

Grace Lutheran Church

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Grace Lutheran Church

Guidelines

Fellowship Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To plan strategies and events that will ensure a warm and loving atmosphere for all members and friends of the congregation.

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Three or more congregational members at large

Term:

- Three year term
- Congregational members may participate on team for two (three year) terms

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Arrange three or four congregational events each year
- Develop annual budget
- Maintain and monitor budget on an ongoing basis

Approved by Council August, 2005

Revised and Approved by Council April, 2006

Revised and Approved by Council April, 2008

Grace Lutheran Church

Guidelines

Policy and Procedure Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To develop and maintain a manual which outlines personnel policies, position descriptions and ministry team guidelines of Grace Lutheran Church.

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Two congregational members experienced in policy and procedure issues
- Two congregational members interested in policy and procedure issues

Term:

- Open ended term for any member
- New members from the congregation are welcome

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Meet as needed
- To successfully complete the Purpose as outlined

Approved by Council August, 2005

Reviewed April 2008

Revised and Approved by Council February 2013

Grace Lutheran Church

Guidelines Worship Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To assist with planning of congregational worship

Membership:

Council representatives will not assume the Chairperson role.

Pastor – permanent

- Council Representative
- Minimum of two Musicians
- Congregational Member interested in Visual Arts
- Congregational Member at large

Term:

- Open ended term for any member

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Meet prior to the beginning of each church season, discuss and plan worship for the season:
 1. choose appropriate settings of liturgy
 2. schedule accompanists
 3. arrange for visual aids to worship for festival Sundays and seasons
 4. arrange for special music periodically through the year
 5. Pastor and accompanist (one scheduled for particular Sunday) will choose hymns for worship service
- Arrange for pulpit supply/lay services during pastor's absence excluding Pastor's 6th Sunday off
- Educate team members and congregation about Lutheran worship
- Keep abreast of new worship resources available from our National church
- Discuss and implement new ways to enhance worship
- Develop annual budget
- Maintain and monitor budget on an ongoing basis.

Approved by Council August, 2005

Revised and Approved by Council February 2007

Grace Lutheran Church

Guidelines

Property Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To facilitate the maintenance of church property

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Minimum of four congregational members at large

Term:

- Open ended term for any member
- New members from the congregation are welcome

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Ensure that repairs and general maintenance are completed on an ongoing basis
- Ensure that the lawns are maintained
- Arrange for snow removal
- Record/Monitor fire safety information eg. Emergency light batteries, fire extinguishers etc.
- Ensure that an inventory is complete for insurance purposes
- Monitor expenditures on an ongoing basis -expenditures over \$500.00 must go to Church council.
- Ensures the van is properly maintained.

Approved by Council August, 2005

Revised and Approved by Council March, 2015

Grace Lutheran Church

Guidelines

Education Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To ensure that Christian Education is provided for all ages

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Sunday School Coordinator
- Education Facilitator
- Youth Ministry Team Representative
- Two congregational members

Term:

- Open ended term for any member
- New members from the congregation are welcome

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

Budget:

- Develop annual budget for Education Programs
- Maintain and monitor budget on an ongoing basis

Cradle Roll: arrange for a coordinator who will:

- Review and recommend curriculum
- Arrange for leaders
- Order supplies through the church office
- Develop a program for preschoolers and parents that will ensure an ongoing supportive relationship with the church

Sunday School: arrange for a Sunday School Coordinator (per position description)

- Review and recommend curriculum
- Arrange for special project coordinator i.e. Christmas programs, Sunday School picnic etc.

Vacation Bible School:

- discuss options for VBS and arrange for VBS coordinator

Confirmation:

- Work with Pastor in reviewing and recommending curriculum
- Assist Pastor in arranging for volunteers and teachers

Senior Youth (Grades 10 and over)

- Review and recommend curriculum
- Arrange for volunteers/leaders

Adults/Growth Groups:

- Each group will decide upon a facilitator for their particular needs
- Support ongoing Sunday morning Adult Education classes
- Any study that is used by Adult/Growth Groups will be reviewed prior to commencement by Education Facilitator in conjunction with Pastor.

Approved by Council August, 2005

Revised and Approved by Council March, 2009

Revised and Approved by Council February 2013

Grace Lutheran Church

Guidelines

Stewardship Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- In accordance with the mission statement of Grace Lutheran Church, "Reflecting and Sharing Jesus Christ", the ministry team is to establish an environment of Christian stewardship in the congregation. To educate and encourage the participation in this program by our membership.

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- At least four congregational members of diverse demographics

Term:

- Open ended term for any member
- New members from the congregation are welcome

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Educate congregation members to understand stewardship
- Promote a lifestyle to model servant hood in our church community
- Liaising with the other ministry teams to maximize the efficient use of the congregations' talents and resources
- Meet on a monthly basis

Approved by Council August, 2005

Revised and Approved by Council November, 2008

Revised and Approved by Council February 2013

Grace Lutheran Church

Guidelines

Youth Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To assist with planning and implementing church youth events in a fun environment which reflects our discipleship

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Congregational members at large
- Youth from Grade 7- 12 or equivalent age
- Youth leader -designated by council

Term:

- Three year term
- Congregational members may participate on team for two (three year) terms

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Arrange monthly events
- Arrange special events eg. Seniors' Tea, Easter Breakfast etc.
- Arrange fundraising efforts
- Explore spiritual growth opportunities
- Develop annual budget
- Maintain and monitor budget on an ongoing basis

Approved by Council August, 2005

Revised and Approved by Council March, 2009

Grace Lutheran Church

Guidelines

Mutual Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To support the pastor by serving as advocate, mentor, listener, coach, encourager and confidante.

Membership:

- Minimum of three or four Congregational Members of diverse demographics selected by Pastor in consultation with council.

Term:

- Open ended term

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Be an advocate for our pastor in all aspects of well being.
- Be a listener to concerns of the pastor and of the congregation and respond in Christian love and wisdom.
- Be helpful in a loving and a sensitive manner. This will nurture healthy working relationships.
- Be active in support for the health and welfare of our pastor for the sake of ministry.
- Be actively involved in the ministry and mission of the congregation.
- May make recommendations to both the council and the congregation.

Approved by Council August, 2005

Revised and Approved by Council November, 2008

Grace Lutheran Church

Guidelines

Finance Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To oversee the finances of the church and advising Church Council on financial matters.

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Financial Secretary
- Treasurer
- Minimum of two congregational members at large

Term:

- Three year term
- Congregational members may participate on team for two (three year) terms

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with a devotion and close with prayer.

- Prepare a quarterly financial update for the congregation
- Assist with compiling the church's yearly budget
- Work with the Stewardship Ministry Team in regards to pledges and commitments
- Monitor special fund-raising
- To oversee the loan and mortgage situation of the church and to make recommendations as required
- To provide for the efficient processing of income, including the collection, counting and depositing of funds and the payment of bills in a timely manner.

Approved by Council August, 2005

Grace Lutheran Church

Guidelines

Growing in Grace Preschool Steering Committee

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To provide Christian preschool experiences for three and four year olds and their parents in our church and in our community.

Membership:

There shall be nine voting members plus the Chairperson. The Church Council will appoint the Chairperson for a term of three years. The majority shall be members of Grace Lutheran Church distributed as follows:

- 1 representative from Church Council
- 4 church members, at least 1 of who has a child in preschool, and at least 1 of who has no preschool children
- the remaining 4 members must be parents or guardians of students in Growing in Grace Preschool who may not belong to Grace Lutheran Church
- Paid personnel will have a voice but no vote. The lead teacher will be required to attend and report at all Steering Committee meetings. Classroom assistants are welcome, but not required to attend.
- Congregational Member at large
- Positions to be filled:
 - Chairperson
 - Vice chairperson
 - Secretary
 - Registration and Tuition Coordinator
 - Church Council Representative
 - General Fundraising Coordinator
 - Coffee Fundraising Coordinator
 - Parent Activities Leaders
 - Field Trip/Special Events Coordinator
 - Communications and Licensing Coordinator

Term:

The terms of office shall be for one year from June 1st to May 31st and may be renewed. The slate of officers shall be determined in June of each year. If the number of interested persons exceeds the number of open positions, names will be drawn from a hat. If a committee member missed two meetings without contracting the committee, the Chairperson will contact the member to determine the members' intention for involvement.

Finances:

The preschool will continue financially under the umbrella of Grace Lutheran Church. The Church Treasurer will print a spreadsheet similar to the one Church Council receives each month. Preschool will have a \$50.00 petty cash fund for smaller expenses that will be tracked in a log book requiring receipts of the purchased material. The preschool will provide receipts to the Church Treasurer and the funds will be replenished as required.

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with devotion and close with prayer.

- Meetings will be held at 7:00 pm on the last Tuesday of each month or as required.
- The first meeting of the new committee members will be held in the beginning of August.
- The Parent Orientation will be held at the end of August.
- The sign in table in the gym will display a binder of each meeting minutes.

Staff Recruitment

- Refer to Grace Lutheran Church Policy # 2 Vacant Positions

Approved by Council February, 2007

Grace Lutheran Church

Guidelines

Social Justice Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

To raise awareness of the root causes of social needs and injustices and to encourage actions of compassion, advocacy and social change guided by a vision rooted in the gospel.

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Interested Congregational members

Term:

- Open ended term for any member
- New members from the congregation are welcome

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with devotion and close with prayer.

- Review available literature on social justice issues
- Attend workshops when possible
- Educate congregational members to understand social justice
- Plan activities to include both members and the community at large in support of social justice
- Communicate and promote social justice
- Connect with the Synod Social Ministry Coordinator
- Recognize and celebrate social justice in our church

Approved by Council April 20, 2010

Grace Lutheran Church

Guidelines

Women of Grace Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

1. Of the Women of Grace Ministry Team

To organize and facilitate a meeting of all the women of Grace Lutheran Church

2. Of the Women of the Church

To recommend the disbursement of the funds raised from the functions hosted by the Women of Grace.

Membership:

Council representatives will not assume the Chairperson role

1. Of the Women of Grace Ministry Team

- Council Representative
- Serving Group Leaders
- Congregational members at large will be voted in at the “Women of Grace” annual meeting

2. Of the Women of the Church

- All the women of Grace Lutheran Church

Term:

- Three year term
- Congregational members may participate on team for two (three year) terms

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with devotion and close with prayer.

- Organize and maintain serving group lists
- Meet one month before the “Women of Grace” annual meeting
- Organize and advertise “Women of Grace” annual meeting to all women of Grace Lutheran church
- Ensure financial report is prepared for the “Women of Grace” annual meeting

- Facilitate the “Women of Grace” annual meeting and present recommendations as to who funds are to be spent.
- All congregational women of Grace Lutheran Church will have the opportunity to make recommendations and to vote how funds are spent.
- Women of Grace Ministry Team have the discretion to purchase any reasonable items under \$500 without calling a meeting of the members of “Women of Grace”. Expenditures over \$500 must go to Church council.

Approved by Council February, 2010

Grace Lutheran Church

Guidelines

St Johns West Property Care Ministry Team

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Purpose:

- To facilitate the maintenance of church property, including the Cemetery and buildings

Membership:

Council representatives will not assume the Chairperson role.

- Council Representative
- Minimum of four congregational members at large

Term:

- Open ended term for any member
- New members from the congregation are welcome

Responsibilities

All Grace Lutheran Ministry Teams are encouraged to open their meetings with devotion and close with prayer.

- Ensure that repairs and general maintenance are completed on an ongoing basis
- Ensure that the lawns are maintained
- Arrange for snow removal
- Record/Monitor fire safety information eg: Emergency light batteries, fire extinguishers etc.
- Ensure that an inventory is complete and kept current for insurance purposes. Review every five years.
- Monitor expenditures on an ongoing basis - expenditures over \$500.00 must go to Church council
- Oversee rental contracts and agreements
- Ensure that the St Johns West Cemetery Policy is followed

Approved by Council February 2014

Grace Lutheran Church

Preamble

"Now there are a variety of gifts, but the same Spirit; and there are varieties of service, but the same Lord; and there are varieties of working, but it is the same God that inspires them all in every one. To each is given the manifestation of the Spirit for the common good".

1 Corinthians 12:4-7

This passage exemplifies Grace Lutheran's vision for the nature and spirit in which a team of Pastor and support staff serve together in an atmosphere of mutual support and encouragement. All positions, each with particular as well as shared areas of focus, partnering to complement the ministry of Grace Lutheran congregation; as a whole.

Grace Lutheran Church

Position Description

PASTOR

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

The Pastor shall be an integral part of the ministry team leading the church staff and the congregation by following ELCIC constitution and bylaws.

Accountability:

Grace Lutheran Church Council

Key Responsibilities: (from Grace Lutheran Church Constitution 2010)

1. Preach the Word, administer the Sacraments and conduct public worship in harmony with the faith and practices of the church;
2. Baptize, confirm and marry in accordance with the teaching of the church and with the laws of the province or territory, visit the sick and distressed and bury the dead;
3. Provide pastoral leadership to all auxiliary organizations of the congregation;
4. Install members of the Congregational Council and, with the council, administer discipline;
5. Seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, at home and abroad;
6. Encourage the members to be generous in support of the ministry of the congregation, the synod and the church;
7. Keep accurate membership records including baptisms, confirmation, marriage, burials, and submit a report of such statistics annually to the secretary of the synod on forms provided by the church. The parish records shall be kept in a separate book and stored electronically and shall remain the property of the congregation;
8. Commend members who move to the pastoral care of the parish in which their new home is located;
9. Participate in the Pension and Benefits Plan of the Evangelical Lutheran Church in Canada.
10. To participate in and/or support our Education Ministry in order to maintain an important connection to our students, teachers/leaders and staff.
11. To provide an active and supportive role to the Stephen Ministry program.
12. To support, encourage and supervise all staff in order to meet the ministry needs of Grace Lutheran Church

Prerequisites:

"A pastor of the congregation shall be a person whose soundness in the faith, aptness to teach and educational qualifications have been examined and approved by the Evangelical Lutheran Church in Canada, and who has been properly ordained, who accepts and adheres to the Confession of Faith of this church, and who strives in life and conduct to be above reproach."

(From Grace Lutheran Church Constitution 2010)

Approved by Council October, 2005

Revised and Approved by Council October, 2014

Grace Lutheran Church

Position Description

OFFICE CO-ORDINATOR

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

This position shall be an integral part of the ministry team, assisting the pastor, church staff and the congregation by effectively managing the church office.

Accountability:

Pastor

Key Responsibilities:

Receptionist:

- Answer phone in a courteous manner
- Update phone message centre to keep current
- Assist caller when knowledge permits
- Relay accurate messages to staff when they are unable to take calls
- Host visitors to office - alert staff of awaiting guest(s).
- Direct concerns/issues to appropriate personnel

Secretarial

- Manage correspondence as necessary
- Maintain correspondence files
- Distribute mail appropriately with date stamped
- Share or distribute material of potential interest to appropriate staff
- Collect material for newsletter
- Type, copy, collate and mail/distribute church newsletter
- Prepare all Bulletins. - regular, funeral, wedding, other
- Develop Worship service Power Point presentation in consultation with Pastor
- Maintain the master calendar for office and congregation
- Maintain office supplies and equipment

- Maintain membership files eg. record baptisms, weddings, funerals, confirmations, new members and communions in Official Record Book and computer data base
- Maintain mailing lists and membership lists
- Gather reports, type, photocopy and assemble the Annual Report
- Develop/distribute necessary forms eg. Counter Summary Schedule
- Update the local Newspaper Church ads
- Complete and return parochial reports annually to the National Church office

Computer Assistance

- Maintain computer files
- Ensure appropriate backup is completed
- Maintain proficiency in required computer programs
- Relay messages on e-mail, fax, etc.

Other Duties:

- Attend weekly staff meetings
- Maintain reception area neat and tidy at all times
- Perform other duties as assigned
- Attend Professional Development/Training as required

Prerequisites

- Organizational and priority planning skills
- Computer literacy
- Strong interpersonal and communication skills
- Ability to work well with others
- Maintain confidentiality
- Maintain a neat appearance, appropriate to the office

Approved by Council October, 2005

Revised and Approved by Council October, 2013

Grace Lutheran Church

Position Description

PASTORAL CARE

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

This position shall be an integral part of the ministry team, assisting the pastor, church staff and the congregation by effectively meeting pastoral care needs. The incumbent must work in accordance with the mission of Grace Lutheran Church.

Accountability:

Pastor

Key Responsibilities:

- Visits congregational members in hospital, long term care, senior's lodges and in their homes
- Gives support to families during long term illness and bereavement
- Participates in funerals as needed
- Leads support groups as needed i.e. grieving
- Organizes and participates in Communion services for shut-ins and those who are hospitalized
- Visits new people in our congregation i.e. bring church brochure & general welcome
- Participates in staff meetings
- Worships in Grace community

Prerequisites:

- Compassion
- Confidentiality
- Strong interpersonal and communication skills
- Ability to work well with others and independently
- Organizational skills

Approved by Council October, 2005

Revised and approved by Council May 2007

Reviewed February 2013

Grace Lutheran Church

Position Description

CUSTODIAN

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

This position shall be an integral part of the ministry team, assisting the pastor, church staff and the congregation by effectively managing the custodial duties of the church

Accountability:

Pastor and Property Ministry Team

Key Responsibilities:

- Clean all hard floors (kitchen, bathrooms, growth centre area, narthex, new addition and Sunday School entrance) and windows, bathrooms.
- Remove all garbage
- Clean before and after funerals, weddings, etc.
- Custodian calls all weekly cleaners to remind them of their cleaning times.
- Order all cleaning supplies keeping within the Church budget.
- Attend weekly staff meetings.

