Lacks clarity of expression orally or in writing 	 Often does not keep others informed
presents difficult facts and ideas orally and in writing.	• Keeps others informed	Is inconsistent in keeping others informed	• Is an ineffective listener and/or frequently interrupts
• Seeks/provides feedback.	Listens with understanding.	At times, fails to listen effectively	• • •
Comments:		•	
·			
processing the transfer of the second section of the second section of the second section of the second section sectio	and the second s	and the second of the second o	and the second s
performing job duties individu following through on assignm	g: Measures the extent to which the tally or in a team. Also measures tents, and initiating or modifying processes, and accomplish duties.	employee's performance in ident	ifying and resolving problems,
☐ COMMENDABLE	☐ SATISFACTORY	□ NEEDS IMPROVEMENT	Unsatisfactory
• Prevents/resolves unity/team problems.	Addresses existing and significant potential problems	Resolves routine problemsExhibits little initiative in	 Consistently fails to recognize or seek help in resolving routine problems
 Suggests innovations to improve operations or streamline procedures 	problems • Suggest or assist in developing solutions	identifying problems, solutions, or improvements and/or working proactively	• Demonstrates inability to work individually or in a
 Defines and analyzes complex problems 	individually or in a team • Implements solutions with	as part of a team to address issues of concernRequires more than routine	Rarely suggests improvements
Develops/implements solutions with moderate supervision	routine supervision.	supervision	Requires frequent reminders and supervision

	on cer.		He CCC
Comments:	· · · · · · · · · · · · · · · · · · ·		
X N			
hope that it will be a set we consider a supply as well and the set of the se			the same of the sa
relationships. Consideration sh	asures employee's development a ould be given to the employee's accept supervision, resolve conflic	demonstrated willingness to fund	ction as a team player, give, and
☐ COMMENDABLE	☐ SATISFACTORY	☐ NEEDS IMPROVEMENT	☐ Unsatisfactory
 Frequently fosters teamwork, cooperation, and positive work relationships Handles conflict constructively 	 Usually interacts in a cooperative manner Avoids disruptive behavior, deals with conflict and /or frustration appropriately Treats others equitably. 	 Often has difficulty getting along with others. Allows personal bias to affect job relationships Requires reminders regarding needs and sensitivities of others 	 Interpersonal relationships are counter-productive to work unity or team functions
Comments:			
conduct consistent with the Ch	ployee's performance relative to ristian mission of this church, eth security, proper care and mainted	hical behavior, and church polic	ies and procedures, such as
• Frequently plans/organizes work to timely and effectively accomplish job duties with appropriate use	 Work is planned to meet routine volume and timeliness and usually fulfills operational and 	 NEEDS IMPROVEMENT Frequently lacks organization and planning of work and does not adequately use available 	• Consistently fails to meet expected standards due to lack of effective organization, use of
of resources • Suggests/implements improvements and exceeds organizational work/safety rules and standards	recipient needs • Adheres to organizational work policies/safety rules and procedures with few exceptions	resources • Often does not meet standards in complying with work policies/safety rules and/or care of equipment	 equipment/resources, or inattention to recipient needs. Resists established work policies/safety rules and procedures
Comments:		• •	•
Marian de la compania	THE MAY APPEARS A MARKET TO THE TABLE OF THE STATE OF THE	s propried to the second of th	And the contract of the property and the first of the second decomposition of the contract of
Effectively manages programs/ Engages in strategic planning a accomplishments. Promotes at	on/Management: Measures lead projects, employees, budget, technol measurement, performance nuture of service, diversity, inclususes innovation and fulfills admin	hnology, and organizational cha nanagement, teamwork, staff de iveness, collaboration, effective	inge to produce positive results. velopment, and recognition of
COMMENDABLE	☐ SATISFACTORY	☐ NEEDS IMPROVEMENT	☐ Unsatisfactory
ceeds expectations	Meets most expectations timely and effectively Maintains accordable	Often fails to meet expectations timely and efficiently	 Consistently fails to meet expectations timely or effectively.
 Improves efficiency and service to recipients 	 Maintains acceptable efficiency and service to 	Efficiency and service to	Delivers unacceptable

- Provides staff with innovative and constructive direction, delegation, feedback, mentoring, and recognition
- Adheres to performance management/administratio n policies
- Makes sound decisions
- Promotes and maintains teamwork, inclusiveness, respect, and creativity

- recipients
- Provides staff necessary direction, feedback, development, and recognition
- Makes decisions that we want usually reflect sound will be usually reflect sound will be usually reflect sound with the sound will be usually reflect soun
- Usually adheres to administration policies
- Encourages innovation, teamwork, and inclusiveness

