GRACE LUTHERAN CHURCH

Saint Paul, Minnesota

TABLE OF CONTENTS

MISSION STATEMENT	200
	.2.0.0

Grace Lutheran Church is a community of believers in Jesus Christ who: <u>CELEBRATE</u> the unconditional love and grace of God; <u>PROVIDE</u> Christian learning opportunities for all ages; <u>SUPPORT</u> all who need love and care; <u>SERVE</u> the community and the world.

GOVERNING DOCUMENTS	.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
- 4.4.2 XYZ'S (Extra Years of Zest)

- 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
- 5.2.4 Office Associate
- 5.2.5 Bookkeeper
- 5.2.6 Director of Music Ministries
- 5.2.7 Triple G's (Grace's Glory Group) Director
- 5.2.8 Joyous Juniors Choir Director
- 5.2.9 Worship Music Coordinator
- 5.2.11 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

- 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
- **11.9.1** 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)