Prerequisites:

- Organizational skills
- Ability to work well with others and independently
- Strong interpersonal and communication skills
- Maintain confidentiality

Approved by Council October, 2005

Grace Lutheran Church

Position Description

EDUCATION FACILITATOR

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Accountability:

Pastor and Education Ministry Team

Focus/Position summary:

This position shall oversee the whole Christian Education process with guidance from the pastor and the Education Ministry Team. This position shall provide liaison between the pastor and all the education classes and groups that are operating within the church. The education facilitator must be a member of Grace Lutheran Church and must work in accordance with the mission of Grace Lutheran Church.

Key Responsibilities

Cradle Roll

- Research and evaluation of material for Lutheran theological content
- Support of leaders
- Provide liaison between this program and the pastor and Education Ministry Team

Sunday School

- Research and evaluation of Sunday School material for Lutheran theological content
- Material shall if possible follow the revised common lectionary series
- Ensure classrooms supplies are available
- Assist Sunday School Superintendent in communicating with parents (ie. Phone calls, letters home etc. and supporting the Sunday School teachers
- Provide liaison between this program and the pastor and Education Ministry Team

Confirmation

- Research and evaluation of teaching material for Lutheran theological content
- Facilitate special events in cooperation with the Confirmation teachers ie Retreats
- Assist in communicating with parents
- Support of the confirmation teachers
- Provide liaison between this program and the pastor and Education Ministry Team

Youth- Post Confirmation

- Research and evaluation of teaching material for Lutheran theological content
- Facilitate special events in cooperation with the group leader
- Support of group leaders
- Provide liaison between this program and the pastor and Education Ministry Team

Adult Education and Bible Study Groups

- Research and evaluation of material for Lutheran theological content
- Support of group leaders
- Provide liaison between this program and the pastor and Education Ministry Team

Vacation Bible School

- Research and evaluation of teaching material for Lutheran theological content
- Assist in facilitation of the Vacation Bible School program in cooperation with the program subcommittee
- Provide liaison between this program and the pastor and Education Ministry Team

General Duties

- Organization of classroom and meeting spaces for various education programs/groups
- Assist in organization of resource room
- Attend Education Ministry Team meetings
- Facilitate Sunday School teacher training at least once annually
- Order teaching materials, and supplies (including offering envelopes if needed) for all Christian Education groups

Knowledge, Skills and Abilities

- Must be able to work independently or as part of a team
- Must have excellent communication skills
- Must be able to operate various computer programs and be able to use the Internet for research

Approved by Council October, 2005

Grace Lutheran Church

Position Description

TREASURER

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

This position shall be an integral part of the ministry team, assisting the pastor, church staff and the congregation by effectively managing the accounting functions of the church.

Accountability:

Council

Key Responsibilities:

- Record income items in the appropriate budget line as reported on the Counters' Reports (or midweek deposits)
- Pay accounts as invoices are received and record in the appropriate budget line
- Ensure that cheques are supported by an invoice or voucher and are initialed by those signing cheques
- Prepare financial reports for presentation and review at monthly Council Meetings or as requested
- Review bank statement monthly, noting direct debit items; i.e. NSF cheques, bank charges, payments made from/to revolving line of credit, interest charges and verifying deposit and cheque amounts are recorded accurately
- Reconcile bank statements monthly
- Order cheques, deposit books, night deposit envelopes as required
- Inform Council of financial investments; i.e. GIC, terms
- Liaise with ATB Loans Officer assigned to Grace Lutheran accounts re loan renewal and revolving line of credit, and inform Council of decision to be made Maintain payroll records
- Calculate salaries based on terms of employment (yearly, monthly or, hourly salary) and prepare payroll monthly, or as required
- Prepare Record of Employment Forms as required
- Be familiar with Canada Revenue Agency deductions and submit employee and employer funds monthly as required. Be knowledgeable of pastor benefits and allowances
- Prepare and submit monthly employee/employer payments to the Pension and Group Benefit Plans of the ELCIC, the Continuing Education Program and Canada Revenue Agency. Send monthly commitments to Synod (Benevolence, SOS, World Missions). All submissions to be

remitted prior to the 15th of the month

- Distribute gifts given to specific missions or projects/Accounts/groups within the church as required
- Assist with the preparation of quarterly statements for distribution to members and friends of Grace
- Prepare monthly Electronic Funds Transfer and pull reports as required. Pass information to Financial Secretary to record
- Record income, prepare cheques, payroll and other reports as required for Growing in Grace Preschool
- Attend monthly Council meetings

Yearly Duties:

- Complete T4's, T4A's and the accompanying Statements of Remuneration Paid and submit to Canada Revenue Agency by the last day of February of the current year. Employees are to receive their copies of T4's and T4A's by the end of February as well
- Complete and remit the form T3010A, Registered Charity Information Return, within six month's of year-end
- Request GST rebate annually
- Provide input as requested to develop proposed budgets
- Remind Council of Building Insurance renewal and ask for input or changes required
- Ensure that, forms, licensing and inspection are completed annually on the church van and verification is submitted to Alberta Transportation. Present van insurance renewal to Council for approval or revision
- Prepare yearly Financial Reports for the bank
- Other duties as assigned

Prerequisites:

- Organization and priority planning skills
- Computer literacy - specifically accounting programs
- Strong interpersonal and communication skills
- Ability to work well with others
- Maintain confidentiality
- Strong knowledge of Labour and Employment Standards
- Must have an eye for detail

Approved by Council October, 2005

Grace Lutheran Church

Position Description

PRESCHOOL TEACHER

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

The Preschool Teacher shall teach and model a Christian based preschool.

Accountability:

Growing in Grace Preschool Steering Committee under the direction of Grace Lutheran Church council.

Key Responsibilities

- Prepare and Submit yearly and monthly plans
- Prepare classroom and daily lessons including bible stories, songs and prayer time
- Partner with and provide direction to Classroom Assistant and Parent Helper
- Schedule weekly staff meetings
- Plan and prepare special day/Parent Helper roster
- Plan and arrange Field Trips
- Fulfill administration duties, with support of staff and Steering Committee (forms, registrations, emergency forms)
- Attend and provide a report at monthly Steering committee meetings including
 - Equipment and supply needs
 - Staff concerns
 - Parent concerns
 - Partner with the Parent Facilitator

Prerequisites

- Early Childhood Development Diploma or equivalent training/education
- Valid First Aid certification with Child Care component.
- Strong interpersonal and communication skills
- Work well with others and independently
- Maintain confidentiality
- Organizational skills

Approved by Council December 2006

Grace Lutheran Church

Position Description

PRESCHOOL TEACHER ASSISTANT

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

The Classroom Assistant shall assist the teacher in modeling Christian values in the Preschool.

Accountability:

Growing in Grace Preschool Steering Committee under the direction of Grace Lutheran Church council.

Key Responsibilities

- Work under the direction of the Preschool Teacher
- Attend scheduled staff meetings

Prerequisites

- Valid First Aid certification with Child Care component
- Strong interpersonal and communication skills
- Work well with others and independently
- Maintain confidentiality
- Organizational skills

Approved by Council May 2007

Grace Lutheran Church

Position Guideline

COUNCIL RECORDING SECRETARY

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

This unpaid position is appointed by council per Grace Lutheran Church (2010) constitution guidelines.

Responsibilities:

- Record, type, photocopy and distribute Council minutes and other information which Council will need
- Take minutes of all Special congregational meetings
- Email a copy of all minutes of the council and the congregation to the Office Coordinator so that they may be preserved permanently in a church binder
- Type Council correspondence
- Member of the Executive committee (Council Chair, Vice Chair)

Approved by Council October, 2005

Revised and Approved by Council October, 2009

Grace Lutheran Church

Position Guideline

FINANCIAL SECRETARY

“The purpose of Grace Lutheran Church

is to encourage people to grow in their relationship with God”

The Financial Secretary shall maintain electronic records of giving and issue receipts for all contributions quarterly and annually.

Approved by Council October, 2005

Revised and Approved by Council October, 2013

Grace Lutheran Church

Position Guideline

SUNDAY SCHOOL CO-ORDINATOR

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

The Sunday School Coordinator is a standing member of the Grace Lutheran Church Education Ministry Team.

Accountability: Education Team

Responsibilities:

Before the Start of Each Sunday School Year :

- Review with Education Ministry Team the Sunday School Curriculum and new plans for the upcoming year. Order Sunday School Curriculum in spring for the next September semester
- Ensure that teachers, snack coordinator and someone to do openings/singing have been recruited
- Organize class sizes and rooms
- Ensure that class lists are typed and forward copies to the appropriate teachers, Office Co-ordinator and the Education Facilitator
- Ensure that materials and offering envelopes are ordered approximately one month prior to the beginning of Sunday School to guarantee that they arrive in time.
- Organize first Sunday School Teacher meeting. Rally Sunday preparation should be discussed at this meeting
- Ensure that any required supplies (crayons, glue etc.) are ordered. Organize supply basket for each class
- Make up attendance calendars for the year, indicating which Sundays that there will NOT be classes held
- Ensure that there are new registration forms available at Rally Sunday

Throughout the Year:

- Set up on Sunday mornings for openings
- Ensure that registration forms for new students are completed and copies are forwarded to the appropriate teacher, Office Coordinator and the Education Facilitator and that class lists are updated and distributed appropriately
- Schedule and chair Sunday School teachers' meetings as required
- Organize group activities and crafts in conjunction with Education Ministry Team
- Assist in organization of Christmas Concert

- Complete and forward Sunday School Annual Report to Office Coordinator in January.
- Order Sunday School supplies as needed
- Assist in the organization of games/activities/treats for the Church Picnic
- Provide Office Coordinator with a list of Sunday School children for completion of year end certificates
- Send out appropriate updates to teachers/Sunday School children/parents as needed

Approved by Council October, 2005

Grace Lutheran Church

Position Guideline

YOUTH LEADER

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

This position shall promote, encourage and support the youth of Grace Lutheran Church by providing a safe and welcoming environment through the modeling of Christian values.

Accountability: Pastor, Youth Ministry Team

Key Responsibilities:

- Plan and co-ordinate youth events
- Encourage assistance from the parents and congregational members
- Ensure all youth are contacted about upcoming events
- Assist the Youth Group Treasurer (eg Deposits etc)
- Schedule and chair meetings with the Youth Ministry Team as necessary to provide ideas for upcoming youth events and spiritual growth
- Attend youth events or provide a volunteer to chaperone youth events

Prerequisites:

- Organizational skills
- Delegation skills
- Ability to work well with others
- Maintain confidentiality
- Strong interpersonal communication skills

Approved by Council December 2006

Revised and Approved by Council March 2014

Grace Lutheran Church

Position Guideline

CHURCH HISTORIAN

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

Focus/Position summary:

This position shall preserve, record, and archive historical documentation outlined under key responsibilities.

Accountability: This unpaid position is appointed by council.

Key Responsibilities:

- Collect information following the format of the 100th Anniversary Book
- Maintain information on computer stick with a hard copy in the church safe.
- Organize donated pictures of church activities.
- Each year document names of staff members.
- Each year document names of council.
- Each year document names of youth confirmed.
- Document special events held during each year and attach pictures if available

Approved by Council February 2013

Grace Lutheran Church

POLICY #1

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: POSITION DESCRIPTIONS

POLICY: A written position description shall be provided to the employee upon employment.

PURPOSE: To outline the duties, responsibilities and performance expectations for the position in which she/he is employed.

SPECIAL INSTRUCTIONS:

1. The original position descriptions detailing all positions in Grace Lutheran Church are kept in the Policy and Procedure Manual which is located in the Library bookshelf.
2. Each employee shall ensure that they have an updated copy of his or her position description.

PROCEDURE:

Pastor/Ministry Team Chair

1. Reviews and/or revises position descriptions, IN COLLABORATION WITH EMLOYEE, as Position responsibilities change.
2. Reviews position description at least annually, at appraisal time.
3. Submits revised position description with noted Changes to the Policy and Procedure Ministry Team for purposes of updating.

Policy and Procedure Ministry Team

4. Ensures most recent copy is in appropriate Policy and Procedure Manual.

Approved by Council December 2005

Grace Lutheran Church

POLICY #2

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: VACANT POSITIONS

POLICY: All vacant positions shall be advertised internally and may be advertised externally

PURPOSE:

1. To provide equal opportunity for employment.
2. To employ the most qualified applicant for a position.

SPECIAL INSTRUCTIONS:

1. The Pastor is called per the recognized Synod Call manual.
2. Church council and/or Pastor have the responsibility to determine the coverage that position advertisements should receive.
3. Vacant positions are posted on the Bulletin Board in the Narthex (refer to Position Advertisement Form).
4. Vacant positions are printed in the Parish Pump.
5. If required, positions will be advertised through other media channels eg. Synod newsletter, local papers etc.
6. Applicants are selected on the basis of their skill, training, knowledge, efficiency and "fit" with church staff team.
7. A six-month probationary period will apply.
8. Applications or resumes of unsuccessful applicants who have potential for future employment are to be kept for one year in a locked cabinet of the Pastor's church office. Unsuccessful applicants are to receive a personalized letter of regret.
9. The Pastor and appropriate Ministry Team chair or Council designate will interview appropriate applicants.
10. Applicants interviewed must be presented with the appropriate position description.
11. Grace Lutheran Church employees on disciplinary job performance related probation are not considered for vacant positions.
12. Preschool Staff Recruitment requires a Selection Team consisting of Preschool Chairperson and two members of Grace Lutheran Church who have knowledge and/or experience of the operation of Grace Lutheran Church Preschool.

PROCEDURE:

Pastor/Ministry Team Chair/Council Designate:

1. Discuss position to be filled with council.
2. Completes Position Advertisement form and forwards to Office coordinator to post on Narthex Bulletin Board and insert in the Parish Pump.
3. Writes appropriate advertisement for insertion in local paper etc. if required.

Office Coordinator:

4. Ensures that position advertisement is inserted/posted in appropriate locations.

Pastor/Ministry Team Chair /Council Designate:

5. Receives written applications/resumes.
6. Screen applicants
7. Schedules appointments for interviews
8. Interviews and selects as per special Instructions.
9. Does reference checks.
10. Notifies all applicants of decision

Approved by Council December 2005

Grace Lutheran Church

POSITION ADVERTISEMENT FORM

To Be Completed by Pastor/Ministry Team Chair/Council Designate

Position Required

Effective Date of Position

Advertisement stipulations/comments:

Deadline Date: _____

Advertisement(s) placed in following:

Location (local paper, bulletin board etc.)

Dates

Signature

Date

Approved by Council December 2005

Grace Lutheran Church

POLICY #3

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: REFERENCE CHECKS ON APPLICANTS

POLICY: Reference checks shall be completed via telephone/or by reference letter for suitable Applicants.

PURPOSE: To determine the suitability of the applicant for the position.

SPECIAL INSTRUCTIONS:

1. Telephone references are preferred.
2. A minimum of two reference checks is completed after the interview in order not to bias the interview process.

PROCEDURE:

Pastor

1. Completes reference check on the Telephone Reference Form or sends out a Reference Form.
2. Files reference forms in personnel file of successful applicant.

Approved by Council December 2005

Grace Lutheran Church

REFERENCE HINTS: WHAT TO ASK

1. Begin by identifying yourself and stating the reason for the call. If the person giving the reference is skeptical, offer your number so the validity of the call can be confirmed.
2. Stress that the material will be treated confidentially. Re-emphasize this as necessary during the call.
3. Start off by verifying factual data: dates of service, job title, attendance, salary, etc.
4. Use open questions to move the conversation naturally to new areas of discussion. Focused probes can be used to gather more specific and detailed information.
5. Be positive. Ask what the person's greatest strengths seem to be.
6. Try to find out what the candidates growth opportunities are by asking about them in a positive way. For example, "How can we best help this individual develop?"
7. Be sure to ask for examples to support the reference's assessment.
8. Listen for the hesitant comment. Follow up with a candid question such as "I have the feeling you have some reservations. Could you fill me in on these?"
9. A comparative question, such as "Where would you rate this individual with respect to other employees in terms of planning ability?" forces the person to take some kind of stand.
10. If the person was fired or there was a personality conflict, ask the reference why he thinks it occurred.
11. "Would you re-hire this person?" is the key questions and can be immensely revealing. And, if not, "Why?"
12. At the end of the interview ask "Is there anything else you can tell me about the individual?" This question may bring out facts that never came out because a specific question was not asked.

Approved by Council December 2005

Grace Lutheran Church

POLICY #4

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: REFERENCE - Past Employees

POLICY: Reference requests re past and current employees shall be completed by the Pastor/Designate.

PURPOSE: To ensure an accurate/fair reference is given.

SPECIAL INSTRUCTIONS:

1. If the Pastor/designate is not familiar with the past employee then reference may be made to the exit performance appraisal for means of giving an appropriate reference.

PROCEDURE:

Pastor/Ministry Team Chair

1. Completes reference request for non-rostered staff.

Synod

2. Completes reference requests for rostered staff.

Approved by Council December 2005

Reviewed February 2013

Grace Lutheran Church

POLICY #5

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: EMPLOYEE TRAINING

POLICY: Grace Lutheran Church shall provide training and educational opportunities to its employees and may authorize full or partial payment of costs for employee attendance at planned educational sessions.