- recipients occasionally fall below standards
- Inadequately directs, trains, monitors, and recognizes staff
- Inadequately fulfills administration and performance management functions
- Often lacks good judgment in decisions
- Lacks leadership in promoting innovation, teamwork, and inclusiveness

- service to recipients or operational efficiency
- Disregards or ineffectively provides staff direction, monitoring, and development
- Often ignores performance management or administration policies
- Is indecisive or lacks good judgment
- Resists change

Comments:	

Overall Rating

Provide an overall rating based on the rating of the individual factors, adherence to significant performance standards, and accomplishment of essential functions. This rating provides an overall impression of job performance that is supported by the job factor ratings, not necessarily an average of those ratings. Thus, each factor need not be equal weight but comments should justify significant differences on the overall rating.

- ☐ COMMENDABLE
- Employee meets and frequently exceeds job expectations and standards and demonstrates a high degree of initiative, service to recipients, and quality of work.
- □ SATISFACTORY
- Employee meets the expectations and standards of the employee's job in a fully adequate way.
- □ Needs Improvement
- Employee meets many of the expectations of the job in a satisfactory manner but often fails to adequately meet some of the expectations or standards. Improvement is required.

☐ UNSATISFACTORY

 Employee fails to meet many job expectations and standards. Performance deficiencies must be corrected.

Overall comments:

Employee Strengths: (Identify strong attributes, abilities, or proficiency in an area, to maximize employee's contribution to the church in utilizing these abilities and skills and to identify potential mentor relationships.)

mployee Opportunities for Developmen lopmental activities to assist the employee	t: (Identify knowledge, skills loyee in addressing either are	, and abilities that may need impro eas of concern or opportunities for j	professional growth.)
	Section 1985	, ·	■ f _(k) ;
Later's Signature:		Date:	160 - 160 -
Employee's Section		and a second	and the second of the second o
I agree with this rating			
I disagree with this rating			
I acknowledge that I have read this re ignature does not necessarily mean that	port and I have been given a I agree with the report.	n opportunity to discuss it with the	evaluator. My
comments:			
			·
175 (175)	and the second second	all the second s	A Charles
imployee's Signature		Date:	



LETTER OF CALL

TO AN ORDAINED MINISTER OF THE EVANGELICAL LUTHERAN CHURCH IN AMERICA

IN THE NAME OF THE FATHER, AND OF THE SON, AND OF THE HOLY SPIRIT. AMEN.

Reverend Virginia J. Cover

With prayer for the guidance of the Holy Spirit to do God's will, Grace Evangelical Lutheran Church

Camp Hill, Pennsylvania a congregation of the Lower Susquehanna Synod of the Evangelical Lutheran Church in America meeting on June 2, 2013

extends to you this call to serve as

Senior Pastor

We call you to exercise among us the ministry of Word and Sacrament which God has established and which the Holy Spirit empowers: To preach and teach the Word of God in accordance with the Holy Scriptures and the Lutheran Confessions; to administer Holy Baptism and Holy Communion; to lead us in worship; to proclaim the forgiveness of sins; to provide pastoral care; to speak for justice in behalf of the poor and oppressed; to encourage persons to prepare for the ministry of the Gospel; to impart knowledge of the Evangelical Lutheran Church in America and its wider ministry; to endeavor to increase support given by our congregation to the work of our whole church; to equip us for witness and service; and guide us in proclaiming God's love through word and deed.

In accepting this call, you hereby promise to fulfill this pastoral ministry in accord with the standards and policies for ordained ministers of the Evangelical Lutheran Church in America. Therefore, be diligent in the study of Holy Scripture, in use of the means of grace, in prayer, in faithful service, and in holy living.

With this call, we pledge our prayers, love, esteem, and personal support for the sake of the ministry entrusted to you by God and for our ministry together in Christ's name. Specific responsibilities, compensation, benefits, and conditions of this call are contained in a document related to this call.

