

TRINITY LUTHERAN CHURCH
Camp Hill, PA

POLICY MANUAL
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2.05	Probationary Period	6/5/2007		2/3/2015
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2.35	Compassionate Leave	9/25/2013		
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2.60	Vacations	9/8/2014		
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3.10	General Guidelines	6/11/2001	2/24/2015	
3.10.1	Contribution Chart for Facilities Usage	3/9/2009	2/24/2015	
3.10.5	Use of Rooms, Facilities and Equipment	4/13/2015		
3.10.7	Audio Visual Programs and Equipment	6/11/2001		
3.10.9	Chapel Use	3/9/2015		
3.10.10	Guide for Use of Church Facilities by Scouts	6/11/2001		
3.10.11	Nave Use	12/12/1999	2/24/2015	
3.10.12	CPR/AED and First Aid Training and Use of Equipment	9/14/2015		
3.10.13	Staff Computer Use	9/8/2014		
3.10.14	Volunteer Computer Use	9/8/2014		
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3.40	Church Organs and Musical Instruments	10/11/1998	11/12/2013	

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3.50	Advertising/Written Announcements in the Church	6/17/1995		
3.55	Community Bulletin Board	9/8/2014		
3.60	Lighting/Security	12/14/1997		
3.80	Church Library	12/14/1997	6/1/2015	
3.90	Columbarium	10/8/1994	2/24/2015	
	SECTION 4 - CHURCH ACTIVITIES			
4.10	Fund Raising in Church	9/11/2000		
4.20	Youth Room	9/8/2014		
	SECTION 5 - MISCELLANEOUS			
5.10	ELCA Vocation Loan Fund	10/14/2013		
5.20	Authorization to Expend Church Funds	9/25/2013		
5.30	Benevolence Funding	5/9/2011		
5.35	Pastor's Discretionary Fund	5/11/2015		
5.40	Congregational Meetings	9/14/2015		
5.60	Membership Information	11/10/1996		2/3/2015

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5.70	Keeping Kids Safe	12/8/2014		
5.75	Privacy Policy and Guidelines for Using Photographs	9/8/2014		
	SECTION 6 - PASTORAL ACTS			
6.10	Weddings	2/10/2014		
6.20	Baptismal Ministry	1/20/1996		
6.30	Funerals	9/14/2015		
	SECTION 7 - APPENDICES			
A-3	Wedding Information	09/05/2000		
A-5	Writing Guidelines for Publications	02/11/2013		
A-8	Ballot - Nominations for Council	06/11/2015		
A-9	Note	09/09/1995		3/2/2015
A-10	ELCA Vocation Support - Status Form	09/22/2011		
A-11	ELCA Vocation Loan Fund - Information and Instructions for Applicants	5/9/2011		2/24/2015
A-12	Trinity/Tenant Responsibilities - 1959 Market St.	6/17/1996	2/24/2015	
A-13	Guidelines for Display of Art	4/9/1994	6/1/2015	

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A-16	Columbarium - Right of Inurnment	3/2/2015		
A-18	Guide for Preparing Policy Pages	1/13/2014		
A-20	Keeping Kids Safe - Guidelines for Working with Children and Youth	12/02/2014		
A-20a	Report of Suspected Child Abuse	CY-47 6/95		
A-21	Keeping Kids Safe Volunteer Information Form	09/05/2013		
A-22	Background Check Information Form	11/2014		
A-23	Consent for Minor Child to Receive Individual Training or Instruction	08/21/2013		
A-24	Trinity Lutheran Church Incident/Accident Report	2/3/2015		
A-25	Trinity Lutheran Church Incident/Accident Report - Witness Statement	2/3/2015		
A-29	Roles and Responsibilities of Congregation Council President, Committee Chairs, Council Committee Representatives and Staff Advisors	12/09/2013		
A-30	Guidelines for Use of the Gathering Space for Publicity	01/10/2005		
A-31	Guidelines for the Donation of Art and Objects of Value	05/11/2009	3/1/2015	

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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.

OPERATING INSTRUCTION

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.

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Number 1.11

Subject Policy Manual Update Process

Effective Date 1/13/2014

Committee Administration & Personnel

POLICY MANUAL UPDATE PROCESS

I. GENERAL

- A. Policy Manual pages require periodic updates to remain relevant and current.
- B. Committee chairs, advisors and committee members may initiate a review of assigned policy and/or appendix pages of the Policy Manual as current circumstances warrant.
- C. Oversight and maintenance of Trinity's Policy Manual is the responsibility of the Administration and Personnel Committee in cooperation with the Office Manager.

II. INSTRUCTIONS

- A. Update procedure
 - 1. Job descriptions
 - a. Changes shall be drafted by the supervisor and/or employee.
 - b. The updated job description shall be presented to the Administration and Personnel Committee for acceptance only. If the committee has concerns the job description is returned to the above for explanation or adjustment.
 - c. The updated job description is presented to Council for acceptance.
 - 2. Committee and other policy pages
 - a. New committee chairs, together with their staff advisors, shall at the beginning of their terms

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Number 1.11

Subject Policy Manual Update Process

Effective Date 1/13/2014

Committee Administration & Personnel

POLICY MANUAL UPDATE PROCESS

examine all policy pages related/pertinent to their assigned committees. This process serves to orient and advise new chairpersons and their advisors of the duties and responsibilities of their committees, their committee's relationship to Council and to other committees. This examination shall be undertaken at least every three years, even if the chair does not change.

- b. The Administration and Personnel Committee is responsible for the review of any policy and appendix pages not assigned to a specific committee.-

B. Substantive Changes of Content, Additions or Deletions to Policy Pages and Appendices.

1. Committee and associated policy pages and appendices shall be reviewed by committee chairs, staff advisors and the committee at least every three years for relevant changes.
2. Changes as desired/required shall be prepared by the responsible committee and/or committee chair and given to the Policy Page Review Subcommittee to prepare for review by the Lead Pastor, the President of Council and the members of the A & P Committee.
3. The policy pages are reviewed by the aforementioned individuals for appropriateness, consistency, accuracy and relationship with other current policies, and discussed with the committee chair if further changes are necessary.
4. Reviewed pages with approved changes are given to the Office manager or Policy Page Review Subcommittee prior to the next Council meeting to be put in proper format for presentation to Council.

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CAMP HILL, PENNSYLVANIA

Number 1.11

Subject Policy Manual Update Process

Effective Date 1/13/2014

Committee Administration & Personnel

POLICY MANUAL UPDATE PROCESS

5. If the proposed policy represents a major change in established policy as determined by the Lead Pastor or President the policy will be presented to Council for individual action. If not, it will be presented in a package with other minor or editorial changes.
6. Creation of new policy pages shall follow the process defined above.

