

INDEX

TABLE OF CONTENTS.....1.0.0

MISSION STATEMENT.....2.0.0

GOVERNING DOCUMENTS.....3.0.0

- 3.1.0 Certificate of Amendment of the Constitution**
- 3.2.0 Constitution, Bylaws and Continuing Resolutions**
- 3.3.0 Saint Paul Area Synod-Constitution and Bylaws**
- 3.4.0 E.L.C.A.-Model Constitution for Congregations**

CONGREGATION ORGANIZATION.....4.0.0

- 4.1.0 Congregation Council**
 - 4.1.1 Major responsibilities and duties**
 - 4.1.2 Council meeting agenda**
 - 4.1.3 Congregation Council liaisons to committees**
- 4.2.0 Congregation Committees**
 - 4.2.1 The Grace Endowment Committee**
 - 4.2.2 The Grace Special Gifts and Memorials Committee**
 - 4.2.3 Audit Committee**
 - 4.2.4 Nominating Committee**
 - 4.2.5 Mutual Ministry Committee**
- 4.3.0 Congregation Council Committees**
 - 4.3.1 Business Management Committee**
 - 4.3.2 Education Committee (See 4.3.7)**
 - 4.3.3 Missions Committee**
 - 4.3.4 Property Management Committee**
 - 4.3.5 Stewardship Committee**
 - 4.3.6 Worship and Music Committee**
 - 4.3.7 Life Long Learning Committee (See 4.3.2)**
 - 4.3.8 Community Connections Committee (See 4.3.9)**

- 4.3.9 Congregational Life Committee (See 4.3.8)
- 4.3.10 Human Resources Committee
- 4.4.0 Other Organizations
- 4.4.1 Grace Women (W.E.L.C.A) of E.L.C.A.
- 4.4.2 XYZ'S (Extra Years of Zest)

OFFICERS/STAFF JOB DESCRIPTIONS.....5.0.0

- 5.1.0 Officers
 - 5.1.1 Congregation President
 - 5.1.2 Congregation President-Emergency Powers
 - 5.1.3 Congregation Vice President
 - 5.1.4 Congregation Secretary
 - 5.1.5 Congregation Treasurer
- 5.2.0 Staff
 - 5.2.1 Pastor
 - 5.2.2 Associate Pastor
 - 5.2.3 Director of Youth, Family and Education
 - 5.2.4 Administrative Associate
 - 5.2.5 Bookkeeper
 - 5.2.6 Sanctuary Choir Director
 - 5.2.7 Triple G's (Grace's Glory Group) Director
 - 5.2.8 Joyous Juniors Choir Director
 - 5.2.9 Worship Music Coordinator
 - 5.2.10 Bells of Grace Director
 - 5.2.11 Organist
 - 5.2.12 Custodian

EMPLOYMENT AND HIRING.....6.0.0

- 6.1.0 Employment
 - 6.1.1 Offer of employment letter
 - 6.1.2 Employment status change letter
 - 6.1.3 Personnel files-lay employees
 - 6.1.4 Performance evaluations-lay employees
 - 6.1.5 Employment anniversary recognition-lay employees
- 6.2.0 Hiring
 - 6.2.1 Non-pastoral hiring policy-lay employees
 - 6.2.2 Staffing justification form-lay employees
 - 6.2.3 Non-pastoral position requisition-lay employees
 - 6.2.4 Application for employment-lay employees
 - 6.2.5 S.P.A.S. Pastoral Call Manual (In conference room)
 - 6.2.6 S.P.A.S. Letter of Call-Ordained Minister of the E.L.C.A.

- 6.2.7 Annual review of pastoral ministry
- 6.3.0 Personnel Employees Policy-lay employees
- 6.3.1 Personnel employees policy handbook
- 6.3.2 Lay employee's acknowledgement form

RECORDS RETENTION SCHEDULE.....(To be developed).....7.0.0

EMERGENCY AND DISASTER RECOVERY PLAN. (To be developed).....8.0.0

GENERAL POLICIES.....9.0.0

- 9.1.0 Weddings
- 9.2.0 Funerals
- 9.3.0 Baptisms
- 9.4.0 Electronic Communications
- 9.5.0 Winter Weather
- 9.6.0 Building and Space Use
- 9.7.0 Investments
- 9.8.0 Organ and Musical Instruments
- 9.9.0 Sexual Misconduct Prevention
- 9.10.0 Staff Screening and Background Check
- 9.11.0 Safeguarding Youth
- 9.12.0 Advertising Policy

USER MANUALS.....10.0.0

- 10.1.0 Administrative
- 10.1.1 Office Associate
- 10.2.0 Accounting and Audit
- 10.2.1 Bookkeeping (To be developed)
- 10.2.2 E.L.C.A. Treasurer and Bookkeeper's Financial and Accounting Guide
- 10.2.3 E.L.C.A. Congregational Audit Guide
- 10.2.4 E.L.C.A. Portico Pensions and Benefits
- 10.2.5 S.P.A.S. Compensation and Benefits Guidelines

PROCEDURES GUIDELINES.....11.0.0

- 11.1.0 Worship and Music**
- 11.1.1 Chancel Care (Altar Guild)**
- 11.1.2 Ushers**
- 11.2.0 Stewardship**
- 11.2.1 Fundraising**
- 11.3.0 Missions**
- 11.3.1 Benevolence/Mission Support**
- 11.3.2 Community Care Fund**
- 11.4.0 Business Management**
- 11.4.1 Budget Development**
- 11.4.2 Cash Management and Banking/Investment Authorizations**
- 11.4.3 Money Counting and Depositing**
- 11.4.4 Request for Payment form**
 - Request for Fund Transfer form**
 - Flow of Bill Payments**
- 11.5.0 Property Management**
- 11.5.1 Grounds Keeping and Lawn Mowing**
- 11.5.2 Snow and Ice Removal**
- 11.6.0 Congregational Life (See 11.7.0)**
- 11.6.1 Membership Reporting**
- 11.6.2 Communications**
- 11.7.0 Outreach (See 11.6.0)**
- 11.7.1 Greeters**
- 11.8.0 Education**
- 11.8.1 Library (To be developed)**
- 11.8.2 Nursery**
 - Nursery Cleaning**
- 11.9.0 Grace Women (W.E.L.A.) of E.L.C.A.**
- 11.9.1 Kitchen (Kitchen Committee)**
- 11.9.2 Funeral Luncheons (Funeral Committee)**
- 11.9.3 Pray Chain (To be developed)**
- 11.9.4 S.E.W. Group (To be developed)**
- 11.10.0 Christian Crafters Group (To be developed)**