PURPOSE: To assure high quality services through improved job performance.

SPECIAL INSTRUCTIONS:

1. Orientation Program

An introduction for new employees to Grace Lutheran Church:

- A. Applies to all new employees
- B. Orientation period allows sufficient time for the following:
 - a. Overall structure and services of Grace Lutheran Church
 - b. Review position description, administrative and personnel policies
- C. An orientation check list will be followed for new employees

2. On - The - Job - Training

An appropriate mentor shall train employees or volunteers who have no previous training for a particular task.

3. Staff Development

- A. Staff Development is defined as planned educational opportunities which are relevant to the needs and position of the employee and are offered within, or outside of, Grace Lutheran Church
- B. A specified continuing education budget is allotted each fiscal year.

PROCEDURE:

- Employee: 1. Requests attendance at education program.
- Pastor: 2. Approves/declines education request.
- Employee: 3. Forwards expense claim to Church Treasurer.

Approved by Council December 2005

Reviewed February 2013

Grace Lutheran Church

POLICY #6

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: PROBATIONARY PERIOD

POLICY: New employees shall serve a probationary period.

PURPOSE: To allow employer and employee the opportunity to assess suitability for appointment to permanent position.

SPECIAL INSTRUCTIONS:

1. During probationary period, all benefits are provided as applicable.
2. Goals for the probationary period are to be mutually established by the employee and supervisor.

PROCEDURE:

Pastor/Employee

1. Complete six-month probationary appraisal which will include the review of the established goals.
2. Establish goals for the next review period.

Approved by Council December 2005

Grace Lutheran Church

POLICY #7

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: DISCIPLINARY ACTION

POLICY: Grace Lutheran Church embraces the concept of Progressive Discipline.

PURPOSE:

1. To provide a fair application of discipline
2. To promote early discussion with an employee when a performance issue becomes first apparent, thereby providing an opportunity for guidance and correction prior to the need to apply formal discipline.

To protect Grace Lutheran Church from civil suits by complying with the established legal precedents in labor law.

SPECIAL INSTRUCTIONS:

1. There shall be no dismissal or discipline except for just cause.
2. Unsatisfactory conduct and other performance by an employee, which is not considered by the employer to be serious enough to warrant immediate suspension or dismissal, will result in progressive discipline. Accurate information shall be gathered to assist in this process.
3. The usual course of progressive discipline to be followed is:
 - a. Verbal discussion(s)
 - b. Disciplinary letter(s)/Progress Reviews
 - c. One day suspension
 - d. Three day suspension
 - e. Dismissal
4. Verbal and written warnings shall specify where improvements or correction is required, and shall state a definite period in which improvement or correction is expected. If required, appropriate training/staff development will be provided to assist in the accomplishment of the desired performance level. At the conclusion of such time, the employee's performance shall be reviewed with respect to the warning. The employee shall be informed in writing as to the results of the review. Further progress reviews may be appropriate to monitor performance improvements.
5. If the situation is not corrected as required, the process will move to the next step of the progressive discipline sequence.

6. Confidentiality - Confidential information is **only** to be shared on a "need-to-know" basis within the Church.
7. Discipline for Just Cause –
 - a. The policies outlined herein do not prevent immediate suspension or dismissal for just cause.
 - b. The appropriate Supervisor will undertake a careful review of each situation before dismissal for just cause is implemented.
 - c. If circumstances appear to warrant dismissal for just cause, the employee should be immediately suspended without pay pending an investigation to determine that dismissal is warranted.
 - d. Employees may be considered to have provided just cause for dismissal when:
 - I. There is failure/refusal to carry out the reasonable directions of a supervisor (insubordination)
 - II. They are guilty of serious misconduct such as theft, abuse or destruction of property, serious breach of confidentiality.
 - III. There is off the job conduct which adversely affects their ability to perform the job, or which is not in the church's best interest.
 - IV. There is failure/refusal to meet performance requirements or other reasonable expectations of the employer and immediate supervisor during a probationary period.
 - V. There is failure/refusal to provide satisfactory service or conduct subsequent to prior warnings.

Approved by Council December 2005

Grace Lutheran Church

POLICY #8

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: DISPUTE RESOLUTION

POLICY: All employees shall have access to a dispute resolution process.

PURPOSE:

1. To provide a fair process for the resolution of disputes.
2. To promote discussion between employee and supervisor for purposes of dispute resolution.

SPECIAL INSTRUCTIONS:

1. If a dispute arises between an employee and their supervisor, regarding the interpretation, application or alleged violation of the terms and conditions of employment, the employee is expected to first seek to settle the dispute with their supervisor.
2. If the dispute cannot be resolved satisfactorily, the employee may submit, in writing to the Church Council, a description of the act/omission causing the dispute. The Council will follow established guidelines as follows:
 - a. Council representative/s will meet with each party to gather information regarding dispute.
 - b. Council will appoint a mediator from council to resolve dispute.
 - c. If council determines they are unable to negotiate a solution then appropriate assistance from external sources may be obtained. E.g. Synod office.
 - d. If dispute is resolved council representative will meet with each party in three months' time for a follow-up.
3. The decision of the council, which shall be communicated to the concerned parties, is considered to be final.
4. Except in cases of suspension or dismissal, during any and all proceeding outlined in this section, the employee is expected to continue performing duties satisfactorily.

Approved by Council December 2005

Revised and approved by Council May 2007

Grace Lutheran Church

POLICY #9

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: EMPLOYEE PERFORMANCE MANAGEMENT REVIEW

POLICY: All employees will have the opportunity to have an annual Performance review.

PURPOSE:

- a. To provide the employee and their supervisor the opportunity to review the employee's established annual goals for the year.
- b. To provide the employee and their supervisor the opportunity to discuss further growth areas appropriate to the employee's position.
- c. To review current position description.

SPECIAL INSTRUCTIONS:

1. All employees shall have performance appraisals conducted on an annual basis. Such appraisals shall be in writing and shall be signed by both the supervisor and employee, indicating that both have participated in the review.
2. During the probationary period, the supervisor shall meet with the employee at least monthly to review progress; such discussions to be recapped in writing and signed by both the supervisor and employee, indicating that both have participated in the review.
3. Copies of all correspondence dealing with employee competency shall be kept in the employee's Personnel File.

PROCEDURE:

Council/Designate:

1. Meet with Pastor to conduct performance appraisal.

Pastor:

2. Meet with employee to mutually establish goals and probationary review date.
3. Meet with employee to review initial goals, review job performance during the probationary period and establish goals for the review period.
4. Meet with employee to review established goals and review performance on an annual basis.

Approved by Council December 2005

Grace Lutheran Church

POLICY #10

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: TELEPHONE CALLS

POLICY: Long distance telephone calls may be made for church purposes. Personal long distance telephone calls are to be the responsibility of the “phoning” party.

PURPOSE:

1. To ensure that the church is charged only for “business” calls.
2. To identify responsibility for long distance telephone calls.

PROCEDURE:

Office Coordinator:

1. Forwards telephone bills to staff.

Staff:

2. Check telephone bill and initial personal calls.
3. Reimburse church for personal call charges.

Approved by Council April 2006

Grace Lutheran Church

POLICY #11

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: COMMUNICATION BETWEEN STAFF

POLICY: Communication between staff shall be carried out through the use of a white board, staff meetings, and other appropriate channels ie email.

PURPOSE:

1. To communicate information of interest or concern to all staff.
2. To encourage and seek staff input.

SPECIAL INSTRUCTIONS:

1. A white board is located in the office coordinator's office for all staff members.
2. Staff meetings are scheduled at a mutually agreed upon time.
3. Minutes of the Council meeting are put in staff mailboxes.
4. Minutes of each Ministry Team meeting are posted in binders in the office coordinator's office.

PROCEDURE:

Staff

1. Post pertinent messages on white board
2. Check white board for messages.
3. Keep abreast of Council minutes and appropriate Ministry Team Minutes.
4. Attend scheduled staff meetings as regularly as possible.

Council Representative

1. Ensures that Ministry Team minutes are recorded and placed in appropriate binder in the office coordinator's office.

Approved by Council May 2007

Revised and approved by Council

Grace Lutheran Church

POLICY #12

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: COMMUNICATION WITH CONGREGATION

POLICY: Communication with congregation shall be carried out through the use of the Bulletin, Parish Pump, Council minutes, notice boards in Narthex, and Sunday morning announcements.

PURPOSE:

1. To communicate information of interest or concern to congregational members.
2. To encourage and seek congregational input.

SPECIAL INSTRUCTIONS:

1. Information may be brought to Office Coordinator for:
 - a. Weekly bulletin
 - b. Monthly Parish Pump
2. Minutes of the Council meeting are inserted into all church members' mailboxes.
3. Minutes of each Ministry Team meeting are posted in binders in the office coordinator's office. All church members are welcome to read these minutes.
4. The Grace Lutheran Church Personnel Manual is located in the Office Coordinators office and all Church members are welcome to read this manual. This manual includes:
 - a. Ministry Team guidelines
 - b. Staff position descriptions
 - c. Volunteer position guidelines
 - d. Church policies

PROCEDURE:

Office Coordinator

1. Prepares weekly bulletin.
2. Publishes the monthly Parish Pump with input from Pastor, Staff, Congregation, and Ministry Teams and puts them in all church member mailboxes.

Council Recording Secretary

3. Records minutes of council meetings, and puts a copy of minutes in each church member's mailbox.

Ministry Team Chairperson

4. Forwards minutes/report to Office Coordinator for insertion in proper binder.

Personnel Ministry Team

5. Updates the Grace Lutheran Church Personnel Manual.

Approved by Council May 2007

Grace Lutheran Church

POLICY #13

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: RELEASE OF INFORMATION TO THE NEWS MEDIA

POLICY: Requests for information from the news media shall be referred to the Pastor. If the Pastor is unavailable the request should be forwarded to the Council Chairperson.

PURPOSE:

1. To ensure that the information that is released is accurate and pertinent to the situation.

PROCEDURE:

Office Coordinator:

1. Forwards request to Pastor or Council Chair if Pastor is unavailable.

Pastor:

2. Refers to Council Chair if appropriate.

Approved by Council April 2006

Grace Lutheran Church

POLICY #14

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: BUSINESS CARDS

POLICY: Staff shall be provided with a business card as required.

PURPOSE:

1. To provide written identification for contacts.
2. To facilitate “client” follow-up.

PROCEDURE:

Office Coordinator:

1. Prints appropriate business card for staff as required.

Staff:

2. Gives business card to “clients” etc. when appropriate.

Approved by Council April 2006

Grace Lutheran Church

POLICY #15

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: BUDGET

POLICY: A budget will be presented to the Grace Lutheran Church Annual meeting.

PURPOSE: To ensure that Grace Lutheran Church has a yearly budget setting process.

PROCEDURE:

Finance Ministry Team:

1. (June) Remind all committees with budget needs to propose a relevant budget by the September Council meeting. The Mutual Ministry Team will not need to provide this information as one of their team will attend the November Council meeting to present their proposal.

Ministry Teams:

2. Develop budget proposal and forward to the Finance Ministry Team prior to the September Council meeting

Finance Ministry Team:

3. Ensure that all budget ministry team budget proposals have been completed. (Reminders will be sent if needed)

Council Chair, Vice Chair, Secretary, Treasurer and Finance Team:

4. Develop complete budget based on previous needs and ministry team proposals.
5. Forward a copy of the proposed budget to each council member to review prior to October, council meeting.

Council:

6. Review proposed budget at October council meeting with discussion about any concerns but NOT a review of each line.
7. Forward proposed budget back to Finance Ministry Team for changes and corrections.
8. Discuss revised budget at the November Council Meeting.

Mutual Ministry:

9. Present recommendations for Pastor's salary at the November Council Meeting.

Pastor:

10. Presents recommendations for staff salaries at the November Council Meeting

Finance Ministry Team:

11. Finalize budget based on input from council.

Council:

12. Vote on budget at December Council meeting
13. Present budget to congregation at Annual meeting.

Approved by Council April 2006

Grace Lutheran Church

POLICY #16

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: PASTOR REVIEW

POLICY: The Pastor will have the opportunity to have an initial 6 month review and an annual review thereafter.

PURPOSE:

1. To ensure that Grace Lutheran Church maintains its mission statement ‘Reflecting and Sharing Jesus Christ’ in the community.
2. To provide the Pastor and the Council an opportunity to review the Pastor's and the congregation's established goals for the review period.
3. To provide the Pastor and the Council the opportunity to discuss further growth areas appropriate to the Pastor's position.
4. To review Pastor's Letter of Call.

Approved by Council November 2006

Revised and approved by Council February, 2009

Revised and Approved by Council October, 2014

Grace Lutheran Church

POLICY #17

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: EMPLOYEE PERFORMANCE MANAGEMENT REVIEW

POLICY: Grace Lutheran church supports the use of the Employee Performance Management Review process as a positive development tool. All employees will have the opportunity to have an annual performance review.

PURPOSE:

1. To provide the employee and their supervisor the opportunity to review performance, abilities and annual goals of the individual and their relationship with co-workers.
2. To promote learning and examine ways to support the mission and guiding principles of Grace Lutheran Church.
3. The performance review process should be used to acknowledge accomplishments and reinforce positive behaviors, as well as to provide an opportunity to identify and discuss required changes and /or improvements.
4. To review current position description.
5. At no time should this appraisal become a disciplinary process. Discussion of actions and consequences involving discipline should be handled by the steps outlined in the Disciplinary Action policy.

SPECIAL INSTRUCTIONS:

1. All employees shall have performance appraisals conducted on an annual basis. Such appraisals shall be in writing and shall be signed by both the supervisor and employee, indicating that both have participated in the review.
2. During the probationary period, the supervisor shall meet with the employee at least monthly to review progress; such discussions to be recapped in writing and signed by both the supervisor and employee, indicating that both have participated in the review.
3. Copies of all correspondence dealing with employee competency shall be kept in the employee's Personnel File.

PROCEDURE:

PASTOR:

Council:

1. Complete Performance Review form.
2. Designate two council members to assume interviewer roles for the Pastor's performance review.

Pastor:

3. Complete Self Performance Review form.

Pastor/Council Reps/ Mutual Ministry Rep:

4. Meet to mutually discuss performance review form and establish annual goals.

Council Reps:

5. Report feedback to Council.

EMPLOYEE

Pastor:

1. Meet with employee to mutually establish annual goals and probationary review date (if appropriate).
2. Complete Performance Review form

Employee:

3. Complete Self Performance Review form

Pastor:

4. Meet with employee to review initial goals, review performance and position description and establish goals for the next review period.

Approved by Council April 2006

Grace Lutheran Church

EMPLOYEE PERFORMANCE MANAGEMENT REVIEW FORM

A yearly performance review of all employees is a requirement. The reviewer and the employee should complete the forms and then have a meaningful interview, openly discussing strengths and growth areas. Such review shall have the objective of determining the effectiveness of the employees in their positions.

Each employee's position description shall be reviewed and changes shall be documented accordingly.

General Comments:

1. What has been an area of greatest satisfaction in your work this past year?

2. One thing that I would like to do even better than I can now eg. Knowledge, skills, attitude

3. What contributions have been made beyond the job description expectations this year?

4. What seems to be an area of improvement within the organization that needs modification for effective work and work relationships?

5. How might your position description be adjusted in the future?

6. Please add any further comments you may wish: (Use reverse side if necessary)

Employee: _____

Interviewer: _____

Date: _____

Approved by Council April 2006

Grace Lutheran Church

POLICY #18

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: HARASSMENT/ABUSE

POLICY: All congregational members and staff shall not tolerate any form of harassment/abuse and have a responsibility to ensure that their behavior is not contrary to this policy. Complaints of harassment/abuse are to be taken seriously and dealt with in a spirit of compassion and justice.

PURPOSE: To ensure that the harassed/abused person should not feel guilty; it is the harasser /abuser who is wrong and not the victim.

SPECIAL INSTRUCTIONS:

1. This policy applies to members and persons involved in church related activities and includes all incidents of harassment/abuse occurring within or outside of church related activities which adversely affect congregational working relationships. It covers the harassment/abuse of clergy, clergy family, church employees, volunteer leaders and members.
2. The pastor and church council members are responsible for discouraging employment related harassment/abuse and ensuring that congregational members are aware of their responsibilities to prevent harassment/abuse.

DEFINITIONS:

3. Harassment is defined as one incident, or a series of incidents, involving comments or conduct that is known or ought reasonably to be known to be unwelcome when:
 - a. Such comments or conduct might reasonably be expected to cause insecurity, discomfort, offence or humiliation, or
 - b. Such comments or conduct has the purpose or the effect of interfering with a person's work performance or creating an intimidating, hostile or offensive work environment.
4. Harassment/abuse can occur in the form of behavior by men towards women, women towards men, between men, between women, between children or towards children. However, any child abuse or suspected child abuse must be reported to provincial authorities (Social Services and/or RCMP) and dealt with as such.
5. The adult complainant has the right to decide how to deal with harassment /abuse. However, incidents for which criminal charges could be laid should be dealt with according to applicable Federal and Provincial law.

6. Grace Lutheran Church recognizes that the question of whether a particular conduct or comment is a purely personal, social relationship without a discriminatory employment effect requires a factual determination based on all facts in each case. The opportunity for a mutual discussion between the parties affected regarding the conduct or comment should be considered, but is not necessary, prior to further disciplinary action.
7. The confidentiality of the complainant and the alleged harasser/abuser should be protected during the process.
8. Matters of false accusations will be taken before council in accordance with Article IV Section 6 of Grace Lutheran Church's Constitution.