C. Editorial/Administrative Changes

1. Changes to policy pages of an editorial or administrative nature, such as formal title changes or inaccurate information may be made by the Office Manager with the concurrence of either the Lead Pastor or Chair of the Administration and Personnel Committee without the review of the Administration and Personnel Committee or Congregation Council.
2. Effective date(s) of editorial/administrative changes shall be indicated by the letter(s) a...b. without changing effective date of prior Council approval.
3. Changes in wording or deletion of no longer relevant information which do not affect the mission, ministry, functioning or operations of the church and have no substantive impact on existing policy may be requested and approved by any two of the following persons: Chair of Committee under whose responsibility the page resides, the Lead Pastor and/or Chairman of the Administration and Personnel Committee. Such changes shall be reported at the next regularly scheduled Administration and Personnel and Congregation Council meetings.
4. Deleted/changed pages shall be kept in a "dead page" file for future reference as appropriate.

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CAMP HILL, PENNSYLVANIA

Number 1.11

Subject Policy Manual Update Process

Effective Date 1/13/2014

Committee Administration & Personnel

POLICY MANUAL UPDATE PROCESS

III. COUNCIL PROCEDURES

- A. Members of the Congregation Council are responsible for reading proposed policy changes prior to the meeting at which they will be presented for adoption.
- B. Policy pages that do not represent a major change in policy will be presented to the Council in one package for acceptance. The package changes will be accepted or rejected without discussion.
- C. During the “Agreement on Agenda” process, any voting member of Council may request that any policy page changes that are part of the package be considered individually.
 - 1. The pages considered individually can be discussed, but the discussion should be limited to issues of substance and not editorial issues.
 - 2. If the discussion of individual pages highlights issues that need further clarification or rewording, motions to “Table” or “Refer to Committee” should be considered in lieu of the outright defeat of the motion or of Council acting as a committee of the whole to reword the policy page.
- D. New or changed appendix pages are presented for information only.
- E. All new and/or approved revised pages shall be dated effective as of the Council meeting of action and shall be placed in Trinity's web Policy Manual as well as in the reference paper copy manual in the church office and distributed to members of the Policy Page Review Subcommittee.

MISSION STATEMENT

MISSION

Disciples in the Making, Making Disciples

VISION

Called by the Holy Spirit to be Christ's Disciples, we seek to equip ourselves and others to live like Christ, and to be sent into the world proclaiming and living the Good News as witnesses of God's transforming love.

VALUES

Remaining true to our reformation heritage, we value:

- Inspiring and dynamic worship centered in God's word and sacrament;
- Forming loving, authentic relationships with God and others;
- Living out our faith with gratitude and generosity for the sake of our neighbor and world.

