

OPERATING INSTRUCTION

I. GENERAL

- A. The policies and procedures included in this manual set forth the existing policies of Trinity Lutheran Church.
- B. There shall be a Policy page to guide each standing committee and each activity for which funds are received or disbursed
- C. There shall be an approved job description for each staff position.
- D. References to Council or Church Council shall be understood to mean Congregation Council. References to Trinity Lutheran Church shall be understood to mean Trinity Evangelical Lutheran Church of Camp Hill, Pennsylvania.

II. INSTRUCTIONS

A. MODIFICATION/CREATION

- 1. Any council member and/or active committee member may request the creation or review of any policy or appendix page
- 2. The responsible committee will then review and/or create the policy or appendix. That committee will prepare the item requested according to prescribed procedures as listed in page 1.11, II.B. and Appendix A-18.
- 3. Following approval by Council, the secretary shall notify the Office Manager who shall prepare and distribute the new policy page as required.

B. POLICY MANUAL ORGANIZATION

- 1. The policy manual is divided into seven major topical areas as follows:
 - a. 1. Organization
 - b. 2. Personnel Administration
 - c. 3. Use of Facilities
 - d. 4. Church Activities
 - e. 5. Miscellaneous
 - f. 6. Pastoral acts
 - g. 7. Appendices
- 2. Forms, procedures, and guidelines require committee approval and are included in the appendices. These pages do not need council approval.

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II. INSTRUCTIONS (continued)

3. Each policy page is identified by a two or three part number, e.g., 1.10.5. The first part indicates the major topical area, such as ORGANIZATION. The part following the decimal indicates the specific policy page. A second decimal followed by a series of numbers is used to achieve further subdivision.

C. RESPONSIBILITIES

1. The Office Manager in cooperation with the Policy Page Review Subcommittee is responsible for the preparation, numbering, publication, distribution and maintenance of the Policy Manual.
2. The Office Manager shall ensure that policy pages are current as published in the Trinity web site.
3. The Office Manager shall distribute all current and updated policy pages to:

Church Staff
Congregation Council
A & P Committee Members
Policy Page Review Subcommittee Members
Web Master
Office copy Policy Manual

Electronic copies of pages may be used excepting Office copy, chair of A & P and Policy Page Review Subcommittee members.

4. The Office Manager shall maintain a complete current policy manual in the Church Office and shall provide a revised, current Table of Contents at least annually to reflect changes which have occurred to all entities as listed in II.C.3, above.