PROCEDURE:

Staff/Congregational Member:

1. Recognizes harassment/abuse and speaks up or the lack of action may be interpreted as acceptance.
2. Communicate your disapproval and objections immediately to the harasser/abuser, whether personally or in writing, and request the person to stop.
3. Keep a signed and dated written record of the incident(s) including what the harasser/abuser did and said, who saw what, your response and to whom you reported anything.
4. Take your concern to the Pastor or Mutual Ministry Committee (if Pastor is the harasser/abuser) for discussion and advice if the harassment/abuse does not stop or if you are not comfortable with addressing the harasser/abuser directly.
5. Decide to proceed informally or initiate a formal action immediately if the informal procedures are unsuccessful.
6. Request Pastor/Mutual Ministry Team/Council (whichever is appropriate) to investigate the allegations of harassment/abuse to resolve the matter as expeditiously as possible.

Pastor/Mutual Ministry Team/Council

7. Examine the allegations.
8. Advise the alleged harasser/abuser of the proceedings and provide the alleged harasser/abuser with a copy of the signed and dated written allegation.
9. Request the alleged harasser/abuser to respond to the allegations.
10. Determine the most appropriate manner of dealing with the harassment/abuse, if in their opinion, the allegations are founded. This may include the apology of the harasser/abuser, and suggesting counseling and or education for the harasser/abuser.
11. Maintain confidentiality of all parties.
12. If appropriate, appoint two or more persons to investigate, resolve or report to council with recommendations on necessary action.

Investigator(s) (2 people)

- a. Obtain information regarding the allegation through discussions with both parties, asking for and documenting facts about:
 - i. What was said (actual words said)
 - ii. When/where it occurred
 - iii. What the complainant believed was inappropriate about the conduct/comments
 - iv. Were there any witnesses who observed the incident
 - v. Have other complaints against the charged party been made.
- b. Insure that no interview regarding sexual harassment of a female person shall be conducted without a female representative present. Likewise, no interview regarding sexual harassment of a male person shall be conducted without a male representative present.
- c. Present findings to Pastor/Mutual Ministry Team/Council if appropriate.

Pastor/Ministry Team/Council

- d. Inform the complainant and the harasser/abuser of the decision.
- e. Ensure that, in accordance with Article IV Section 6 of the Grace Lutheran Church Constitution, necessary action or discipline procedures are taken which may include obtaining the apology of the harasser/abuser, informing the congregation (if complainant agrees), suggesting counseling and or education for the harasser/abuser, and terminating the charged party (staff/volunteer) if appropriate.

Staff/Congregational Member

- f. May file a complaint with the provincial Human Rights Commission in accordance with the Code or Act.
- g. May report the incident to the police and take action under the Criminal Code in cases of sexual assault, obscene phone calls, intimidation and criminal harassment (where there is a fear of safety)
- h. May bring a civil action against the person who caused the injury if mental or physical damages have occurred.
- i. May use the facilities of a mediator if both parties agree and it is appropriate in the circumstances or request a pastoral support worker to serve as facilitator of the process, suggest procedural protocol and provide pastoral ministry.
- j. If the complaint involves sexual harassment or abuse by the Pastor the matter shall be dealt with according to the constitution of this church and its policies.

Approved by Council May 2006

Revised and Approved by Council June 2011

APPENDIX TO POLICY #18

This part of Policy #18 is adapted from the Policy for Protection of Children, Youth and Other Vulnerable People in the Evangelical Lutheran Church in Canada

1. UNDERSTANDING THE NEED

REDUCING THE RISK OF SEXUAL ABUSE OF VULNERABLE PERSONS

GRACE LUTHERAN CHURCH has a mandate to minister to individuals, families, adults, youth and children. In that context, GRACE LUTHERAN CHURCH stresses the sanctity of human life and the importance and worth of each individual as a child of God.

The physical and sexual abuse of children has increasingly and properly claimed the attention of our society. In response, it is the commitment of the GRACE LUTHERAN CHURCH to provide reasonable protective care to all preschoolers, children, youth and other vulnerable people involved in ministries or programs of the GRACE LUTHERAN CHURCH.

Childhood innocence is a gift given by God. Children are naturally trusting. Children readily place their faith in adults who care for them. It is our responsibility as a church to safeguard that trust.

IT CAN HAPPEN IN ANY CHURCH

Incidents of abuse can occur in any church – including GRACE LUTHERAN CHURCH. Churches have traditionally accepted the services of anyone expressing an interest in working as a volunteer with children, youth or other vulnerable persons. Churches are by nature trusting institutions. Asking sensitive questions of those who are giving their time and talent can be seen as intrusive by church leaders. No one wants to offend potential volunteers, especially longtime church members with a history of good service. These realities can make a church susceptible to incidents of abuse. There are few topics that create more emotional turmoil than that of child abuse, especially if it is sexual in nature.

IMPACT

A single incident of abuse can devastate a church. Members become outraged and bewildered. Parents question whether their own children have been victimized. The viability of the church's youth and children's programs is jeopardized. Church leaders face blame and guilt for allowing the incident to happen.

Such incidents often attract media attention – sometimes on a national scale. Television stations conduct live interviews from church property on the evening news. Front page stories hit the local paper. Community residents begin to associate the church with the incident of abuse. However, far more tragic is the emotional trauma to the victim and the victim's family, and the enormous potential legal liability the church faces. If a trial ensues, the issue stays alive in the media for months, sometimes even years.

2. UNDERSTANDING ABUSE

DEFINITIONS

Abuse is characterized as follows:

- It can be physical, emotional or sexual;
- It always involves the misuse of power;
- Misuse of power takes place when people take advantage of the authority or power they have over vulnerable people. Vulnerable people include adults with physical or mental disabilities and children.

Physical abuse is using physical force or action that results, or could result, in injury to a vulnerable person. It is more than reasonable discipline. Sometimes injury is caused by over-discipline. Injuring a child, youth or other vulnerable person is not acceptable, regardless of differing cultural standards on discipline.

- In 97 per cent of reported cases of physical abuse, parents are the perpetrators.*
- The perpetrator of physical abuse is approximately 1.5 times more likely to be male than female.*

Emotional abuse is a pattern of hurting an individual's feelings to the point of damaging their self-respect. It includes verbal attacks, insults, humiliation or rejection. A child, youth or vulnerable person who is emotionally harmed may demonstrate severe anxiety, depression, withdrawal, self-destructive or aggressive behaviour.

Sexual abuse occurs when a child, youth or other vulnerable person is used by somebody else for sexual stimulation or gratification. Sexual activity between children or youth may also be sexual abuse if older or more powerful children or youth take sexual advantage of those who are younger or less powerful.

Sexual abuse includes behaviour that involves touching and non-touching aspects.

Types of sexual abuse that involve touching include:

- Fondling
- Oral, genital and anal penetration
- Intercourse
- Rape

* Wolfe, David. Child Abuse. Implications for Child Development and Psychopathology. Newbury Park, California: Sage, 1987. P.20.

Types of sexual abuse that do not involve touching include:

- Verbal comments
- Exposure to pornography
- Obscene phone calls, e-mail or other communications
- Exhibitionism
- Allowing children to witness sexual activity

SYMPTOMS OF ABUSE AND MOLESTATION

Church volunteers and staff should be alert to the physical signs of abuse and molestation, as well as to behavioural and verbal signs that a victim may exhibit.

Physical signs may include:

- lacerations and bruises
- nightmares
- irritation, pain or injury to the genital area
- difficulty with urination
- discomfort when sitting
- torn or bloody underclothing
- venereal disease

Behavioural signs may include:

- anxiety when approaching church or nursery area
- nervous or hostile behaviour toward adults
- sexual self-consciousness
- “acting out” sexual behaviour
- withdrawal from church activities and friends

Verbal signs may include the following statements:

- I don't like (names a particular person).
- (Particular person) does things to me when we're alone.
- I don't like to be alone with (particular person).
- (Particular person) fooled around with me.

THE EFFECTS OF SEXUAL ABUSE OF VULNERABLE PEOPLE

Child sexual abuse robs children of their childhood and can potentially scar its young victims for life. Too often, in the past, the effects of abuse were minimized or dismissed. Children were viewed as being resilient. Recent research has shown that children can suffer significant pain from even a single abusive incident. Church members must be aware of the pain and long term suffering that can accompany such abuse. Abused children can display a wide range of negative symptoms in the aftermath of abuse. Abuse can result in abnormal fears, post traumatic stress disorder (PTSD), aggressive behaviour, sexual “acting out,” depression and poor self-esteem. Sexually transmitted disease is also a possible outcome.

The degree of damage depends upon several factors including the intensity, duration and frequency of the abuse. In addition, the relationship of the perpetrator to the child matters. If the abuser is a known and trusted authority figure in the child’s life, the degree of impact increases dramatically.

Consequences of child sexual abuse can plague victims into adulthood. Outcome studies of adult survivors of child sexual abuse suggest the following effects: sexual dysfunction, eating disorders, substance abuse, promiscuity, disassociation from emotions, and possible perpetration of sexual abuse on others. When church leaders, Pastors, and respected congregational volunteers perpetrate the abuse, lifelong religious confusion and deep feelings of enmity toward God and the church can occur.

THE PROFILE OF A CHILD MOLESTER

Who is the typical child molester? Some church leaders assume that molesters are “strangers wearing trench coats” or “dirty old men.” These stereotypes are not only inaccurate, but they also contribute dangerously to a false sense of security. Researchers in the field of child sexual abuse currently indicate that no single profile fits the various perpetrators of abuse. Church leaders can become preoccupied screening for stereotypes, while not suspecting the real molester could be an active adult or teen in the church.

CONSIDER THE FOLLOWING

If abuse occurs in the church, a respected member will most likely be the molester. Emphasis upon “stranger danger” will leave the church ill prepared. While it’s uncomfortable even to consider this, the most likely assailants include Sunday School teachers, religious educators, nursery or preschool volunteers, teachers in a church operated school, camp counselors, Scout leaders, “concerned” adults who volunteer to transport children to church, and clergy. Trusted adults – male or female – can easily mislead children. Most incidents of child sexual abuse take place in the context of an ongoing relationship between the abuser and the child.

- Over 80% of the time, the abuser is someone known to the victim.
- Most abuses take place within the context of an ongoing relationship.
- The typical offender is between the ages of 20 and 30 years.
- 20% of sex offenders begin their activity before the age of 18.
- Child abusers are often married and have children.

3. THE CHURCH'S LEGAL VULNERABILITY

WHY CHURCHES ARE VULNERABLE

Churches have unique features that can make them susceptible to incidents of molestation. This risk increases dramatically for overnight activities.

A. Access

The Boy Scouts, Big Brothers, and similar organizations have instituted comprehensive programs to reduce the risk of child molestation. Child molesters are attracted to an institution in which they have immediate access to potential victims in an atmosphere of complete trust.

B. Need

Most churches struggle to get adequate help for children's and youth programs. Recruiting Sunday School teachers, for example, can become an unending effort. Turnover among volunteers is also high. A willing volunteer provides welcome relief.

Churches need to understand the extent of their liability. Churches are not "guarantors" of the safety and well-being of children. They are not absolutely liable for every injury that occurs on their premises or in the course of their activities. Generally, they are responsible only for those injuries that result from their negligence. Victims of molestation who have sued a church often allege that the church was negligent in not adequately screening applicants or for not providing adequate supervision.

C. The Civil and Legal Liability of the Church

Increasingly and often more dramatically, the church and its personnel (i.e. staff, Council members, officers and Pastors) are being held accountable for the acts of individual abusers within the church even though neither the church, nor its leaders were aware of the abuse or condoned it. Churches are being sued in Civil Courts for damages sustained by victims and their families. Those victims and their families are attempting to hold churches accountable by alleging that:

- the church is vicariously liable for the acts of its personnel, be they paid staff or volunteers, regardless of whether the church was itself negligent or even knew of the abuse;
- the church was negligent in its hiring or accepting personnel, whether paid or volunteer;
- the church was negligent in the supervising or monitoring of its personnel or membership.

(Church and the Law Update, June 1994)

4. PROTECTION PROCEDURES

COMMITMENTS

GRACE LUTHERAN CHURCH makes the following commitments to protect children, youth and vulnerable adults, and those who minister to and with them:

- 1) Screening of those who work with children, youth and other vulnerable individuals is important.
- 2) All salaried staff will undergo a police records check.
- 3) All employees and volunteers who work with preschoolers, children, youth and vulnerable persons will be made familiar with the nature of child sexual abuse.
- 4) All employees and volunteers who work with preschoolers, children, youth and vulnerable persons will be made familiar with the guidelines contained in Policy #18.
- 5) The policies to prevent sexual abuse are regarded seriously and will be enforced.
- 6) All volunteers will sign a VOLUNTEER MINISTRY COVENANT, agreeing to comply with church policies and guidelines.
- 7) In general, two adults, preferably one male and one female will be present during activities involving youth.
- 8) A directory of names and addresses of parents/guardians and children, youth or vulnerable persons will be carefully maintained.

WASHROOM GUIDELINES

Parents are to be encouraged to take their children to visit the washroom prior to each class or service. This recommendation is to be communicated to parents at the beginning of each new school year, and throughout the year to newcomers.

A. Nursery

As a general rule, volunteers in the nursery will not be expected to change diapers. However in the event that this becomes necessary the following rules will apply:

- Diaper changing must always take place in such a way that another nursery volunteer or responsible adult can see the child being changed.

B. Preschool

- For a group of preschoolers, one adult will escort the children to the washroom.
- If just one child must go to the washroom, the adult volunteer should escort the child to the washroom and prop the outside door open. The volunteer should then remain and wait for the child before escorting him or her back to the classroom. The volunteer should call the child's name if they are taking longer than seems necessary.
- When preschool children need assistance in the washroom, an adult may enter the washroom cubicle to assist. Inform another adult when taking a child to the washroom and when returning.

PROPER DISPLAY OF AFFECTION

Touch is an essential responsibility in nurturing lives. Volunteers need to be aware of, and sensitive to, differences in sexual development, cultural differences, family backgrounds, individual personalities, and special needs. Physical contact with children should be age and developmentally appropriate. The following guidelines are recommended as healthy and positive displays of God's love:

A. Appropriate Touch

Love and caring can be expressed in the following appropriate ways:

- Bend down to the child's eye level and speak kindly; listen to him or her carefully;
- Take a child's hand and lead him or her to an activity;
- Put an arm around the shoulder of a child who needs quieting or comforting;
- Take both of the child's hands as you say, "You did such a good job!" (or "I'm so glad to see you. We've missed you!" etc.);
- Pat a child on the head, hand, shoulder or back to affirm him or her;
- Hold a child by the shoulders or hand to keep his or her attention while you redirect the child's behaviour;
- Gently hold a child's chin to help him or her focus on what you are saying;
- Hold and console a preschool child who is crying.

B. Inappropriate Touch

Staff and volunteers should avoid:

- Kissing a child or coaxing a child to kiss you;
- Extended hugging;
- Touching a child in any area that would normally be covered by a bathing suit (except when assisting a child with toileting as outlined previously);
- Carrying older children or having them sit on your lap;

STAFFING AND SUPERVISION GUIDELINES

Church staff and volunteers should always conduct themselves appropriately, being an example of integrity, respect and honesty to those in their care. The desire is to provide a safe and loving environment where children, youth and other vulnerable persons feel comfortable and are protected.

A. Supervision

Programs that involve children, youth and other vulnerable persons must always include adequate supervision. Supervision should also be maintained before and after the event until all children are in the custody of their parents or legal guardians.

B. Two Adults

In general, there are to be two adults in any enclosed room with youth and other vulnerable persons. Family (couple) ministry teams work well and are encouraged as a method of staffing. However, for the protection of this family, we recommend the presence of at least one other volunteer not related to the family.

C. Parent or Guardian Permission

Consent of a parent or guardian must be obtained before transporting. Children, youth and other vulnerable persons must also have written parental permission for involvement in confirmation ministry programs, GRACE LUTHERAN CHURCH Youth, or other church-sponsored field trips or outings. See ACTIVITY PERMISSION FORM (Document F).

D. Day Trips

- The Pastor or Council Chairperson should be informed of church sponsored activities conducted away from the church property.
- Parents/guardians should be notified at least one week prior to the outing.
- A completed ACTIVITY PERMISSION FORM (Document F) and MEDICAL PERMISSION FORM (Document G) are required for each child, youth or vulnerable person participating in day trips.
- Day trips must be supervised by a minimum of two adult leaders.
- All supervising adults must be approved volunteers.
- When transporting children, youth and other vulnerable persons involved in an activity, all drivers must have a valid driver's license and current automobile insurance. The number of persons per car must never exceed the number of seat belts.

E. Overnight Events

- Overnight activities should be pre-approved by the Pastor or Council Chairperson.
- Parental or guardian permission should be secured in writing for over-night events.
- A completed ACTIVITY PERMISSION FORM (Document F) and MEDICAL PERMISSION FORM (Document G) are required for each child, youth or vulnerable person participating in overnight events.
- Overnight trips must be supervised by a minimum of two approved adult leaders.
- Overnight activities should have a minimum ratio of one adult leader for every five children, one adult leader for every nine youths and appropriate staffing ratio for each vulnerable person. Each leader should have an assigned group of children/youth/vulnerable person for whom they will be responsible during the overnight event.
- All supervising adults must be approved volunteers.