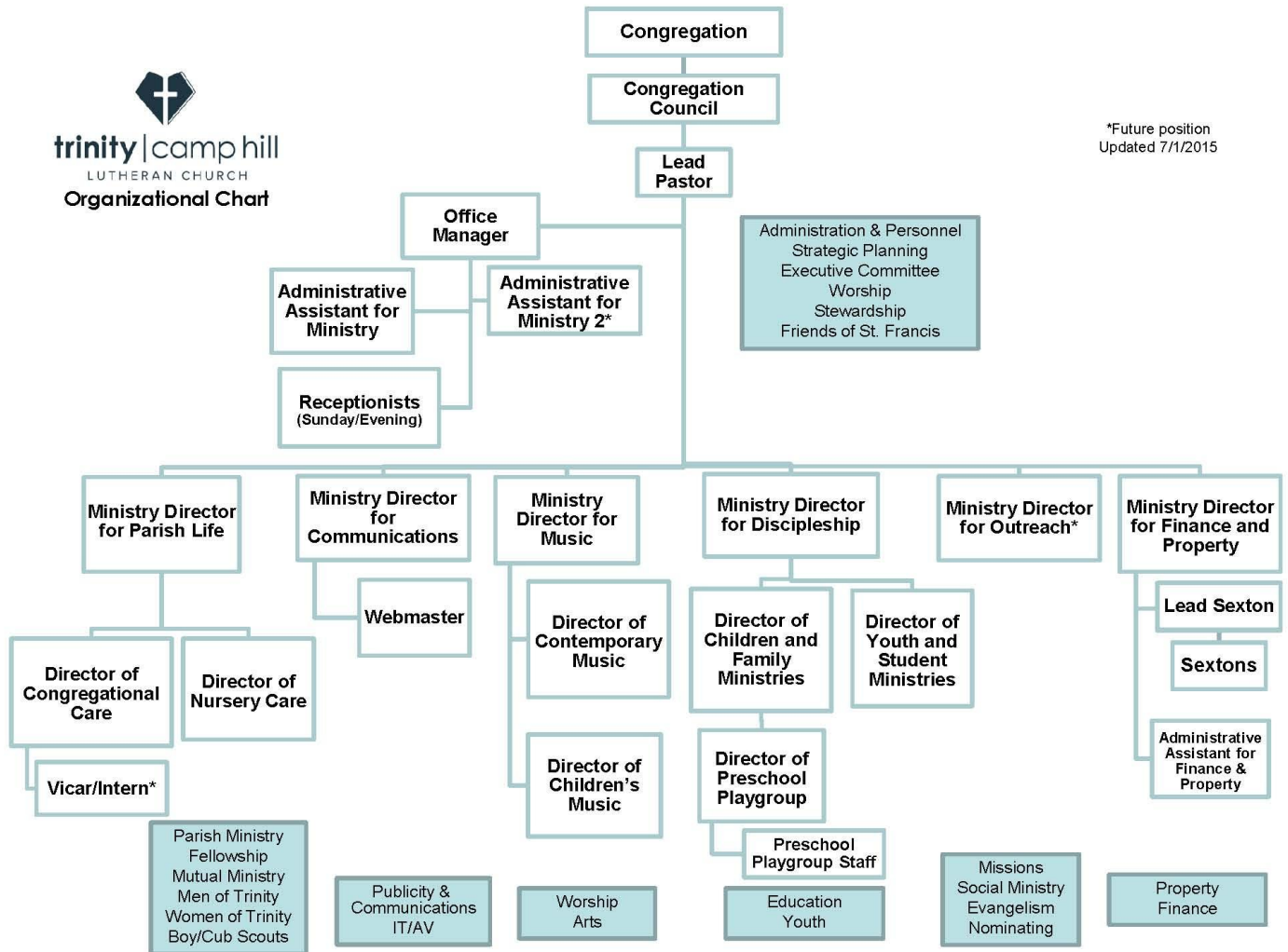
GUIDING PRINCIPLES

- While remaining true to our Reformation heritage that forgiveness and salvation are gifts to us through God's grace alone, and all good works are our thankful response to that grace through the power of the Holy Spirit dwelling in us, we uphold the following as pathways to accomplish our mission:
- We will provide inspiring worship services, offering a variety of opportunities to experience God's grace through Word and Sacrament.
- We will develop loving relationships with our sisters and brothers in this church family, as well as within our own families, and will practice genuine hospitality to those who differ from us.
- We will create small groups where a sense of belonging in community is nurtured through fellowship, and where spiritual growth occurs through Bible study, faith conversation, and prayer.
- We will establish a gift-based ministry that helps individuals identify, develop, and share their spiritual gifts and talents.
- We will implement a need-oriented evangelism and social ministry that is both concerned with—and uses our resources to meet—the physical, emotional, and spiritual needs of our local and global neighbors.
- We will foster an atmosphere of passionate spirituality that encourages each of us to live out our faith with commitment, fire, and enthusiasm.
- We will utilize a leadership model that empowers, supports, motivates, and mentors individuals to be all God wants them to be.
- We will build effective structures, adapting to changing needs and new ideas as we continually discern God's will for us in this place.
- We will commit ourselves to practice stewardship of the earth, time, talent, and treasure.
- We will work for justice and peace in our community and in our world.

CHURCH ORGANIZATION



*Future position
Updated 7/1/2015



TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.10</u>
Subject	<u>Job Description: Lead Pastor</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Lead Pastor provides vision, leadership, teaching and oversight to the mission, ministry and staff of Trinity Lutheran Church.

REPORTS TO: Congregation Council

DIRECTLY SUPERVISES: Ministry Directors for Music, Discipleship, Outreach, Parish Life, Communications, Finance and Property; and Office Manager.

EVALUATORS: Administration & Personnel Chair, Congregation Council President, Congregation Council Immediate Past President

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Provides vision, leadership, teaching and oversight to the mission, ministry and staff.
- Leads the congregation in fulfilling its Christ-centered mission, vision, values and guiding principles.
- Ensures the Gospel is taught purely and the Sacraments administered rightly.
- Provides pastoral care, theological resources and direction.
- Serves as chief administrator and is responsible for staff development, performance and coordination of duties.
- Provides oversight and evaluation of the staff, including the coordination of continuing education, days off, and vacations.
- Assumes final responsibility for the conduct of all worship services including the scheduling of preaching and liturgical responsibilities.
- Serves as member of the Executive Committee of the Congregation Council.
- Responsible for the assignment of advisors to all standing committees.
- Presides at or delegates leadership for regularly scheduled staff meetings.
- Prepares and/or authorizes congregational letters and other correspondence to the congregation.
- Represents, or provides for representation at community and church events where Trinity's presence is beneficial or required.

CHURCH ORGANIZATION

- Provides theological oversight and direction for lay leadership in the calling and hiring of new staff persons.
- Coordinates the ministry of the program staff including the teaching of Bible studies, presiding at special worship services, and ensuring the theological integrity of all mission and ministries.
- Serves as the communication link between the staff and the Administration & Personnel Committee particularly relating to staff responsibilities.
- Responsible for implementing the strategic plan adopted by the Congregation Council.
- Serves as advisor to: Administration & Personnel, Finance and Strategic Planning Committees; Budget Subcommittee; Benevolence Forum; and Evangelism, Stewardship and Worship Ministry Teams.

OTHER RESPONSIBILITIES:

- Promotes and participates in church-wide and ecumenical activities.
- Participates in the activities of the conference, synod, region and church-wide bodies of the ELCA.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Shares in the on-call rotation among pastoral staff.
- Provides short term counseling services in cooperation with the other pastoral staff.
- Engages regularly in continuing education, professional development, and personal enrichment through academic study and professional conferences.
- Designates a member of the pastoral staff to assume full responsibility in the Lead Pastor's absence.
- Ensures the review and updating of the Constitution and Bylaws as/when needed.
- Represents the ELCA and the Lower Susquehanna Synod to the Congregation Council.

MINIMUM QUALIFICATIONS:

- M.Div. degree and ordination in the ELCA.
- Experience in a large church setting or equivalent.
- Demonstrated competences in leadership, management, teaching and preaching.

CHURCH ORGANIZATION

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community

CORE COMPETENCIES:

- **Missional Leadership**

Provides vision and missional imagination to staff and congregation, teaches others and identifies opportunities for fulfilling it.

- **Spiritual Maturity**

Consistently practices discipleship, servant leadership, and spiritual growth.

- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church’s mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.

TRINITY LUTHERAN CHURCH
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Number	<u>1.20.12</u>
Subject	<u>Job Description: Ministry Director for Parish Life</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Parish Life provides leadership and oversight to the ministries related to the care and support of members of the congregation and fosters activities to encourage community and fellowship (*koinonia*).

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Director of Congregational Care

EVALUATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight to the ministries related to the care and support of members of the congregation and fosters activities to encourage community and fellowship.
- Provides oversight to members in crisis or difficulty including illness, hospitalization, bereavement, or estrangement.
- Develops and utilizes system for tracking attendance and creates procedures for appropriate follow up.
- Develops appropriate congregation care program(s) in consultation with the Director of Congregational Care.
- Provides leadership to Fellowship Ministry to encourage activities and programs fostering community and fellowship.
- Provides for opportunity for the congregation to pray for the sick and homebound.
- Provides for the coordination of care among staff and lay ministers including at-home and long-term care visitation, lay communion, meals and the grieving ministry.

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Number	<u>1.20.12</u>
Subject	<u>Job Description: Ministry Director for Parish Life</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Manages the Emergency Benevolence and Friends of St. Francis Funds in consultation with the Pastoral Care Team.
- Serves as advisor to Parish Ministry and Fellowship Ministry Teams; Men of Trinity; Women of Trinity; and Boy/Cub Scouts.
- Preaches, administers the sacraments and participates as liturgist at worship services as assigned by the Lead Pastor.
- Serves as representative to the West Shore Conference.
- Acts as representative in ecumenical and community activities.
- Serves as advisor of Worship Ministry Team.

OTHER RESPONSIBILITIES:

- Conducts weddings, baptisms, and funerals, including advance counseling.
- Provides short-term counseling services in cooperation with the other pastoral staff.
- Shares in the on-call rotation among the pastoral staff.
- Participates in the activities of the conference, synod, region, and church-wide bodies of the ELCA.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- M.Div. Degree
- Ordained in ELCA or ecumenical partner
- Demonstrated competences in leadership, management, teaching and preaching.