In testimony of this call, we have subscribed our names on behalf of the congregation on this Twentieth day of June, A.D. 2013

Attested by Attested by Surgue have a Syneral

Date of bishop's signing 2 July 2013

Definition of Compensation, Benefits, And Responsibilities of the Pastor

Pre	pare	d by	Grace Evangelical Lutheran Church	-
for	the I	Reverer	nd Virginia J. Cover	
for	the p	period:	beginning July 15, 2013 to indefinite	·
A.	CON	MPENSA	ATION	
	•	With a I	Parsonage:	•
		1.	Base Salary	\$
		2.	Social Security tax allowance	\$
		3.	Total of 1 and 2	\$
		4.	Housing as parsonage (use 30% of line 3)	\$
		5.		\$
			B. Utilities allowance*	\$
			(*Note: list these amounts only if they are to be paid to the pastor directly)	
		6.	Total of 3, 4, 5 (this is the annual defined compensation)	\$
		7.	Total of 3 + 5 (This is how much you actually pay your pastor directly.)	\$
		Withon	nt a Parsonage:	
	-		Base Salary + Housing Allowance (Housing Allowance for ordained rosters only)	\$ 65,000,00
			Social Security tax allowance (7.65%)	\$ 4,472,50
			Total of 1 and 2 (this is the annual defined compensation)	\$ 69,972,50
		10.	Tour of I and 2 tand to the annear defined componentary	
	mea	lical insu	ical-dental coverage for the pastor's spouse and children unless they have othe urance coverage and the pastor consents to waiving medical-dental coverage fo I Other Benefits Program.)	
	1.	ELCA I	Pension at 12 % of defined compensation	
	2.		Medical and Dental Insurance (check one below):	
				rage waived
		-	. Member & spouse	
	7		<u> </u>	\$ 1,307.88
	3.	Onern	nsurance or benefits: Disability Survivor, Retirer Support	· · · · · · · · · · · · · · · · · · ·
				\$
	4.		g Equity Contribution (if parsonage is provided)	\$
		(*Note:	This amount is paid to the Board of Pensions and goes directly into the pastor	's retirement account pre
		tax.)		
C.	EX	PENSE	s	
			gation will provide for the following expenses related to this pastor's ministry.	
	1.		obile and travel allowance	\$ 3,000,00
	2.		professional expenses	\$ 500.00
	3.	_	ses for official meetings of the synod, as reimbursed	\$ 500.00
	4.	_	uing education (\$1,000 recommended; minimum \$700 from calling source)	\$ 1,000,00
	5.	Other		\$ &
	6.	_	e moving expenses to this field of service as follows:	

~.	 Vacation time of days per year, including Sundays; Continuing education time of weeks per year (recommended minimum of two weeks per year that
	may be accumulated up to three years, as reflected in a continuing-education agreement developed by the pastor and congregational council);
	3. Participation in a First-Call theological Education Program, where applicable;
	4. Ongoing care through a Mutual Ministry Committee;
	5. Up to two months of continued salary, housing, and contributions to the ELCA Pension and Other Benefits
	Program in a 12-month period in the event that the pastor is physically or mentally disabled; and
	6. A minimum of six weeks parental leave with full salary, housing, and benefits.
	o. It intimized the free parental leave that and survey,
·E.	OTHER PROVISIONS
	Special emphases of the pastor and special encouragement by the congregation:
	phonia culturate of the public and special encounagement of the congression.
	1. During this time period, the pastor will give special attention in ministry to the following:
	(a) Preaching / worship leadership
	(a) Traching worship (Ediatronip
	A) Bullion of Comments
	(b) Building agruse of community
	(c) Effective administrator
	(d) Provide pustoral care and nuture
	(e) Partnering with church staff touncil, and committees
	2. The congregation will encourage this pastor's ministry in the following ways:
	(a) Team building opportunities including council nortestage
	(b) Encourage congregational and council hospitality
	(c) Council will provide positive and constructive fund back and be open to pastor's ideas and goals
	Pastor's ideas and goals
-	(d) Prayer and mutual minister
	(a) straige that persons the second
	(e) Provide state and support for the congregation's ministry
	(e) trovide stuff and support for the rong regations ministry
T	OTHER MATTERS
F.	OTHER MATTERS
	(Such as accountabilities, service on synodical or Churchwide boards and committees, work in church-camp programs,
	or other such details) Flexibility for saturday services. Pavental leave, will tall compensation and
	benefits for up to 10 weeks will be provided. Ability to use up to 2 weeks of account vacation
	immediately after partial leave. Upon mutual apprensed of Pastor and Council, sabatical leave of 6 weeks for Tyrans of service will be available. Medical and dental will be covered should sponse lost incurrences, the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted
	Medical and dental will be covered should sponse love inquiry
We	the undersigned, certify that the necessary approvals of the congregation and congregational council have been granted
IOI	the provisions set forth above.
	- Charles A Marie A Ma
	U Congregation President
	Laure M. Jammerman
	Council Secretary
	Council Secretary
	6/20/13
y	Date:
10	ertify that I accept the above statement:
	7/0
Th	e Reverend Date of Signature: 7/2//3

D. AGREEMENT