WHAT DOES THIS MEAN?

A. What Does this Mean for Nursery, Sunday School and Confirmation Ministry?

- All Sunday School and Nursery staff must wear name tags so that they can be easily identified.
- Should there be a nursery staffed by volunteers, a sign-up sheet indicating child's name, parent's/guardian's name and parent's location should be provided in the nursery.
- Children should not be dropped off in a pre-school classroom without a teacher or care-giver present.
- Pre-school children should be released only to a parent/guardian or adult family member known to the staff person.
- Observe the guidelines for proper display of affection, page 11
- For day trips or special events, follow guidelines, page 12
- When in doubt, confer with the congregational Pastor or Council Chairperson

B. What Does this Mean for Youth Group Leaders?

- Two adult leaders should always be present at any youth group activity.
- Obtain parental/guardian permission for youth to be transported or involved in youth group activities. See the ACTIVITY PERMISSION FORM (Document F).
- Observe the guidelines for proper display of affection, page 11.
- For day trips or special events, follow guidelines, page 12.
- When in doubt, confer with the Pastor or Council Chairperson.

C. What Does this Mean for Mentors?

- To the extent possible, meet in such public environments as Tim Horton's, a park setting, a congregational fellowship room, a community centre, etc.
- Consider meeting in a group with one or more fellow mentors and youth.
- Always obtain parental permission to transport youth or to be alone with them.
- Observe the guidelines for proper display of affection, page 11.
- When in doubt, confer with the Pastor or Council Chairperson.

D. What Does this Mean for Other Volunteers?

- Follow the staffing and supervision guidelines, pages 11.
- Observe the guidelines for proper display of affection, page 11.
- When in doubt, confer with the Pastor or Council Chairperson.

5. RECRUITMENT OF VOLUNTEERS

All prospective volunteers for ministry with children, youth and other vulnerable persons must meet the following requirements:

- sign a VOLUNTEER MINISTRY COVENANT (Document A);
- complete a VOLUNTEER APPLICATION FORM (Document B);
- participate in an interview;
- provide a reference check;
- provide a police records check if required.

REVIEW OF THE POLICY

A copy of Policy #18 will be provided to all prospective volunteers with the expectation that they read the material and become familiar with the contents.

VOLUNTEER APPLICATION

Prospective volunteers for ministry with children, youth and other vulnerable persons must complete a VOLUNTEER MINISTRY COVENANT (Document A) and VOLUNTEER APPLICATION FORM (Document B). (To protect the church from legal liability and for the protection of all volunteers, every prospective ministry leader – including established or long-time members at GRACE LUTHERAN CHURCH – must complete the VOLUNTEER APPLICATION FORM.)

The VOLUNTEER APPLICATION FORM is critical in protecting the church from legal action if a case of abuse occurs in which a church volunteer is involved. To protect vulnerable people and to be protected from liability, the church must take reasonable action in screening and supervising the volunteers involved in any work with children, youth and other vulnerable persons. A court can find the church legally liable if it is less than systematic and therefore negligent in screening volunteers. By having prospective volunteers fill out a VOLUNTEER APPLICATION FORM, the church greatly reduces the potential for abuse and the resultant liability.

The Pastor or Council Chairperson of GRACE LUTHERAN CHURCH will monitor the status of the application process and will ultimately place completed material in a secure VOLUNTEER PLACEMENT FILE containing:

- Volunteer Ministry Covenant (Document A)
- Volunteer Application Form (Document B)
- Volunteer References Verification Form (Document C)
- Volunteer Approval Form (Document E)
- Police records check report (if required)

REFERENCE CHECK

Two personal references are requested on the VOLUNTEER APPLICATION FORM (Document B). References that are acceptable are limited to the following:

- Former or present Pastor;
- Long-time friend (minimum of 5 years);
- One parent (for minors);
- Teacher (for minors);
- Congregational member (who has sufficient strength of relationship to comment on the individual's personal habits and character);
- Employer or colleague.

These references will be contacted and asked to affirm the appointment of the volunteer. The person making the contacts, the date, and a summary of the reference's comments will all be recorded on the VOLUNTEER REFERENCES VERIFICATION FORM (Document C) which will become part of the individual's Volunteer Placement File. A suggested VOLUNTEER REFERENCE VERIFICATION SCRIPT (Document D) can be used for telephone follow-up when screening applications.

POLICE RECORDS CHECK

The right to ask for a police records check for volunteers is reserved by GRACE LUTHERAN CHURCH. (All salaried staff submit to a police records check for their own protection and for the protection of the church.)

A police records check will always be required in those instances where someone is a new resident or unknown to the church community or where an applicant's references cannot be fully verified. Minors (under 16 years of age) are exempt from a police records check.

The cost for a police records check requested by GRACE LUTHERAN CHURCH will be borne by GRACE LUTHERAN CHURCH.

The police records check report is to be brought to the Pastor. If there is no criminal record of any sort, the volunteer may be considered for ongoing service in the church. If there is a record or information which raises some concern, the Pastor and Congregational Council chairperson, of GRACE LUTHERAN CHURCH will meet to discuss and resolve the matter.

If the offense is other than child or sexual abuse, the volunteer may proceed with ministry in the church provided both the Pastor and the Congregational Council chairperson agree.

The following are criteria to consider when evaluating the information:

- The number and type of convictions;
- The age and circumstances of the offender at the time of the offense;
- The length of time between past criminal activity and the present;
- The conduct and circumstances of the individual since the offense; and
- The likelihood of the individual repeating the offense.

If any offense is related to the abuse of children or is of a sexual nature, the prospective volunteer will not be approved for ministry with children, youth or vulnerable people at GRACE LUTHERAN CHURCH.

The information contained in the police records check report is considered strictly confidential. Only the Pastor and Council chairperson of GRACE LUTHERAN CHURCH can be privy to the information.

A copy of any submitted police records check report will be kept in the confidential, secure VOLUNTEER PLACEMENT FILE.

APPROVAL

The Screening Committee will review the materials and complete the VOLUNTEER APPROVAL FORM (Document E). A prospective volunteer becomes an approved volunteer once the Screening Committee signs the VOLUNTEER APPROVAL FORM. All volunteer application materials will be kept in a confidential, secure VOLUNTEER PLACEMENT FILE for a minimum of 7 years after the volunteer resigns.

DISQUALIFICATION

Kinds of criminal convictions which disqualify individuals from working with children, youth and other vulnerable persons:

- A criminal conviction for a sexual offense involving a minor would disqualify an applicant.
- Other crimes would strongly suggest that a person should not be considered for work with minors at GRACE LUTHERAN CHURCH. At the same time, some crimes would not result in automatic disqualification because they would not suggest a risk of abuse or molestation. For example, some property offenses would not be included in this list, particularly if the offense occurred long ago and the individual has a long history of impeccable behaviour.

Will religious conversion make a difference for someone who has been guilty of past abuse?

No. Occasionally, a person may freely admit to a prior incident, but insist that they have since had a conversion experience and that they now present no risk whatever. The safest course is to encourage such an individual to work in the church, but in a position not involving access to children, youth or other vulnerable persons. This is a reasonable accommodation of the individual's desire to serve at GRACE LUTHERAN CHURCH.

A church that permits such an individual to work with children, youth or other vulnerable persons, on the basis of the professed religious conversion, will have a virtually indefensible position should another incident of abuse occur. The defense – that the abuser claimed to have been converted – would likely be viewed with derision by a civil court. Putting a known abuser in a position involving access to children, youth or other vulnerable persons is taking an enormous risk.

6. INCIDENT REPORTING PROCEDURES

Anyone who has concerns regarding the safety of a child, youth or a vulnerable person must report it to the Pastor, who will facilitate the contact with the appropriate child protection agency. The church's legal advisor will also be contacted.

Where a rostered minister is the object of an allegation, the Bishop of the synod in which the minister is rostered will be advised.

Abuse or neglect need not have already occurred for a child, youth or a vulnerable person to be in need of protection; it is not necessary to wait until a child, youth or a vulnerable person has been harmed to intervene.

DISCUSS SUSPICIOUS BEHAVIOUR IMMEDIATELY

Any inappropriate conduct or relationships between volunteers and a child, youth or a vulnerable person must be confronted immediately and investigated. Prompt warnings must be issued when appropriate, and the situation monitored very closely. The volunteer's services should be terminated immediately for continued violation of sufficient gravity. Sunday School staff, Confirmation Ministry mentors, Youth Group coordinators and other ministry leaders should note when a youth, child or a vulnerable person appears aloof or withdrawn, or exhibits a marked personality change. This may indicate a problem that deserves attention.

WHEN AN ALLEGATION OCCURS

If any volunteer leader has concern for the safety or well-being of any child, youth or a vulnerable person at GRACE LUTHERAN CHURCH s/he should report it immediately to the Pastor, who will offer support and assistance in reporting the concern. The Pastor, will contact the church's lawyer and will obtain from the concerned person all information necessary to complete the SUSPECTED ABUSE REPORT FORM (Document H).

If the alleged perpetrator is a volunteer at GRACE LUTHERAN CHURCH s/he will be advised of the allegation and suspended from his or her duties. S/he will be advised to seek legal counsel. Pastoral care will be offered to all involved.

If the alleged perpetrator is a rostered minister, the incident will be immediately reported to the Bishop of the Synod of Alberta and the Territories.

If the alleged perpetrator is a non-rostered employee, the incident will be immediately reported to the Pastor.

RESPONDING TO A CHILD, YOUTH OR OTHER VULNERABLE PERSON

When a child, youth or other vulnerable person first comes to you, be sure to take his or her word seriously. Don't deny the problem, but stay calm and listen to the individual. Give emotional support, reminding the individual that he or she is not at fault. Tell the individual that he or she was right in telling you about the problem. Do not ask any leading questions. Listen to their words only. Do not promise the individual that "you will not tell anyone."

CONFIDENTIALITY

In these matters it is important to keep the information restricted to those who need to be advised. This means that all suspicions of abuse should be directed only to the Pastor, GRACE LUTHERAN CHURCH Council Chairperson or Bishop of the Synod of Alberta and the Territories.

The only claim of confidentiality which overrides the legal duty to report may be that of solicitor-client privilege. Thus physicians, clergy and others who consider their professional relationships confidential for certain purposes are not exempt from the duty to report child abuse or neglect.

RESPONSIBILITY OF THE MINISTER

As soon as possible after an incident is disclosed the minister, will:

- In conversation with the person who has made the disclosure, complete the SUSPECTED ABUSE REPORT FORM. (Document H).
- Advise the person who has made the disclosure to maintain his/her own detailed notes including names, dates, times, places, etc.
- Assist the person who has come to you to contact appropriate authorities. An in-depth investigation will be left to professionals who are familiar with such cases.
- Take the allegations seriously without prejudging the situation and reach out to the victim and the victim's family. Showing care and support help to prevent further hurt and extending whatever pastoral resources are appropriate. The care and safety of the victim is the first priority.
- Treat the accused with dignity and support. If the accused is an approved volunteer, that person should be suspended from his or her duties until the investigation is finished. If the person is a paid employee, arrangements should be made to either maintain or suspend his or her income until the allegations are cleared or substantiated.

PROTECTION FROM LIABILITY

Church personnel are required to immediately report to the appropriate local authorities any suspected case of abuse. It is not a breach of confidence between church personnel and the child, youth or vulnerable person involved. No person is personally liable for anything done or omitted in good faith in the exercise of this responsibility. Church leaders are accountable to God to protect God's children. Although protecting parents as much as possible from undue interference by outside authorities may be desirable, the protection of children, youth and other vulnerable persons from abuse is more important.

As part of a child protection investigation, social workers are required under the Child and Family Services Act to assess:

- the child's current state of health;
- their sense of safety and their views of abuse;
- previous abuse, neglect or harm; and
- the ability of the parent(s) to care for and protect the child.

The social worker will talk to people who have contact with the victim and family. They may request records or other types of information. They are entitled to whatever information is needed to complete an investigation. If denied access to a record, they can seek a court order.

Legislation enacted by the Government of Alberta provides for preventing and reporting abuse of vulnerable people.

WHO MUST REPORT

All persons who have “reasonable grounds to suspect that a child, youth or a vulnerable person is or may be in need of protection” have an obligation to report.

REPORT FOLLOW-UP

A SUSPECTED ABUSE FOLLOW-UP REPORT FORM (Document I) should always be completed by a Pastor following a report of suspected abuse. Completed SUSPECTED ABUSE REPORT FORM (Document H) and SUSPECTED ABUSE FOLLOW-UP REPORT FORM (Document I) should be kept in a confidential file.

7. Response to Allegations of Abuse

Realistically, no practical prevention strategy is completely effective. An accusation of sexual abuse may occur in any church. Policy #18 at GRACE LUTHERAN CHURCH contains an approved strategy to respond to allegations of abuse.

The GRACE LUTHERAN CHURCH response strategy recognizes the following underlying principles:

- All allegations are to be taken seriously.
- Situations must be handled forthrightly with due respect for people’s privacy and confidentiality.
- Full co-operation must be given to civil authorities under the guidance of the church lawyer.
- Adequate care must be shown for the well-being of victims.
- The victim should not be held responsible in any way.

RECORDS

Records of volunteer applications and related material will be maintained. Records shall be kept a minimum of seven years after the volunteer resigns and should be kept in a safe accessible location, honouring their confidentiality.

SPOKESPERSON

The Pastor or Congregational Council Chairperson at GRACE LUTHERAN CHURCH will serve as the spokesperson for the congregation. S/he will speak to the media and the congregation regarding the matter in a discreet, informed, truthful and diplomatic way.

POSITION OF THE CONGREGATION

In the case of an allegation of abuse, the following points would be made until all of the facts are uncovered and the case reviewed:

- It is always tragic when individuals are abused or exploited.
- The congregation is aware of the toll which any form of abuse takes.
- Careful precautions have been taken to protect the children entrusted to the church's care.
- Accusations of abuse are distressing to the church.
- The congregation will do all in its power to address any needs in this situation.
- For the welfare of those involved, all information has been directed to the appropriate authorities.

CONDUCT AND COUNSEL

GRACE LUTHERAN CHURCH will not engage in denial, minimization, or blame.

- It will not be denied that the incident occurred; all allegations are taken seriously. Once a formal complaint has been made, even if there is clear evidence to the contrary, the church is under a responsibility to follow this policy's process.
- The nature of the incident will not be minimized by saying such things as "It only happened once," or "It wasn't that serious."
- The victim or the victim's family will not be blamed.
- The church will not be accusatory.

Divulging details of an accusation in any public interview will not be tolerated. The church will endeavor to have its lawyer present while answering any investigative questions from the police or social service agencies. The accused will be advised to seek legal counsel and will be offered pastoral care.

8. IMPLEMENTATION AND ACCOUNTABILITY

The topic of abuse and the introduction of Policy #18 at GRACE LUTHERAN CHURCH will create a variety of reactions among church members. Many will solidly support the adoption of the policy. Some will have questions while some may have reservations.

The need for such a policy will be presented in introductory sessions and opportunity for feedback will be provided. The Pastor, congregational Council Chairperson will be available to address concerns and provide specific answers about the policy.

PRESENTATION OF THE POLICY

The following key points will be made:

- Sexual abuse can happen in the church.
- One incident can devastate a child, youth, vulnerable person, a family and the church.
- The legal liabilities can be enormous.
- Church leaders may be held liable.
- A prevention program can reduce risk through relatively simple procedures.

On an ongoing basis, members of the congregation will be kept informed of the key issues pertaining to abuse and why a decision was made to establish a prevention plan. This will continue to nurture a commitment within the church membership to maintain a safe environment for all children, youth and other vulnerable persons. The climate in these presentations will be one of hope. The church community will realize that GRACE LUTHERAN CHURCH is taking action to address the real needs of our community. The focus will be upon the great responsibility God has given to us to care for our children.

MONITORING OF THE POLICY

Ministry leaders – especially the Pastor, Sunday School coordinators, Christian Education Committee members, youth advisors – will review the guidelines set out in the policy as part of program planning. This monitoring will examine the following:

- Have volunteers/staff been trained regarding these policies?
- Are volunteers/staff following the required policies and procedures?
- What obstacles exist to compliance with these policies?
- What is the level of cooperation?
- Do sufficient materials exist for training and information?
- Are the policies current and readily available?

If problems exist in the policies, they should be brought to the attention of the Pastor or Council Chairperson. Helpful revisions that do not sacrifice the integrity of the policy are welcomed.

EDUCATION OF SALARIED STAFF AND VOLUNTEERS

Routines will be established for the training of all new staff and volunteers who serve the church.

A. Salaried Staff

Salaried staff who will be working with children, youth or vulnerable persons will be introduced to Policy #18 upon being called or hired. A police records check is mandatory.

B. New Volunteers

Training or orientation sessions about the policy will occur in the congregation at least once a year. Depending upon the circumstances and the time of year, an individual training session may also be offered for a volunteer who joins a program mid-Year.

Individuals who apply to begin in ministry after a program is under way must still complete the volunteer approval process. The initial policy orientation/training session may be arranged on an individual or small-group basis.

ACCOUNTABILITY

GRACE LUTHERAN CHURCH will avoid any undue interference when a report of abuse has been filed with the appropriate authorities. The Pastor, or Council Chairperson will ask the agency how the congregation or ministry can assist in helping and supporting the hurting victim and his or her family. Pastoral care will be offered to the victim and those suspected or guilty of abuse. This does not exclude the need for individuals to receive professional counseling.