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Number	<u>1.20.12</u>
Subject	<u>Job Description: Ministry Director for Parish Life</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community

CORE COMPETENCIES:

- **Mission Ownership**

Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.

- **Spiritual Maturity**

Consistently practices discipleship, servant leadership, and spiritual growth.

- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.12</u>
Subject	<u>Job Description: Ministry Director for Parish Life</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church's mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.14</u>
Subject	<u>Job Description: Ministry Director for Discipleship</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Discipleship provides leadership and oversight for learning and spiritual formation in order to create a culture where discipleship may grow and flourish.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Director of Children and Family Ministries, Director of Youth and Student Ministries

EVALATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight to education ministry, encouraging activities and programs that foster discipleship and form fully devoted followers of Jesus.
- Develop a network of spiritually gifted coaches, leaders, mentors, and teachers who can disciple people.
- Develops, coordinates, and supports all adult educational and spiritual formation opportunities.
- Provides for New Member Orientation Class in consultation with the Lead Pastor.
- Create and communicate a vision for small group discipleship ministries.
- Serves as advisor to Education Ministry and Youth Ministry Teams.
- Preaches, administers the sacraments and participates as liturgist in consultation with the Lead Pastor.
- Works with the Director of Contemporary Music to create an overall plan for contemporary music as part of worship in accordance with Lutheran theology and worship practices.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.14</u>
Subject	<u>Job Description: Ministry Director for Discipleship</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

OTHER RESPONSIBILITIES:

- Provides short-term counseling services in cooperation with the other pastoral staff.
- Shares in the on-call-rotation among pastoral staff for weekends only.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Conducts weddings, baptisms, and funerals, including advance counseling.
- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Assumes other duties or roles as assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- M.Div. degree
- Ordained in ELCA or ecumenical partner
- Demonstrated competences in leadership, management, teaching and preaching.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community

CORE COMPETENCIES:

- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.
- **Spiritual Maturity**
Consistently practices discipleship, servant leadership, and spiritual growth.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.14</u>
Subject	<u>Job Description: Ministry Director for Discipleship</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry "health." Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church's mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.16</u>
Subject	<u>Job Description: Director of Congregational Care</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Congregational Care provides leadership and oversight of pastoral care and visitation ministries.

REPORTS TO: Ministry Director for Parish Life

DIRECTLY SUPERVISES: None

EVALUATORS: Ministry Director for Parish Life and Lead Pastor

STATUS: Part-time

FLSA: Hourly Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight of pastoral care and visitation ministries.
- Provides care to members in crisis or difficulty including illness, hospitalization, bereavement, or estrangement.
- Develops appropriate congregation care and visitation program(s) with Ministry Director for Parish Life.
- Provides for opportunity for the congregation to pray for the sick and homebound.
- Provides for the coordination of care among staff and lay ministers including at-home and long-term care visitation, lay communion, and the grieving ministry.
- Supervises the Seminary Intern program as needed.
- Provides support for mutual ministry facilitators as needed.

OTHER RESPONSIBILITIES:

- Conducts funerals, including advanced counseling.
- Shares in the on-call rotation among the pastoral staff.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.16</u>
Subject	<u>Job Description: Director of Congregational Care</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Preaches, administers the sacraments and participates as liturgist at worship services as assigned by the Lead Pastor.
- Participates in the activities of the conference, synod, region, and church-wide bodies of the ELCA.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor or Ministry Director for Parish Life.

MINIMUM QUALIFICATIONS:

- M.Div. degree
- Ordained in ELCA or ecumenical partner
- Demonstrated competences in management and pastoral care.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community

CORE COMPETENCIES:

- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.16</u>
Subject	<u>Job Description: Director of Congregational Care</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Spiritual Maturity**

Consistently practices discipleship, servant leadership, and spiritual growth.

- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church’s mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20. 22</u>
Subject	<u>Job Description: Ministry</u> <u>Director for Outreach</u>
Effective Date	<u>9/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Outreach provides leadership and oversight for the development of programming and ministries responding to the needs of the local community and world.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: none

EVALUATOR: Lead Pastor

STATUS: Part-time Volunteer

FLSA: N/A

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight to outreach and service ministries encouraging service and love for neighbor and world.
- Develop and coordinate an effective outreach and service ministry
- Provide oversight and direction of current outreach ministries and leadership support for those engaged in these ministries
- Assess and prioritize existing and new outreach mission opportunities
- Encourage members to be intentionally invitational in reaching "beyond our doorsteps," equipping them with resources and training to share the Good News by word and deeds
- Educate, inform, and offer theological/faith perspective to congregation about community issues
- Acts as representative to social ministry partners.
- Serves as advisor to Social Ministry, Evangelism Ministry, and Missions Ministry Teams.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20. 22</u>
Subject	<u>Job Description: Ministry</u> <u>Director for Outreach</u>
Effective Date	<u>9/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

OTHER RESPONSIBILITIES:

- Participates in the activities of the conference, synod, region, and church-wide bodies of the ELCA.
- Assists in the identification and recruitment of lay leaders for the furthering of the mission and ministry.
- Engages regularly in continuing education, professional development, and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Undergraduate degree required
- Training/experience in community organization and congregational life
- Demonstrated competences in leadership, management, teaching and preaching.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public
- Ability to listen to staff, members, and community

CORE COMPETENCIES:

- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.
- **Spiritual Maturity**
Consistently practices discipleship, servant leadership, and spiritual growth.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20. 22</u>
Subject	<u>Job Description: Ministry</u> <u>Director for Outreach</u>
Effective Date	<u>9/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Biblical Knowledge:**

Able to discuss and interpret biblical truth when applying scripture to life situations. Guides others in the exploration and discovery of biblical truth. Encourages and designs avenues for others to engage in ongoing training/study of scripture.

- **Interpersonal Skills**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

- **Team Building Skills**

Promotes and guides leaders in teambuilding and problem solving. Actively works to assess ministry “health.” Provides leadership, vision, teaching and oversight to ministry leaders. Creates and communicates vision, direction and goals for the team.

- **Management Skills**

Understands his/her leadership style and temperament type and adapts leadership behaviors to meet the needs of the situation. Delegates, empowers and holds leaders accountable.

- **Leadership Development:**

Easily recognizes abilities, knowledge and skills of people. Identifies and encourages the use of talents and spiritual gifts for the good of the church’s mission. Develops others by providing challenging tasks and assignments, encouraging new skills and responsibilities.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.25</u>
Subject	<u>Job Description: Ministry Director for Communications</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Communications provides leadership and oversight for all for the communications, branding and marketing of Trinity's mission and ministries.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Webmaster

EVALUATOR: Lead Pastor

STATUS: Part-time

FLSA: Salaried Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight for all the communications, branding and marketing of Trinity's mission and ministries.
- Develops a comprehensive communications plan for the church and preschool, which conveys a compelling and consistent message through a variety of vehicles including print publications, web, e-newsletters and e-mail campaigns, internal and external advertising, media relations and the use of social networking sites.
- Writes, edits and oversees the design, production and distribution of all publications for the church and preschool including the monthly newsletter, *Trinity Parish*, weekly bulletin of announcements, *Trinity Today*, Annual Report, brochures, flyers, programs, scripts and postcards.
- Produces a variety of electronic publications including, but not limited to, the website, e-newsletters, and brochures including writing, editing and proofreading content, art direction, overseeing printing and distribution.
- Recruits, trains and supports communication ministry volunteers.
- Works with worship staff and other volunteers to ensure presentation media is ready for worship and other special events.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.25</u>
Subject	<u>Job Description: Ministry Director for Communications</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Maintains church website in coordination with ministry teams and church staff, redesigning web communications when necessary.
- Sets up and maintains social network communications like Facebook, Twitter, Instagram, or other emerging social media, with regular postings regarding church events, comments, pictures, videos, etc.
- Coordinates and produces electronic announcements.
- Develops and maintains internal and external building signage.
- Monitors costs for various communications activities, such as printing costs, internet support provider (ISP) fees, newspaper fees, radio costs and television costs.
- Coordinates and makes arrangements with outside printing companies as needed for projects.
- Arranges for photography and videotaping of selected events.
- Establishes relationships with news media, seeks opportunities for local media coverage, and produces press releases when needed.
- Serves as advisor to the Publicity & Communication Ministry Team

OTHER RESPONSIBILITIES:

- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Two years' experience desired
- Computer proficiency in MS Office Suite
- Strong organizational skills

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.25</u>
Subject	<u>Job Description: Ministry Director for Communications</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Communication**
Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.
- **Job Knowledge**
Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.
- **Planning & Organizing**
Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.25</u>
Subject	<u>Job Description: Ministry Director for Communications</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.26</u>
Subject	<u>Job Description: Webmaster</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Webmaster oversees and maintains Trinity's websites in support of the mission and ministry.

REPORTS TO: Ministry Director for Communications

DIRECTLY SUPERVISES: None

EVALUATOR: Ministry Director for Communications

STATUS: Part-time Volunteer

FLSA: N/A

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Maintains websites, assuring that the contents of the websites are current and relevant.
- Works with the office staff to establish mechanisms for the timely receipt of information in an appropriate format for inclusion on the websites.
- Ensures that all information posted on the website is appropriate and pages are created and maintained according to branding standards.
- Acts as the technical contact for web hosting and licensing providers.
- Manages webhosting and associated services contracts.
- Provides for website maintenance coverage when unavailable.

OTHER RESPONSIBILITIES:

- Monitors use and trends and provides reports to appropriate staff and teams.
- Serves on the Publicity and Communication Ministry Team.
- Available for "emergency" postings.
- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor or Ministry Director for Communications.

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Knowledge and experience of web technologies, protocol, and tools.
- Knowledge and experience with computer graphic and multimedia design.
- Effective verbal and written communication skills.

PHYSICAL REQUIREMENTS:

- Ability to operate computers.

CORE COMPETENCIES:

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.34</u>
Subject	<u>Job Description: Director of Children and Family Ministries</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Children and Family Ministries provides leadership and oversight for ministries with children through grade 5 and their families.

REPORTS TO: Ministry Director for Discipleship

DIRECTLY SUPERVISES: Director of Preschool; Director of Nursery Care

EVALUATOR(S): Ministry Director for Discipleship and Lead Pastor

STATUS: Part-time

FLSA: Salaried Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight for ministries with children through grade 5 and their families.
- Develops, plans and organizes programs and activities for children and families to form fully devoted followers of Jesus.
- Coordinates the Sunday Church School program, including selection of curriculum and recruitment and training of teachers in consultation with Ministry Director for Discipleship.
- Provides oversight of Summer Children's ministries, such as Vacation Bible School.
- Develops, staffs, and evaluates educational formation programs.
- Facilitates opportunities for participation of children in all aspects of congregational life, serving as an advocate for children and families in congregational life.
- Recruits, organizes, and supports adult teachers, leaders, and volunteers.
- Maintains appropriate records of participants and volunteers.
- Serves as resource person for educational program development in the Lutheran tradition.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.34</u>
Subject	<u>Job Description: Director of Children and Family Ministries</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Ensures compliance with the “Keeping Kids Safe” policy (Page 5.70) by initiating required background checks, training and keeping all security clearances and files up-to-date and filed in a secure location.
- Fosters a collaborative relationship between the Preschool and Trinity staff.
- Coordinates Children’s Christmas Eve Worship Service with Director of Children’s Music.
- Serves as advisor to the Education Ministry Team.

OTHER RESPONSIBILITIES:

- Reports to the Congregation Council and attends council meetings as requested.
- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates regularly in worship, prayer, and congregational life.
- Plans and implements inter-generational events.
- Encourages participation in conference, synod, and ELCA activities.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor or Ministry Director for Discipleship.

MINIMUM QUALIFICATIONS:

- Bachelor’s degree or equivalent experience
- Two years’ experience desired
- Strong organizational skills

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.34</u>
Subject	<u>Job Description: Director of Children and Family Ministries</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES

- **Leadership**
Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management.
- **Job Knowledge**
Demonstrate proficiency in the organization and administration of ministry programs.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.
- **Interpersonal Skills:**
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.
- **Mission Ownership**
Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.
Collaborate with the congregational leaders of various groups to develop appropriate responses to particular needs.
- **Spiritual Maturity**
Consistently practices discipleship, servant leadership, and spiritual growth.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.36</u>
Subject	<u>Job Description –Child Care Coordinator</u>
Effective Date	<u>09/14/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Child Care Coordinator provides leadership and oversight to the child care ministry.