MODEL DOCUMENTS

- **Volunteer Ministry Covenant (Document A)**
- **Volunteer Application Form (Document B)**
- **Volunteer References Verification Form (Document C)**
- **Volunteer Reference Verification Script (Document D)**
- **Volunteer Approval Form (Document E)**
- **Activity Permission Form (Document F)**
- **Medical Permission Form (Document G)**
- **Suspected Abuse Report Form (Document H)**
- **Suspected Abuse Follow-Up Report Form (Document I)**
- **Mentor–Youth Boundaries Form (Document J)**

Volunteer Ministry Covenant (Document A)

Celebrating God's grace and gifts in my life, I resolve to minister within the community of GRACE LUTHERAN CHURCH as a servant of Jesus Christ as follows:

- I. I will support the witness of the church:
 - o by regular attendance at worship;
 - o by giving regularly.

- II. I will serve the ministry of GRACE LUTHERAN CHURCH:
 - o by seeking to discover and nurturing my gifts and talents;
 - o by fulfilling the duties of my ministry to the best of my ability;
 - o by participating in training as I am given opportunity;
 - o by serving in partnership with others in the GRACE LUTHERAN CHURCH;
 - o by supporting and affirming the gifts and ministries of others.

- III. I will share in the growth of GRACE LUTHERAN CHURCH:
 - o by praying for our congregation/ministry and for our community;
 - o by inviting those without a church home into our ministry;
 - o by warmly welcoming those who visit.

- IV. I will build-up the community of GRACE LUTHERAN CHURCH:
 - o by acting in love toward others;
 - o by holding others in high regard;
 - o by working cooperatively with others.

I have read and become familiar with Policy #18.

I understand that GRACE LUTHERAN CHURCH is responsible for the well-being of all children, youth and other vulnerable persons entrusted to our care.

I will endeavour to minister to the best of my ability and to cooperate fully with GRACE LUTHERAN CHURCH 's staff in the exercise of my ministry.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Volunteer Application Form (Document B)

(For Ministries with Children, Youth and Other Vulnerable People)

The following information is necessary to help reduce the risk of abuse and to protect children, youth and volunteers. Thank you for your interest in ministry and your understanding.

Personal Information

Name: _____

Phone: _____

Email: _____

Address: _____

Are you under the age of 18?

Yes

No

How long have you been a member or an active participant of GRACE LUTHERAN CHURCH of the Evangelical Lutheran Church in Canada?

Previous church membership _____

Do you have any physical conditions that would prevent you from performing certain types of activities (lifting children, playing sports...)? If so, please explain.

Education/Employment/Skills _____

High School _____

College/University _____

Occupation _____

Employer _____

Hobbies/Interests _____

Skills _____

Do you have

CPR training

First-Aid Training

Other _____

Training received or courses taken that would assist you for ministry with children, youth or other vulnerable people.

Conviction for a Criminal Offense

Answering "yes" to the following question will not necessarily preclude your involvement in volunteer ministry. A meeting will be arranged with the pastor to discuss the circumstances.

Have you ever been convicted of a criminal offense for which a pardon has not been granted?

Yes

No

Volunteer Experience

Description of volunteer experience:

Four horizontal lines for describing volunteer experience.

Volunteer Ministries in Which You Are Interested

Please list the volunteer ministry(ies) in which you are interested:

Four horizontal lines for listing volunteer ministries of interest.

References

Please provide the names of two individuals (not relatives) who have known you for five years or more and who can provide a reference for you. If you are under the age of 18, you may use the name of a parent and/or teacher. If possible, please include at least one reference from someone at GRACE LUTHERAN CHURCH. All people listed as references should be informed that you have so listed them. References that are acceptable are limited to the following:

- Former or present pastor;
- Long-time friend (minimum of 5 years);
- One parent (for minors);
- Teacher (for minors);
- ELCIC member (who has sufficient strength of relationship to comment on the individual's personal habits and character);
- Employer or colleague.

Name: _____

Address: _____

Contact Information: _____

Name: _____

Address: _____

Contact Information: _____

Applicant's Statement

I hereby acknowledge that the information contained in this VOLUNTEER APPLICATION FORM is correct to the best of my knowledge. I authorize any people listed as references to provide any information they may have regarding my character and fitness for ministry.

I will provide GRACE LUTHERAN CHURCH with the results of a police records check if one is required.

I agree to adhere to the guidelines contained in Policy #18.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Volunteer References Verification Form (Document C)
(Protection of Children, Youth and Other Vulnerable People)

Reference Contacted: _____

Method of contact

- phone
- letter
- face-to-face conversation

Detail

Reference Contacted: _____

Method of contact

- phone
- letter
- face-to-face conversation

Detail

Reference Contacted: _____

Method of contact

- phone
- letter
- face-to-face conversation

Detail

Recommendation _____

Interviewer's Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Personal Reference

Hello, I am calling on behalf of GRACE LUTHERAN CHURCH, WETASKIWIN, AB.

As with many churches and community organizations today, our church has a screening process for all persons who volunteer to work with children, youth or other vulnerable people..

I am calling you because applicant listed you as a personal reference.

How long have you known him/her?

1. Can you verify this information?
2. I am calling you because applicant listed you as a personal reference.
3. How long have you known him/her?
4. Would you please comment on his/her personality and leadership ability?
5. Do you have any reservations about Name's working with children, youth or other vulnerable people?
6. Do you believe Name would be able to maintain confidentiality?
7. Is there anything you would care to add?

Thank you very much for your help.

Volunteer Approval Form (Document E)
(Protection of Children, Youth and Other Vulnerable People)

Applicant's Name: _____

Introductory Session on Policy #18.

Date Completed: _____

VOLUNTEER MINISTRY COVENANT (Document A) signed.

VOLUNTEER APPLICATION FORM (Document B) completed and signed.

VOLUNTEER REFERENCES VERIFICATION FORM (Document C) completed and signed.

Police records check (if required) completed by authorities and report received from applicant.

Notes: _____

The applicant is approved to serve in ministries involving children, youth or other vulnerable people at
GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Activity Permission Form (Document F)

(Protection of Children, Youth and Other Vulnerable People)

For the year September 1, _____ to August 31, _____

Name of Child: _____

Birth Date: _____ Age: _____

Address: _____

Phone: _____ School: _____

Name(s) of Parent(s) or Guardian(s)

Alternate Person to Contact in Emergency: _____

Relationship to child/youth: _____ Phone: _____

I give permission for the child/youth/vulnerable person named above to participate in field trips, retreats, camps and any other off-site activities that are sponsored by GRACE LUTHERAN CHURCH and which are offered as part GRACE LUTHERAN CHURCH Sunday Church School, Confirmation Ministry program (including GRACE LUTHERAN CHURCH's Mentoring program), GRACE LUTHERAN CHURCH Youth Group activities or other ministries.

On occasions when I cannot provide transportation myself, I consent to my child being driven to and from these activities by an adult member of GRACE LUTHERAN CHURCH.

I understand that GRACE LUTHERAN CHURCH will do its best to follow the guidelines set out in Policy #18 which is intended for the health, safety and protection of the children, youth, other vulnerable people and the volunteers of GRACE LUTHERAN CHURCH.

Parent or Guardian's

Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Medical Permission Form (Document G)

(Protection of Children, Youth and Other Vulnerable People)

For the year September 1, _____ to August 31, _____

Name of Child/Youth/Vulnerable Person: _____

Birth Date: _____

Address: _____

Phone: _____ School: _____

Name of Family Doctor: _____ Phone: _____

Provincial Health Insurance Number: _____ Date of last Tetanus shot: _____

Does your child have any severe or life-threatening allergies? (eg. bee stings, food, penicillin or other drugs, etc.)

Yes No Detail: _____

Does your child use or carry any medications? (eg. antibiotic, ventilator, epi-pen, etc.)

Yes No Detail: _____

Does your child have any physical, emotional, cognitive or behavioural concerns or limitations?

Yes No Detail: _____

Does your child have any medical conditions of which we should be aware?

Yes No Detail: _____

In the event of accident, sickness or other medical emergency, I hereby authorize GRACE LUTHERAN CHURCH to secure such medical treatment as is deemed necessary. It is understood that medical care will be secured promptly and that parents or guardians will be notified at the earliest possible opportunity.

In the event of accident, sickness or other medical emergency, GRACE LUTHERAN CHURCH, its pastor, staff and volunteers are hereby released from any liability.

Parent or Guardian's

Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Suspected Abuse Report Form (Document H)
(Protection of Children, Youth and Other Vulnerable People)

This form is to be completed by a pastor.

Date: _____

Name of Victim: _____

Address: _____

Phone Number: _____

Name of Person Filing Report: _____

Name of Person Receiving Report: _____

Nature of Suspected Abuse (physical, sexual, emotional, neglect) : _____

Indications of Suspected Abuse (facts, physical signs, course of events...): _____

Action Taken (include date and time) : _____

The above information will serve as a guide and will be necessary if a report is filed with the police and/or the appropriate authorities. All information is kept *strictly confidential*.

Signature of person
reporting: _____ Date: _____

Pastor's
Signature: _____ Date: _____

Suspected Abuse Follow-Up Report Form (Document I)
(Protection of Children, Youth and Other Vulnerable People)

This form is to be completed by a pastor.

Name of Victim: _____

Address: _____

Phone Number: _____

Name of Person Who Filed Initial Report: _____

Name of Person Receiving Report: _____

Conclusions: _____

Action Taken (include date and time): _____

The above information will serve as a guide and will be necessary if a report is filed with the police and/or the appropriate authorities. All information is kept *strictly confidential*.

Pastor's

Signature: _____

Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Mentor—Youth Boundaries Form (Document J)

(Protection of Children, Youth and Other Vulnerable People)

This form is to be completed by a parent or guardian in families participating in **GRACE LUTHERAN CHURCH'S** mentoring program.

The *Policy to Protect Children, Youth and Other Vulnerable People in the ELCIC* offers the following in connection with the mentor—youth relationship:

- To the extent possible, meet in such public environments as Tim Horton's, a park setting, a congregational Fellowship Room, a community centre, etc.
- Consider meeting in a group with one or more fellow mentors and youth.
- Always obtain parental permission to transport youth or to be alone with them.
- Observe the guidelines for proper display of affection.
- When in doubt, confer with the pastor.

Our family is comfortable having our child...

- meet with his/her mentor at the church
- meet with his/her mentor in a public venue (park, McDonalds, Tim Hortons, etc.)
- visit our child's public/school activities (hockey game, dance competition, etc.)
- meet with his/her mentor in our family home
- meet with his/her mentor in the mentor's home

Child's Name: _____

Parent or Guardian's

Signature: _____ Date: _____

GRACE LUTHERAN CHURCH, WETASKIWIN, AB

Grace Lutheran Church

POLICY #19

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: SUNDAY OFF PROVISION

POLICY: The Pastor will be able to take the 5th Sunday off in a month that has five (5) Sundays

PURPOSE: To ensure the Pastor has the opportunity for rest and renewal.

SPECIAL INSTRUCTIONS:

1. Replacement Service Leader will be selected by the Pastor. Service Leaders may be lay or ordained.
2. Service planning (excluding the meditation) will be done by the Pastor with consultation of the Service Leader.
3. If said 5th Sunday is a Festival Sunday and the Pastor's leadership is deemed to be necessary, provision would be made for the pastor to take the Sunday off immediately prior to or immediately following that 5th Sunday.

Approved by Council January 2007

Revised and Approved by Council October, 2014

Grace Lutheran Church

POLICY #20

“The purpose of Grace Lutheran Church

is to encourage people to grow in their relationship with God”

SUBJECT: GENERAL USE OF GRACE LUTHERAN CHURCH & PROPERTY

POLICY: Grace Lutheran Church is open to groups whose philosophy and goals are compatible with those of Grace Lutheran Church.

PURPOSE:

1. To ensure the community feels welcome to use Grace Lutheran Church
2. To provide meeting space for other groups
3. To ensure security of Grace Lutheran Church property
4. To acknowledge that St Johns Church West is available to rent for special occasions.

SPECIAL INSTRUCTIONS:

1. Gambling functions are not allowed.
2. If the requesting group does not include a Grace Lutheran Church member then a Grace Lutheran Church member must be present during the function. Exceptions may be considered by council.
3. No political functions are to be held in the Church.
4. Functions cannot interfere with regular Church events.
5. Contracts will be developed for groups wishing to use the facility on a regular basis. Contracts may include damage deposit.
6. Lessee to provide proof of liability insurance or sign a waiver of responsibility.
7. Fees will be applied. Exceptions may be considered by council.
8. Overnight stays are to be considered on an individual basis by council.
9. Facilities are to be left in the condition found.
10. Fire and Safety regulations are to be strictly observed.
11. Smoking is not permitted on church property.
12. No alcohol will be permitted on church premises except for communion services.
13. Equipment must be handled by persons qualified to do so especially with respect to the organ, the heating, the dishwasher, the lights and the public address system. Worship Ministry Team and/or Pastor will approve people to play organ.
14. The building is to be kept secure during and after use.

15. An entrance or entrances will be designated for an event and use should be limited to these. Fire exits are not to be used for entrance or exit except in the case of an emergency.
16. For all Gym activities participants must use non marking gym shoes.
17. A definite area of the building is reserved for an activity. The group using this space is completely responsible for this area for the full time of the reservation. Use of the building is to be confined to the area assigned. At the end of each group's use of the facilities the group is responsible to clean up and replace all material and furniture to the original condition and location. If an overnight event is held a clean-up time must be scheduled into the event near its end. Specific security arrangements are made with the staff
18. Keys are to be signed out and signed in. They are to be kept secure until returned. If they are compromised, re-keying may be the user's responsibility.

PROCEDURE:

1. Interested groups forward written requests or inquiry to the Office Coordinator.

Office Coordinator:

2. Receives request and checks office calendar for availability of space and time.
3. Explains rental rates and conditions.
4. Sends request to Council Chair/Council Executive Member(s) or member of St Johns West Property Ministry Team.

Council Chair/Council Executive Member(s)/ member of St Johns West Property Ministry Team:

5. Makes decision to approve or deny request.
6. If approved rental contract will be signed by Council Chair or designate and person who has requested rental.

Fee Schedule for St Johns West Facility use:

Note: A refundable damage deposit of \$50.00 must be paid at the time of reservation. Grace reserves the right to bill for any damages or extra cleaning not covered by the deposit. All fees are due when the date of use is confirmed

1. Use of church for 1 day - \$100.00
2. Organist/Pianist - \$100.00
3. Janitorial - \$50.00
4. Full time rental requests must be presented to Grace Lutheran Church Council

Please make payment to Grace Lutheran Church. A tax deductible receipt will be provided for any donation exceeding these fees.

Fee Schedule for Grace Lutheran Church General Facility use:

Note: A refundable damage deposit of \$50.00 must be paid at the time of reservation. Grace reserves the right to bill for any damages or extra cleaning not covered by the deposit. All fees are due when the date of use is confirmed

1. Meeting Room (Adult Education room and Youth room)
 - up to four hours - \$10.00
 - up to eight hours - \$20.00
2. Fellowship Hall
 - up to four hours - \$60.00
 - up to eight hours - \$100.00
3. Gymnasium
 - up to four hours - \$60.00
 - up to eight hours - \$100.00
4. Kitchen
 - \$25.00 – \$50.00 (depending on amount of use)
5. Custodian
 - up to four hours - \$50.00
 - up to eight hours - \$80.00

Responsibilities for Grace Lutheran Church Facility Care and Participant Protection

	Potential Users of Grace's Facilities	Fees	Insurance	Door Security	Use of Kitchen	Clean up	Notes
A	Ministry Teams, other Grace groups, individual Grace staff and members who are using the facilities as a regular part of Grace's programming	NA	Covered by GLC insurance policy	Staff or Ministry Team member	May be used according to the posted directions	Custodian	Includes a Group which operates under the auspices of a Ministry Team for a specific purpose which may extend beyond the service to Grace members
B	A Grace member who brings a group for a one time event, social or otherwise, but which is consistent with Grace's purposes in the community	Fee Schedule	Covered by GLC insurance policy	Person making the booking	Use according to posted directions No dishwasher unless permission given	Custodian	Contract required
C	Other church groups wishing to use Grace Lutheran for a retreat	Donations Welcome	Covered by GLC insurance policy	Staff or designate	Fee Schedule Use according to posted directions	Custodian	Contract required
D	Non - Grace Groups, called third party users, whether or not a member of the Group is a Grace member	Fee Schedule	Covered by the user's insurance policy		dishwasher unless permission given	Custodian	Contract required
E	Celebration by Grace members of special events such as birthdays, anniversaries, retirements, special family dinners.	Donations Welcome	Covered by the user's insurance policy	Staff	Use according to posted directions No dishwasher unless permission given	Custodian	Contract required
F	The bereaved, for a funeral	See Funeral Policy					
G	Those wishing to participate in a Wedding Ceremony	See Wedding Policy					

Grace Lutheran Church
4218-56th Avenue, Wetaskiwin

Fee Schedule for Funerals:

	(*) Members	Inactive or Non - Members
➤ Custodian	\$75.00	\$75.00
➤ Use of Sanctuary	No charge	\$200.00
➤ Use of Kitchen & Fellowship Centre	No charge	\$150.00
➤ Church Organist (may use your own musician if capable and approved)	\$100.00	\$100.00
➤ Other instrumentalists (from Grace)	Optional Honorarium	
➤ Sound Booth Operator	\$50.00	\$50.00
➤ Projector Operator	\$50.00	\$50.00
➤ Cost of Funeral Bulletins and photocopying	No Charge	\$50.00
➤ Pastor's Fee	\$200.00	\$250.00
➤ Kitchen Supervisor (When non - members are using kitchen)	\$100.00	\$100.00
➤ Funeral Lunch per person		
<u>Option One:</u>	\$3.00	\$4.00
Loaves and or Squares, Fruit Bread, Cheese Coffee, Tea, Juice		
<u>Option Two:</u>	\$5.00	\$6.00
Two kinds of open faced buns with egg salad and meat Fruit Bread, Pickles, Cheese, Squares, Coffee, Tea, Juice Purchased Fruit and Vegetable trays may be added; cost of trays will be billed to family		
➤ Payment of Funeral fees is due on the day the service is held. (**) (**) Unless other arrangements have been made).		