REPORTS TO: Director of Children and Family Ministries

DIRECTLY SUPERVISES: Nursery volunteers

EVALUATOR: Director of Children and Family Ministries

STATUS: Part-time

FLSA: Hourly, Non-Exempt

ESSENTIAL FUNCTIONS

Child Care

- Provides care to young children between birth and age 5 in the nursery area on Sunday mornings from 8:00 a.m. to 12:30 p.m.
- Keeps a nursery notebook with updated information on each child including names and contact information for parents, names of persons authorized to pick up child, children's allergies and other pertinent information.
- May occasionally be asked to provide childcare for special events (i.e. concerts, sup & study, bible studies, special worship services)

Volunteer Coordination

- Coordinates the work of all volunteers in this area of child care.
- Monitors schedule for nursery volunteers and participates in active recruitment.
- Implements the Keeping Kids Safe policies and procedures of church and nursery.
- Trains new volunteers on all aspects of the care provided to young children.
- Helps to compile a list of names of certified individuals interested in providing childcare for special events as noted above.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.36</u>
Subject	<u>Job Description –Child Care Coordinator</u>
Effective Date	<u>09/14/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

Facilities and Procedures

- Maintains a good relationship among volunteers, parents and children.
- Recommends nursery operating procedures for provision of snack, cleaning of toys and linens, inventory/replacement of equipment and toys and the ordering of supplies to ensure and strengthen the quality of the nursery care program.
- Maintains an orderly environment including the cleaning and rotation of toys.
- Maintains a nurturing and positive attitude with children and adults.
- Works cooperatively with all Trinity staff.

OTHER RESPONSIBILITIES:

- Reports to the Congregation Council and attends Council meetings as requested.
- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates regularly in worship, prayer, and congregational life.
- Encourages participation in conference, synod, and ELCA activities.
- Participates in staff meetings and retreats as requested.
- Performs other duties as may be assigned by the Lead Pastor or Director of Children and Family Ministries.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in early childhood education or related field preferred
- Two years' experience desired
- Strong organizational skills

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

CHURCH ORGANIZATION

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.40</u>
Subject	<u>Job Description: Director of Youth and Student Ministries</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Youth and Student Ministries provides leadership and oversight for ministries with youth grades 6-12 and college students.

REPORTS TO: Ministry Director for Discipleship

DIRECTLY SUPERVISES: None

EVALUATOR(S): Ministry Director for Discipleship and Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight for ministries with youth grades 6-12 and college students.
- Develops, plans and organizes programs and activities for youth and students to form fully devoted followers of Jesus.
- Coordinates the Sunday Church School program for junior and senior high youth, including selection of curriculum and recruitment and training of teachers in consultation with Ministry Director for Discipleship.
- Develops and coordinates Affirmation of Baptism Ministry.
- Develops, staffs, and evaluates educational formation and retreat programs.
- Facilitates opportunities for participation of the youth in all aspects of congregational life, serving as an advocate for youth in congregational life.
- Recruits, organizes, and supports adult advisors.
- Plans and develops independent Bible studies for youth.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.40</u>
Subject	<u>Job Description: Director of Youth and Student Ministries</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Plans and develops support and programing for college-age students.
- Serves as advisor to the Youth Ministry and Education Ministry Teams.

OTHER RESPONSIBILITIES:

- Reports to the Congregation Council and attends council meetings as requested.
- Empowers youth for service in God's ministry to the whole church.
- Builds a sense of fellowship and community with and among youth.
- Encourages participation by other adults to provide models of Christian lifestyle.
- Participates regularly in youth ministry training conferences and study for continuing personal and professional development.
- Participates regularly in worship, prayer, and congregational life.
- Plans and implements inter-generational events.
- Encourages participation in conference, synod, and ELCA activities.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor or Ministry Director for Discipleship.

MINIMUM QUALIFICATIONS

- Bachelor's degree or equivalent
- Five years' experience in youth ministry; leadership experience preferred

PHYSICAL REQUIREMENTS

- Ability to communicate in public
- Ability to listen to staff, members, and community

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.40</u>
Subject	<u>Job Description: Director of Youth and Student Ministries</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

CORE COMPETENCIES:

- **Leadership**

Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management.

- **Job Knowledge**

Demonstrate proficiency in the organization and administration of ministry programs.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

- **Interpersonal Skills:**

Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

Develops and promotes openness and candor among the youth and among youth, adults and pastors.

- **Mission Ownership**

Demonstrates understanding, and is fully supportive, of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.

Collaborate with the community leaders of various groups to develop appropriate responses to particular needs.

- **Spiritual Maturity**

Consistently practices discipleship, servant leadership, and spiritual growth.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.50</u>
Subject	<u>Job Description: Ministry Director for Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Music provides leadership and oversight for development of a multifaceted music ministry.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Director of Contemporary Music, Director of Children's Music

EVALATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight to the worship music ministry.
- Provides guidance and evaluation of the music and arts program to ensure relevancy to the mission and ministry, expanding and enhancing the total music offerings and opportunities as appropriate.
- Oversees the planning and preparation of music for all worship services.
- Reviews weekly traditional worship service bulletin and communicates any changes to appropriate staff members.
- Serves as organist for all traditional services or engages a qualified substitute.
- Selects the repertoire, schedules, rehearsals, conducts and/or accompanies, music for the Chancel and Matins Choirs, and handbell choirs, including vocal and instrumental ensembles and soloists.
- Creates, organizes, publicizes and manages a yearly concert series, in consultation with and help from the Arts Team.
- Obtains and maintains appropriate blanket or individual licenses or permissions for the music ministry as required by copyright law.
- Serves as advisor to Arts Ministry and Worship Ministry Teams.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.50</u>
Subject	<u>Job Description: Ministry Director for Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

OTHER RESPONSIBILITIES:

- Identifies and encourages the participation of musicians for all worship services.
- Participates in the educational ministry as related to music and the arts.
- Serves as a resource person for music and the arts for ministries and staff.
- Engages regularly in continuing education, professional development and personal enrichment, through academic study and professional conferences.
- Participates in staff meetings and retreats.
- Supervises the use and maintenance of church-owned musical instruments, and provides an annual report on their condition to the Worship Ministry Team.
- Oversees the maintenance of Trinity's vocal and instrumental music library.
- Plays for weddings, funerals and other special events or engages a qualified substitute.
- Assists in the preparation of the annual Arts budget in consultation with the Arts Ministry Team and the Director of Contemporary Music.
- Manages the Patrons' Fund consistent with approved policy in consultation with the Arts Ministry Team.
- Performs other duties as assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Master of Sacred Music or equivalent experience.
- Demonstrated competencies in management, teaching, conducting, and performing music in a Christian setting.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public.
- Ability to listen to staff, members, and community.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.50</u>
Subject	<u>Job Description: Ministry Director for Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

CORE COMPETENCIES

- **Job Knowledge**

Demonstrate professional level understanding of music theory and music history and an ability to apply this knowledge appropriately.

Demonstrate proficiency in organ, leading congregational song, choral conducting and at least one other musical specialty (piano, guitar, voice).

- **Planning & Organizing**

Develop parish liturgical and music guidelines and policies in accordance with the ELCA.

Develop a comprehensive and long-range vision for parish liturgical life based on church documents and directives.

- **Management Skills**

Exercise effective supervision of musical employees, volunteers, and resources.

- **Musician Development:**

Recognizes, motivates, and empowers musical talents and skills from the community.

- **Communication**

Collaborates and communicates closely with pastoral staff and volunteers to develop and implement a unified approach to liturgical work in the parish.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.52</u>
Subject	<u>Job Description: Director of Contemporary Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Contemporary Music provides leadership and oversight for development of contemporary music ministry.

REPORTS TO: Ministry Director for Music

DIRECTLY SUPERVISES: None

EVALUATORS: Ministry Director for Music, Ministry Director for Discipleship, and Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight to the contemporary worship music ministry.
- Works with Ministry Director for Discipleship to create an overall plan for contemporary music as part of worship in accordance with Lutheran theology and worship practices.
- Plans, creates, arranges, and prepares music for all contemporary worship services.
- Plans special contemporary music programs as needed.
- Schedules, coordinates and directs band rehearsals.
- Works with musicians to ensure sensitivity to style and content as they relate to worship.
- Encourages and recruits new musicians and conducts auditions to develop a pool of musical talent for contemporary worship within the parameters of equipment and space available.
- Supervises the use and maintenance of all church-owned musical instruments and ancillary audio equipment used for contemporary worship music and provides an annual report on their condition to the Ministry Director for Music.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.52</u>
Subject	<u>Job Description: Director of Contemporary Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Prepares annual budget for contemporary worship music in consultation with Ministry Director for Music.
- Creates and maintains the contemporary music library.
- Participates with the program staff in leading information sessions for new members regarding contemporary worship music.
- Reviews weekly contemporary worship service bulletin and communicates any changes to appropriate staff members.
- Provides leadership to external organizations requesting assistance with contemporary worship music.
- Obtains and maintains appropriate blanket or individual licenses or permissions for the music ministry as required by copyright law.
- Responsible for publicity pertaining to any contemporary music programs/concerts.
- Serves as advisor to the Worship Ministry Team.

OTHER RESPONSIBILITIES:

- Identifies and encourages the participation of musicians for all worship services.
- Participates in staff meetings and retreats.
- Serves as a contemporary music resource person for Trinity's ministries and staff.
- Reports to Congregation Council and attends Congregation Council meetings as requested.
- Seeks to enhance Trinity's ministries through contemporary worship music.
- Engages regularly in continuing education, professional development and personal enrichment, through academic study and professional conferences.
- Performs other duties as assigned by the Lead Pastor, Ministry Director for Music Ministry, or Ministry Director for Discipleship.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.52</u>
Subject	<u>Job Description: Director of Contemporary Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- 4 years' experience leading worship in contemporary settings.
- Demonstrated competencies in management, teaching, conducting, and performing music in a Christian setting.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES

- **Job Knowledge**

Demonstrate professional level understanding of music theory and music history and an ability to apply this knowledge appropriately.

Demonstrate proficiency in leading congregational song and ensembles and at least one other musical specialty (organ, piano, guitar, voice).

- **Planning & Organizing**

Develop parish liturgical and music guidelines and policies in accordance with the ELCA.

Develop a comprehensive and long-range vision for parish liturgical life based on church documents and directives.

- **Management Skills**

Exercise effective supervision of musical employees, volunteers, and resources.

- **Musician Development:**

Recognizes, motivates, and empowers musical talents and skills from the community.

- **Communication**

Collaborates and communicates closely with pastoral staff and volunteers to develop and implement a unified approach to liturgical work in the parish.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.54</u>
Subject	<u>Job Description: Director of Children's Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Children's Music coordinates and leads a music ministry for children in grades K-5.

REPORTS TO: Ministry Director for Music

DIRECTLY SUPERVISES: None

EVALUATOR(S): Ministry Director for Music and Lead Pastor

STATUS: Part-time

FLSA: Salaried Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Coordinates and leads a music ministry for children in grades K-5.
- Plans, creates, arranges, and prepares music for all children's choirs and ensembles.
- Schedules, coordinates and directs choir rehearsals.
- Instructs children's choirs in Lutheran liturgy.
- Encourages and recruits new choir members.
- Selects the music repertoire to be used in consultation with the Ministry Director for Music.
- Creates and maintains children's music library.
- Recommends and purchases music, instruments and other equipment as needed within budget allocation with approval of the Ministry Director for Music and the Arts Ministry Team.
- Maintains music and equipment in good condition and reports any damage or loss to Ministry Director for Music.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.54</u>
Subject	<u>Job Description: Director of Children's Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

OTHER RESPONSIBILITIES:

- Participates in staff meetings and retreats as available.
- Seeks to enhance Trinity's ministries through children's worship music.
- Engages regularly in continuing education, professional development and personal enrichment, through academic study and professional conferences.
- Performs other duties as assigned by the Lead Pastor or Ministry Director for Music.

MINIMUM QUALIFICATIONS:

- Demonstrated competences in teaching, conducting, and performing music with children.

PHYSICAL REQUIREMENTS:

- Ability to communicate in public.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Job Knowledge**

Demonstrate professional level understanding of music theory and music history and an ability to apply this knowledge appropriately.

Demonstrate proficiency in leading congregational song, choral conducting and at least one other musical specialty (organ, piano, guitar, voice).

- **Management Skills**

Exercise effective supervision of musical employees, volunteers, and resources.

- **Musician Development:**

Recognizes, motivates, and empowers musical talents and skills from the community especially among children.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.54</u>
Subject	<u>Job Description: Director of Children's Music</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Communication**

Collaborates and communicates closely with supervisor and volunteers.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.60</u>
Subject	<u>Job Description: Director of Administration</u>
Effective Date	<u>04/09/2018</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Office Manager provides leadership and oversight for all office administrative support.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Administrative Assistant(s); Receptionists

EVALUATOR: Lead Pastor

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides leadership and oversight for all administrative support to the lay leadership, committees, and ministry teams.
- Acts as "chief of staff" and provides administrative office support to the Lead Pastor and other members of the program staff.
- Serves as liaison to the congregation for pastoral and ministry support.
- Serves as Assistant to the Secretary of Congregation Council.
- Oversees purchasing and procurement of office supplies and equipment.
- Serves on the IT/AV Ministry Team and Records Management Subcommittee of the Administration & Personnel Committee.
- Manages and supervises all office operations.
- Oversees and directs the preparation of all regular and special worship materials, including bulletins.
- Supervises office volunteers and assigns appropriate tasks.
- Manages computers, networks, and all office equipment.
- Works in collaboration with the Administration & Personnel Committee to ensure the maintenance and updating of the Policy Manual.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.60</u>
Subject	<u>Job Description: Director of Administration</u>
Effective Date	<u>04/09/2018</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Cooperates with the Ministry Director for Communications in the preparation of the Annual Report.
- Serves as employee leave administrator.