If ushers are not provided(Funeral Home or Family) the church will provide.

*(Active members are individuals who have participated in the Worship life of Grace Lutheran Church, including offerings, in each of the past two (2) years.)

Funeral Policy from Council minutes May 21, 2002
 Revised and approved by Council April 2011
 Revised and approved by Council July 2014

POLICY FOR WEDDINGS:

Congratulations on your decision to marry. The gift of a strong relationship with your spouse centered in Christ is worth celebrating!

The following are guidelines in helping you plan for your wedding here at Grace:

1. Please consult with the Pastor as soon as possible after your decision to be married. While the Pastor will try to accommodate requests for certain dates, either personal scheduling or church scheduling will dictate possible dates for weddings. You will meet personally with the Pastor to talk about your wedding, dates, counseling, and costs.
2. While the letter of Call to Grace Lutheran asks that Pastors officiate at marriages of our members, those who are not members may also be married at Grace if it is deemed appropriate by both the couple and the Pastor. Please schedule an initial appointment with the Pastor.
3. When weddings occur at Grace Lutheran, the Pastor will always be directly involved in the wedding. This does not preclude other pastors also participating. Please consult with the Pastor prior to asking any other clergy to participate. We are always happy to have pastors of both bride and groom be a part of this joyous event and will accommodate your request if at all possible.
4. Pre-marital counseling is a part of preparation for marriage. This will take different forms depending on the circumstances and timing: pre-marriage/marriage enrichment courses; private counseling; retreats or a combination of all. Pre-marital counseling helps you prepare for your life together.
5. A wedding is a worship service. You are choosing to be married in the presence of God and God's people gathered. You and the Pastor will discuss together the order of service and type of music.
6. Pictures are important reminders of the day of your marriage. You are welcome to have still or video photographers at your wedding, subject to restrictions as to time and place and use of flash. Please discuss this further with the Pastor.
7. Dates for weddings of members (or one member and his/her fiancé) may be reserved at any time. Dates for non-members (or non-active members) can be finalized; however exact time of wedding will not be finalized until six months prior to your wedding date. Generally times can be adjusted so that all are accommodated.
8. Consider using the Fellowship Centre for your reception. Weddings do not need to cost thousands of dollars - a simple wedding and reception at church can cut your costs dramatically and still be a celebration. You may have your dinner at church catered by your choice of caterer. Alcohol is not permitted at church. The cost for using the church for a reception/dinner is listed in the fee schedule.

The following guidelines apply:

- Facilities are to be left in the condition in which they were found. If pews are rearranged there will be an additional fee applied (see below).
- Equipment must be handled by persons qualified to do so especially with respect to the organ, the heating, the lights, the dishwasher and the public address system.
- Fire and safety regulations are to be strictly observed.
- Smoking is not permitted on church property.
- In case of damage, costs must be paid by the user as assessed by Church Council.
- The use of confetti or rice is not permitted.
- The building is to be kept secure during and after use.
- Payment of Wedding fees are due seven (7) days prior to the ceremony. (*) (*Unless other arrangements have been made).

Fee Schedule for Weddings:

	Members	(*) Inactive or Non -Members
➤ Custodian	\$75.00	\$75.00
➤ Pew realignment fee	\$100.00	\$100.00
➤ Use of Sanctuary	No charge	\$200.00
➤ Use of Kitchen & Fellowship Centre	No charge	\$150.00
➤ Church Organist (may use your own musician if capable and approved)	\$100.00	\$100.00
➤ Other hired instrumentalists (from Grace)	Optional Honorarium	
➤ Sound Booth Operator	\$50.00	\$50.00
➤ Projector Operator	\$50.00	\$50.00
➤ Cost of Wedding Bulletins and photocopying	\$50.00	\$50.00
➤ Pre-marital Counseling Sessions	Cost of Material	\$150.00
➤ Pastor's Honorarium	Discretion of Couple	\$250.00

*(Inactive members are individuals who have participated three (3) times or less in the Worship life of Grace Lutheran Church, including Offerings and Holy Communion, in each of the past two (2) years.)

Wedding Policy from Council minutes May 21, 2002
 Revised and approved by Council April 2011
 Revised and approved by Council November 2014

GRACE LUTHERAN CHURCH

“Reflecting and Sharing Jesus Christ”

FACILITY USE
CONTRACT

4218 – 56th Avenue

Wetaskiwin, Alberta T9A 2W3

Phone 780-352-5121 Fax 780-352-0063

Website www.glcw.ca

1. User Group _____ Contact _____

Person phone no: _____ email: _____ Grace Group or

Individual Sponsoring the event _____ Third-Party User

Insurance _____

Proof of Liability Insurance (witnessed by) _____ (copy to Grace file)
OR

Waiver of Responsibility (on back of page) (both parties to receive copies)

(witnessed by) _____

2. Date and Time Requested _____

The following conditions will apply:

Size of group _____ Length of stay: _____

Publicity of choice Worship Announcement Sunday Bulletin Calendar

Emergency contact name and phone number _____

Keys to the church Signed Out: Date _____ Staff Initial _____ Renter Initial _____

Signed In: Date _____ Staff Initial _____ Renter Initial _____

Space allocation _____

Entrance used _____

3. Approval by Grace Council Chair/Executive Member:

Signature _____ Date _____

4. Cheque(s) should be made out to Grace Lutheran Church

and include a \$50.00 refundable damage deposit.

Refundable Damage Deposit: _____

User Fees: _____

Donation for Facility Use: _____

Total Amount Received: _____

5. Walk through has been completed yes___ no___ (List on back of page)

6. I / we agree to the conditions outlined.

Signature _____ Date _____

Request processed by _____ Date _____

Confirmed by _____ Date _____

Walk through:

1. Exit and Fire plan in Fellowship room
2. Phone that can be used
3. Bathrooms
4. Exit door
5. Where garbage receptacle is outside
6. Show what areas group is allowed to use
7. Show where mop, broom and vacuum is located (for use of spills)
8. Emergency Call Out List located by phones

Waiver of Liability for Grace Lutheran Church

We, _____ release and forever discharge Grace Lutheran Church, its administrators, staff, and all other persons, none of whom admit liability, from any and all claims, demands, actions, causes and action or suits of any kind or nature whatsoever and particularly on account of all injuries, damages, theft or deaths, known and unknown, both to person and property, which have resulted, or may in the future develop, from any accident or loss which might occur as a result of any work event or activity voluntarily performed by any entity on the undersigned's property. The undersigned hereby declares that these terms have been completely read and are fully understood and voluntarily waive all claims, stipulated or otherwise, on account of the injuries, losses and damages above mentioned, and for the express purposes of precluding, forever, any further or additional claims arising out of any possibility of accident, loss, or damages by the undersigned.

By signing below I agree that I have read and thoroughly understand all of the above.

_____	_____
Name of Entity Requesting Grace Lutheran Church	Date
_____	_____
Authorized Signature	Signature of Council Chair or designate

Approved by Council May 2007

Revised and approved by Council April 2011

Grace Lutheran Church

POLICY #21

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: SABBATICAL LEAVE

POLICY: The Pastor will have opportunity for rest and renewal.

PREFACE:

***Ezekiel 20:12** Moreover I gave them my Sabbath, as a sign between me and them, so that they might know that I the Lord sanctify them.*

***Leviticus 25:1-7** The Lord spoke to Moses on Mount Sinai, saying: Speak to the people of Israel and say to them: When you enter the land that I am giving you, the land shall observe a Sabbath for the Lord. Six years you shall sow your field, and six years you shall prune your vineyard, and gather in their yield; but in the seventh year there shall be a Sabbath of complete rest for the land, a Sabbath for the Lord; you shall not sow your field or prune your vineyard. You shall not reap the after growth of your harvest or gather the grapes of your unpruned vine; it shall be a year of complete rest for the land. You may eat what the land yields during its Sabbath-you, your male and female slaves, your hired and your bound laborers who live with you; for your livestock also, and for the wild animals in your land all its yield shall be for food.*

***Matthew 14:23** And after he had dismissed the crowds, he went up the mountain by himself to pray. When evening came, he was there alone.*

Clergy are subject to many pressures and stresses which are unique to the ministry. The concept of wholeness and wellness in ministry is an important principle in the life of the church. A healthy and effective congregation requires a healthy pastor. To help promote health and wholeness in our Synod, we have developed (extended study leave) sabbatical guidelines which provide the opportunity for our rostered clergy to be refreshed bodily, socially, emotionally, spiritually, intellectually, and professionally.

A sabbatical provides an opportunity for the pastor to reflect on the call to ministry and her/his relationship with God and all of God's creation. The sabbatical is expected to be of benefit to both the pastor and the congregation/institution which she/he serves, as well as to the Synod and the wider Church. While continuing education provides regular shorter opportunities for growth in learning, a sabbatical provides not only opportunities for more in-depth learning and renewal, but also rest from labour. A sabbatical should be holistic, in that it includes time for prayer, reflection, rest, and care of the body, as well as developing gifts for ministry.

DEFINITION:

A sabbatical leave is a paid leave granted in recognition of the need for, or the beneficial effects of, time away from the regular duties of a call following a time of continuous service in that call.

PURPOSE:

1. To maintain the health of the individual
2. To recognize the continued and significant service in the ministry
3. To provide opportunity for educational or renewal purposes

SPECIAL INSTRUCTIONS:

It is important that a sabbatical leave be considered as part of a call, not a break in it. The recipient should play a central role in planning for lay and ordained supply to the call.

1. Eligibility:

- a) Five continuous years in a full time call in the same setting
- b) Consultation with the present Bishop of the Synod and Grace Lutheran Church
- c) Development of a covenant between Grace Lutheran Church and the recipient outlining plans for the leave and the anticipated benefits to both the recipient and Grace Lutheran Church.

2. Duration:

- a) For up to three months
- b) A sabbatical leave may be extended by regular study leave or vacation up to a maximum of four months.

3. Funding:

- a) Seventy percent (70%) of full salary less car allowance shall be paid for the duration of the sabbatical leave.
- b) By making a budgetary allotment to a sabbatical fund, the financial concerns of approving a leave can be greatly reduced.

4. Benefits:

- a) All benefits other than travel allowance shall continue during the sabbatical leave.
- b) All contributions to ELCIC plans will be deducted based on the amount of salary paid during the sabbatical leave, as allowed by those plans.
- c) Income Tax, CPP and EI deductions and payments will be made according to the regulations governing those payments.

5. Return:

- a) The recipient and Grace Lutheran Church shall agree in good faith to return to the regular duties of call for at least one year following the sabbatical leave.
- b) The return conditions may be waived or modified by mutual consent of the recipient and Grace Lutheran Church.
- c) Within three months of the end of the sabbatical leave the recipient shall present a written report and reflections on the sabbatical leave to the calling body.

PROCEDURE

Pastor:

1. Apply to Grace Lutheran Church Council, with a copy for the Bishop's office, a minimum of six months prior to the proposed start of the leave

Pastor/Grace Lutheran Council:

2. Develop a written covenant outlining the plans for the leave and the anticipated benefits to both the recipient and the church.
3. Grace Lutheran Church Council shall inform the congregation of the sabbatical covenant.

Approved by Council May, 2008

Revised and Approved March, 2009

Grace Lutheran Church

POLICY #22

“The purpose of Grace Lutheran Church

is to encourage people to grow in their relationship with God”

SUBJECT: CHURCH COUNCIL, STAFF AND VOLUNTEER ORIENTATION

POLICY: Grace Lutheran Church requires that all council members, staff and volunteers are oriented to relative polices and responsibilities.

PURPOSE:

To ensure that Grace Lutheran Church accomplishes our goals and activities while adhering to Grace Lutheran Church policies and procedures.

SPECIAL INSTRUCTIONS:

Council:

1. All council members are given a copy of Grace Lutheran Church constitution and are expected to read same.
2. Council members are responsible for reading the Grace Lutheran Church Policy Manual (available in Library outside of Office Manager's office or online at www.glcw.ca).
3. Council members are encouraged to attend any Synod sponsored workshops.
4. Each council member shall be informed of council meeting expectations:
 - a. Maintain confidentiality of all council discussions
 - b. Prepare devotions on a rotating basis
 - c. Adhere to attendance expectations (see constitution)
5. Council Members shall email or give copy of Ministry Team minutes/reports to the Office Coordinator so that they may be kept in a church binder.
6. Regular worship attendance is expected of all council members.

Staff:

1. All staff members are responsible for reading the Grace Lutheran Church Policy Manual (available in Library outside of Office Manager's office or online at www.glcw.ca).
2. Staff members are encouraged to attend any Synod sponsored appropriate workshops.
3. Staff members must obtain a criminal record check. Required every three years.

Volunteers (work with children, youth and vulnerable people)

1. Encourage volunteers to read the Grace Lutheran Church Policy Manual especially Policy #18.
2. Ensure that each volunteer reads and signs the Volunteer Ministry covenant.

Approved by Council October 2009

Revised and Approved by Council February, 2011

Protection of Children, Youth and Other Vulnerable People

Volunteer Ministry Covenant

Rejoicing in my baptism and celebrating God's grace and gifts in my life, I resolve to minister within the community of GRACE LUTHERAN CHURCH as a servant of Jesus Christ as follows:

- I. I will support the witness of the church:
 - o by regular attendance at worship;
 - o by living a godly life;
 - o by giving regularly.
- II. I will serve the ministry of GRACE LUTHERAN CHURCH:
 - o by seeking to discover and nurturing my gifts and talents;
 - o by fulfilling the duties of my ministry to the best of my ability;
 - o by participating in training as I am given opportunity;
 - o by serving in partnership with others in the GRACE LUTHERAN CHURCH community
 - o by supporting and affirming the gifts and ministries of others.
- III. I will share in the growth of GRACE LUTHERAN CHURCH:
 - o by praying for our congregation/ministry/office and for our community;
 - o by inviting those without a church home into our ministry;
 - o by warmly welcoming those who visit.
- IV. I will build-up the community of GRACE LUTHERAN CHURCH:
 - o by acting in love toward others;
 - o by holding others in high regard;
 - o by working cooperatively with others.

I have read and become familiar with *Policy # 18 which includes the Policy to Protect Children, Youth and Other Vulnerable People*.

I understand that GRACE LUTHERAN CHURCH of the Evangelical Lutheran Church in Canada is responsible for the well-being of all children, youth and other vulnerable people entrusted to our care.

I will endeavour to minister to the best of my ability and to cooperate fully with GRACE LUTHERAN CHURCH 's staff in the exercise of my ministry.

Applicant's Name: _____

Applicant's Signature: _____ Date: _____

Approved by Council February, 2011

Grace Lutheran Church

POLICY #23

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: SALARIES AND WAGES

POLICY: Grace Lutheran Church shall have established salary and wage, providing appropriate compensation for each position.

PURPOSE: To attract and compensate competent staff.

SPECIAL INSTRUCTIONS:

Pastor:

1. Follow recommended ELCIC salary guidelines.

Lay Staff:

2. Follow Grace Lutheran Church salaries and or wages per annual budget.

Approved by Council October 2009

Grace Lutheran Church

POLICY #24

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: PAYROLL DATE(S)

POLICY: Grace Lutheran Church shall have established payroll date(s).

PURPOSE: To ensure consistent payment of salaries to employees.

SPECIAL INSTRUCTIONS:

1. Payroll date will be the last working day of each month.
2. Pastor's advance will be paid on the 15th of each month.

PROCEDURE:

Employee:

1. Submits completed monthly time sheet, if required, one week prior to pay date.

Treasurer:

2. Completes payroll and forwards to employee by pay date.

Approved by Council October, 2009

Name: _____

Position: _____

Date	Details	Hours	Other info/notes
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
TOTAL HOURS -----			

Signature: _____

Date: _____

Approved by Council October 2009

Grace Lutheran Church

POLICY #25

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: CLASSIFICATION OF EMPLOYEES

POLICY: Employees shall be classified as full-time, part-time or casual on a permanent or temporary basis.

PURPOSE: To determine salary and benefit entitlements.

SPECIAL INSTRUCTIONS:

- Full-time: up to a maximum of 40 hours a week and no less than 32 hours a week
- Part-time: less than 32 hours a week
- Casual: on call basis – has the right to refuse work
- Permanent: position is a permanent position
- Temporary: position is temporary due to seasonal, project work or coverage for leave of absence etc.

Upon employment each employee will have the number of hours to be worked each week stated in their employment letter.

PROCEDURE:

Council/Pastor:

- a) Classifies employee and notifies both Treasurer and employee in writing.

Council/Pastor:

- b) Ensures any reclassification during the course of employment is communicated to both the Treasurer and employee in writing.

Approved by Council August 2010

Grace Lutheran Church

POLICY #26

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: SUBSISTENCE

POLICY: Employees will be reimbursed for hotel, mileage and food expenses if required by Council to attend conference, meetings etc.

PURPOSE: To reimburse employees for expenses incurred.

SPECIAL INSTRUCTIONS:

1. Pastor is paid mileage/car allowance per ELCIC recommendations or as negotiated between Pastor and Council.
2. Rates for lay personnel are paid per ELCIC recommendation.
3. Employees are expected to use good judgment in their subsistence spending decisions.

PROCEDURE:

Employer:

- a) Submit Reimbursement Form with appropriate receipts to treasurer.

Treasurer:

- b) Reimburses employee.

Approved by Council October 2009

Grace Lutheran Church

REQUEST FOR RBMBURSEMENT OF FUNDS

Date: _____

A cheque in the amount of - _____

Is requested as reimbursement for the following items: (Please attach original receipts if possible.)

1. _____	\$ _____
2. _____	\$ _____
3. _____	\$ _____
4. _____	\$ _____
5. _____	\$ _____
TOTAL REQUEST	
	\$ _____

Additional comments: _____

The cheque is to be made out to: _____

(Signature of person making request)

(If the request is submitted on behalf of another person, a copy of this form will be provided to the person receiving the funds and to the person making the request.)

Office Use:

Cheque No. _____ Amount: _____ Date: . _____

Approved by Council October 2009

Grace Lutheran Church

POLICY #27

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: ANNUAL VACATION/HOLIDAY PAY

POLICY: Grace Lutheran Church provides annual vacation/holiday pay for all employees.

PURPOSE: For rest and relaxation.

SPECIAL INSTRUCTIONS:

1. Pastor will receive annual vacation per the ELCIC recommended guidelines
2. Full-time lay employees will receive annual vacation per Alberta Employment Standards
3. Part-time lay employees will receive holiday pay per Alberta Employment Standards

PROCEDURE:

Employee:

- a) Submit signed Leave of Absence Form to Treasurer to indicate holiday time taken.

Treasurer:

- b) Record Leave of Absence days taken.

Approved by Council September, 2010

GRACE LUTHERAN CHURCH

LEAVE OF ABSENCE FORM

Name: _____ Position: _____

Type of Leave: _____

Leaves with pay shall be granted for: Compassionate Leave (up to 5 days) – includes critical illness or funeral of a family member and 1 day for the funeral of a fellow employee or close friend; Convocations (1 day); Jury/Witness Duty; Professional Development/ Study Leave; Other (as requested); accumulated Sick/Medical Leave; and earned Vacation

Leave Date(s)/Times: _____ to _____
Off Work Back to Work

Reason: _____

Date: _____ Signature: _____

Office use:

Number of days with pay: _____ Number of days without pay: _____

Signature: _____

Treasurer, Grace Lutheran Church

Notes for consideration:

Leave of Absence Forms are to be submitted to the Treasurer prior to the pay date for the current month or in the case of hourly paid employees, with the timesheet. If an extended leave is planned, e.g. vacations, illness, surgery, maternity leave, please inform the Treasurer of the anticipated leave in advance.

Each sick/medical leave will reduce the employee's sick bank by the days taken. Employees on Continuous sick/medical leave for a full month or more will not earn sick/medical leave during that period.

Reference to Policies 27, 28 and 29

Approved by Council October 2010

Grace Lutheran Church

POLICY #28

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: SICK LEAVE

POLICY: When an employee is absent due to injury or illness, he/she shall be entitled to leave with pay.

PURPOSE: To assist employees in maintaining their well-being.

SPECIAL INSTRUCTIONS:

1. Eligible employees follow the ELCIC Group Services INC.
2. Employees not covered by ELCIC Group Services INC will be eligible for five (5) paid sick days per year after a three month probationary period. Unused sick days will not be carried forward.

PROCEDURE:

Employee:

- a) Submit signed Leave of Absence Form to Treasurer.

Treasurer:

- b) Record Leave of Absence.

Approved by Council October 2010

Grace Lutheran Church

POLICY #29

“The purpose of Grace Lutheran Church

is to encourage people to grow in their relationship with God”

SUBJECT: LEAVES OF ABSENCE

POLICY: Leaves of Absence shall be provided to employees for jury duty court proceedings and bereavement. Other leaves are provided at the discretion of the employer.

SPECIAL INSTRUCTIONS:

1. Employee required by law to appear as a witness or member of a jury receive leave with pay up to three months, but any honorarium received is paid to Grace Lutheran Church. After three months, the employee will receive leave without pay but can keep the honorarium.
2. If the leave of absence is for educational purposes as directed by council then the Employee shall receive leave of absence with pay.
3. Bereavement Leave
 - a. Upon request, an Employee shall be granted reasonable leave of absence in the event of a death of a member of the Employee’s immediate family [i.e. spouse, (including common-law and/or same-sex relationship), child, step-child, parent, step-parent, brother, step-brother, sister, step-sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, niece, nephew, uncle, aunt, grandparent, grandchild, guardian or fiancé]
 - b. For three working days of such a leave of absence, the Employee shall suffer no loss of regular earnings. The Employer may extend bereavement leave up to two additional days where travel is required.
 - c. In the event of a death of another relative or close friend, the Employer may grant up to one working day off with pay to attend the funeral services.

PROCEDURE:

Employee:

- a) Submit signed Leave of Absence Form to Treasurer.

Treasurer:

- b) Record Leave of Absence.

Approved by Council October 2010

Revised and Approved by Council February 2013

Grace Lutheran Church

POLICY #30

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: ELCIC GROUP SERVICES INC. PLAN

POLICY: Employees who meet the eligibility criteria shall enroll in the ELCIC Group Services Inc. Plan.

PURPOSE: To assist in the provision of dental, health care and pension that may be needed by employees.

SPECIAL INSTRUCTIONS:

1. Eligibility criteria and cost sharing is determined by the ELCIC Group Services Inc. Plan.

PROCEDURE:

Council/Treasurer:

- a) Ensure compliance with the ELCIC Group Services Plan.

Approved by Council September 2010

Grace Lutheran Church

POLICY #31

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: SPECIAL PURPOSE FUNDS

POLICY: Spending of funds is confined to council approved programs and purchases. Each gift designated toward an approved program will be used as designated with the understanding that when any given need has been met, or where projects cannot be carried out for any reason, designated gifts will be used where needed most.

PURPOSE: To avoid being legally precluded from using designated funds at all if a project is oversubscribed or is terminated.

SPECIAL INSTRUCTIONS:

1. By law, funds that are donated for specific purposes must be kept separate. However, as this most often is impractical, it is essential that separate accounts be maintained in the church financial records for each special fund.
2. Special purpose accounts should only be set up after the congregational council has approved the purpose. Also, when the council establishes a new special purpose fund, council should indicate where extra monies will be applied should the specific fund be over-subscribed or when the project is completed and funds are remaining in the account (essentially, how and when the special fund can be closed.)
3. Borrowing from special funds should not be done. As well, interest on special funds being held cannot be allocated to a different purpose.
4. Donors will be made aware of the following waiver to modify the restrictions of a gift in order to give the congregation ultimate control over the use of the funds:
"The donor hereby authorizes the church to use the designated funds for other church programs if the program or project for which the enclosed gift is designated has been fully funded or if the church council, in its sole discretion, decides that the program or project for which the funds are designated will not be carried out."

This waiver will be attached to any means of communication pertaining to any special fund request.

Approved by Council April 2010

Grace Lutheran Church

POLICY #32

“The purpose of Grace Lutheran Church

is to encourage people to grow in their relationship with God”

SUBJECT: DUTIES AND RESPONSIBILITIES DURING A FIRE EMERGENCY

POLICY: Grace Lutheran Church has in place a Fire Emergency Plan

PURPOSE:

The Fire Emergency Plan is developed to ensure the protection of staff, congregation members, visitors and facility users by setting out procedures in the event of the discovery of smoke or fire. This includes initial actions when a fire is identified.

SPECIAL INSTRUCTIONS:

- Emergency Procedure and Call Out List shall be located beside all phones and all posted floor plan sites.
- Lock Box containing Entrance key and Church Emergency contacts is located beside south main door

First Responder:

1. Access Emergency Fire Procedures from safest/closest display area and follow protocol.
2. Give name and address (Grace Lutheran Church, 4218-56th Avenue). State your name and church phone number (780-352-5121)
3. Meet the Fire Services Officers. Explain the situation and provide them with information.
4. Relinquish/reassume ‘First Responder’ duties to/from ‘Second Responder’ as required.

Second Responder:

1. Close door after ensuring all occupants have been evacuated. Check all rooms, washrooms and meeting rooms.
2. Report to First Responder when all rooms are clear.
3. Assume/relinquish ‘First Responder’ duties as assigned.

Church Occupants:

1. Evacuate all people with whom you are working and close all doors behind you. Assign helpers for the young and otherwise vulnerable (elderly and persons with disabilities).
DO NOT LOCK DOORS.
2. Close all doors after clearing the rooms.
3. Take an attendance check for the group when outside.

Note: do not congregate on sidewalks and street area as fire trucks need access to building. Use north east corner of parking lot (if safe to do so)

PROCEDURE:

Upon becoming aware of a fire:

7. Before opening door, feel door bottom to top and knob with back of hand for heat. If not hot, brace yourself against door and open slightly. If you feel air pressure or hot draft, close the door quickly
8. If you find no fire or smoke in corridor, take your key, close door behind you and leave by nearest exit.
9. If you encounter fire or smoke in corridor, consider taking corridor to side of building where another exit may be clear, or return to your room.
10. For Sunday Worship services, the Pastor or designate will instruct the congregation regarding exit procedures.

If Circumstances prevent you from leaving the area:

11. Close, but do not lock door for possible entry of fire fighters.
12. Telephone the Fire Services by dialing 911 giving name, building address, room name or number and situation.
13. Wave a sheet of paper in window to signal fire fighters.
14. Seal all cracks where smoke can come in.
15. Crouch low on the floor if smoke enters the room and move to the most protected area.
16. Wait to be rescued. REMAIN CALM. Do not panic.
17. Listen for instructions or information, which may be given by authorized personnel over loud speakers (Fire Service)

Approved by Council October 2011

EMERGENCY FIRE PROCEDURES

For Grace Lutheran Church
4218 – 56th Avenue
Building occupants

IF YOU DISCOVER A FIRE

A. Extinguish fire if safe to do so

Report to Wetaskiwin Fire Services

B. If fire not safe to be extinguished, proceed as follows:

1. **R**emove those in immediate danger.

2. **E**nsure that fire room is closed.

(Leave the area, closing all doors behind you. Do not lock).

3. **A**ctivate the fire alarm.

(Shout “there is a fire in the building, everyone leave)

4. **C**all the fire department.

(Telephone the Wetaskiwin Fire Services. Dial 911)

5. **T**ry to extinguish the fire if it is safe to do so.

(Evacuate using the nearest safe exit)

See over

IN CASE OF FIRE

EMERGENCY CALL OUT LIST

For Grace Lutheran Church

4218 – 56th Avenue

Lorne Hagstrom	Home:	780-352-2985
Custodian, Grace Lutheran Church	Church:	780-352-5121
	Cell:	780-360-4600

Albert Wedman	Home:	780-352-3526
Property Ministry Team Chair	Cell:	780-362-3526

Bert Horvey	Home:	780-352-4073
Council Chairperson	Cell:	780-361-7912

Pastor Rene Faille	Cell:	780-312-4433
Pastor Grace Lutheran Church	Church:	780-352-5121

The following are to be notified:

Ben Grohn	Home:	780-352-7013
Property Ministry Team member	Cell:	780-312-4302

Earl Forth	Home:	780-352-6875
Property Ministry Team member	Cell:	780-360-6515

See over

Grace Lutheran Church

POLICY #33

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: USE AND CARE OF ST JOHNS WEST CEMETERY

POLICY: Grace Lutheran Church oversees the use and care of St Johns West Cemetery

PURPOSE:

Responsible for:

- 1) the care and maintenance of the cemetery grounds
- 2) the plotting of the graves
- 3) the keeping of the grave records
- 4) the oversight of the use of St Johns West Cemetery

SPECIAL INSTRUCTIONS:

1. St Johns West Property Care Ministry Team shall keep a permanent record book of all burials in this cemetery recording the full name, date of birth, date of death, date of burial, location of grave, plot and row number, type of plot (casket or cremains), next of kin or contact person, reserved/not, and fees paid. Burial permit numbers shall be recorded and filed as issued.
2. A plot plan shall be kept up to date, indicating all known graves and reserved plots. This map shall be updated as changes occur and shall be reviewed annually by the Ministry Team for errors or omissions. Two copies of the plot plan shall be updated and kept: one in the church office and one by a Ministry Team member.
3.
 - a) A Cemetery Fund shall be administered by the treasurer of Grace Lutheran Church consisting of all donations to the cemetery fund, cemetery grants, and other such monies directed to it.
 - b) The grass cutting expenses for the church yard and cemetery shall be paid out of the Cemetery Fund, if not provided by volunteers.
 - c) The Ministry Team shall submit any proposed changes to the plot fee structure for review by council. The council must approve non-budget expenses in excess of \$500.00.
4. Reservation of all plots must be made in consultation with an approved Ministry Team delegate.
5. Those holding a cemetery plot in reserve shall confirm their reservation of that plot with the Ministry Team every five years.
6. The use of grave covers is not permitted except in cases where a spouse is already buried in an existing, adjoining grave with a cover. New covers in such circumstances require a concrete rough box.

7. The opening and closing of a gravesite shall be the responsibility of the family or person making funeral arrangements. (subject to approval of St Johns West Property Care Ministry Team delegate).
8. The family or person making funeral arrangements shall insure that the gravesite is levelled and a marker is put in place, and that the marker is approved by a member of the Ministry Team
9. A cemetery plot may be used by the family for a second interment to bury cremains (see non-member fees for second interment [# 18 below]), but it shall not be used for a third interment.
10. No interment shall be permitted in this cemetery without prior consent of a member of the St Johns West Property Care Ministry Team.
11. All burials within this cemetery shall be conducted in such a manner as is compatible with the practices and doctrines of the Evangelical Lutheran Church in Canada.
12. No burial rite in addition to that approved by pastor, in consultation with council executive, shall be permitted.
13. The family of the deceased or person designated by them shall be responsible for the maintenance of individual graves and shall provide the Ministry Team with the name and address of a contact person.
14. The Ministry Team reserves the right to address safety and aesthetic concerns arising from unattended gravesites and to address issues and perform work regarding preservation or restoration of grave markers.
15. There shall be no fees for cemetery plots or burials of those on St. Johns April 28, 2013 membership list.
16. The family is encouraged to handle all fees and honorariums through the funeral director (if appropriate) who will then forward them to Grace Lutheran Church.
17. Payment of all donations and grants shall be made to Grace Lutheran Church, through the treasurer, and be designated to the Cemetery Fund.
18. The Schedule of Plot Fees at St. Johns shall be effective January 31, 2014:
 - a) St. Johns members and those who have previously purchased plots shall be grandfathered in (see # 15 above)
 - b) Non-members of Grace or St. Johns requesting burial plots shall pay the current City of Wetaskiwin rate.
 - c) Members of Grace requesting burial at St. Johns Cemetery shall pay 75 % of the current City of Wetaskiwin rate.
 - d) There shall be no plot fee for the burial of veterans.
 - **Refer to City of Wetaskiwin Website or phone City of Wetaskiwin for current prices.**

Grace Lutheran Church

POLICY # 34

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: Membership Roster

POLICY: Grace Lutheran Church will maintain a congregational membership roster in an electronic and printed form

PURPOSE:

1. To ensure that Grace Lutheran Church has timely access to congregational membership information
2. To provide historical records

SPECIAL INSTRUCTIONS:

1. Data will include contact information, birth, baptism, confirmation, marriage, transfer in, transfer out, and death for members and will be held in confidence as per ELCIC Policy <http://elcic.ca/About-the-ELCIC/Privacy-default.cfm>.
2. Data will only be used for managing Grace Lutheran Church
3. Persons who have access to membership data: Pastor(s), Treasurer(s), Financial Secretary, Office Administrator, Software Administrator.

PROCEDURE:

1. Software Administrator
 - Develops and maintain a template, trail of accountability, tracking process (including a system backup policy)
2. Office Administrator
 - Enters/maintains all membership data
3. Council
 - Has the authority to appoint or change Software Administrator or persons having access to data (refer to #3 in Special Instructions).

Approved by Council March, 2015

Grace Lutheran Church

POLICY # 35

“The purpose of Grace Lutheran Church
is to encourage people to grow in their relationship with God”

SUBJECT: Van Operation and Use

POLICY: Grace Lutheran Church will provide transportation to members and friends

PURPOSE:

1. To ensure members and friends of Grace Lutheran Church have access to church activities.

SPECIAL INSTRUCTIONS:

1. Drivers will comply with the Alberta Motor Vehicle Regulations and insurance criteria
2. Drivers are responsible for traffic violations and fines.

PROCEDURE:

1. Drivers

- Maintain van Log Book
- Report any maintenance issue to Property and Building Ministry Team

2. Property Ministry Team

- Ensures the van is properly maintained
- Ensures that annual vehicle inspection is performed
- Ensures that an operator's license is renewed annually
- Ensures that vehicle registration is renewed annually

Approved by Council March, 2015