OTHER RESPONSIBILITIES:

- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Two years' experience desired
- Computer proficiency in MS Office Suite
- Strong organizational skills

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.60</u>
Subject	<u>Job Description: Director of Administration</u>
Effective Date	<u>04/09/2018</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

Displays proper judgment in the best interests of the church. Involves direct reports in decision-making as appropriate.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

Delegates appropriately to ensure timely completion of work and development of staff.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.62</u>
Subject	<u>Job Description: Administrative Assistant for Ministry</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Administrative Assistant for Ministry provides administrative support for Parish Life, Discipleship, and Outreach Ministries.

REPORTS TO: Office Manager

DIRECTLY SUPERVISES: n/a

STATUS: Full-time

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Provides administrative support to ministry teams and staff of Parish Life, Discipleship, and Outreach Ministries.
- Oversees and maintains membership database.
- Records all parish acts (baptisms, communion, weddings, funerals, etc.)
- Serves as wedding administrator.
- Oversees and updates hospital list.
- Oversees and updates homebound pastoral care list. Schedules appointments as necessary.
- Prepares worship and prayer binders for clergy.
- Serves as purchasing agent for office.
- Supervises office volunteers as needed.

OTHER RESPONSIBILITIES:

- Participates regularly in training conferences and study for continuing personal and professional development.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.62</u>
Subject	<u>Job Description: Administrative Assistant for Ministry</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Office Manager or Lead Pastor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Two years experience desired
- Computer proficiency in MS Office Suite or equivalent
- Strong organizational skills

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Communication**
Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.62</u>
Subject	<u>Job Description: Administrative Assistant for Ministry</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.64</u>
Subject	<u>Job Description: Administrative Assistant for Finance and Property</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Administrative Assistant for Finance and Property provides office administrative support for the Ministry Director for Finance and Property.

REPORTS TO: Ministry Director for Finance and Property

DIRECTLY SUPERVISES: n/a

STATUS: Part-time

FLSA: Hourly, Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Assumes primary responsibility to make building reservations and enter them in scheduling software.
- Shares building use details with sextons and others who are involved in facility preparation.
- Enters building use in HVAC software.
- Learns how to prepare payroll, assist offering counters, enter invoices, prepare checks, and prepare financial reports when the Director of Finance and Property is not available.
- Maintains files for all aspects of the Property and Finance Committees' work so they are available for future reference – financial reports, budget information, capital and maintenance purchases, archives, etc.
- Assists the Ministry Director for Finance and Property in making contacts for banking relationships, maintenance and improvement work, and for purchasing supplies and equipment.
- Prepares contribution letters and assist with mailing quarterly contribution statements.
- Prepares invoices when needed.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.64</u>
Subject	<u>Job Description: Administrative Assistant for Finance and Property</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Uses contribution software to assist with data entry for pledges and contributions, to research members questions about their contribution records, and to assist with preparation of reports for the Stewardship Ministry Team and Finance Committee as needed.

OTHER RESPONSIBILITIES:

- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Director of Finance and Property and the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Two years of office administrative experience desired
- Computer proficiency in MS Office Suite or equivalent
- Strong organizational skills

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays a willingness to help outside their area of responsibility.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.64</u>
Subject	<u>Job Description: Administrative Assistant for Finance and Property</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.66</u>
Subject	<u>Job Description: Sunday Morning Receptionist</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Sunday Morning Receptionist ensures building readiness for Sunday morning activities.

REPORTS TO: Office Manager

DIRECTLY SUPERVISES: None

EVALUATOR: Office Manager

STATUS: Part-time

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Assists in set-up for worship services as needed (i.e. baptism, worship witness books, bulletins).
- Unlocks doors to scheduled meeting rooms.
- Answers telephone and provides requested information or makes appropriate referral.
- Assists people needing directions throughout the building.
- Responds to health and safety emergencies or facility problems that may arise by notifying the proper authorities.
- Performs clerical duties as assigned and as time permits.
- Secures the building at scheduled time, turning off lights, locking doors, and arming the security system.

OTHER RESPONSIBILITIES:

- Performs other duties as assigned by the Lead Pastor or Office Manager.

MINIMUM QUALIFICATIONS:

- Excellent interpersonal skills.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.66</u>
Subject	<u>Job Description: Sunday Morning Receptionist</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

PHYSICAL REQUIREMENTS:

Ability to listen to staff, members, and community.

CORE COMPETENCIES

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.68</u>
Subject	<u>Job Description: Evening Receptionist</u>
Effective Date	<u>9/8/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The receptionist functions to ensure that evening activities in the church are conducted in an orderly manner.

REPORTS TO: Office Manager

EVALUATOR: Office Manager

STATUS: Part Time

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Unlocks doors to scheduled meeting rooms.
- Answer telephone and provide requested information or appropriate referral.
- Assist people needing directions to meetings.
- Respond to health and safety emergencies or facility problems that may arise by notifying the proper authorities.
- Be knowledgeable about the operation of the fire alarm and security systems.
- Report problems and questions to the Office Manager.
- Perform clerical duties as assignment and as time permits.
- Secure the building at scheduled time, turning off lights, locking doors, and arming the security system.

OTHER RESPONSIBILITIES:

- Performs other duties as assigned by the Lead Pastor or Office Manager.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.68</u>
Subject	<u>Job Description: Evening Receptionist</u>
Effective Date	<u>9/8/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Excellent interpersonal skills.

PHYSICAL REQUIREMENTS:

Ability to listen to staff, members, and community.

CORE COMPETENCIES

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.
- **Communication**
Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.20.70
Subject Job Description: Ministry Director for
Finance and Property
Effective Date 09/08/2014
Committee Administration & Personnel

CHURCH ORGANIZATION

JOB SUMMARY

The Ministry Director for Finance and Property provides leadership and oversight for the administration of the congregation's financial, property and facility resources.

REPORTS TO: Lead Pastor

DIRECTLY SUPERVISES: Sextons; Administrative Assistant for Finance and Property

STATUS: Full-time

FLSA: Salaried Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Maintains all financial records and transactions in accordance with the modified cash basis of accounting procedures and church policy, including accounts payable and journal entry records.
- Oversees and maintains membership pledge and contribution records and provides members with quarterly and annual statements of giving.
- Serves as advisor to the Finance Committee, Church Property Committee and Budget Sub-Committee.
- Receives and deposits all monies of the church.
- Prepares all checks for payment in accordance with established procedures.
- Prepares and distributes monthly financial reports of the church in accordance with established procedures.
- Prepares and distributes quarterly line item financial reports to committee chairs, council liaisons, and staff advisors. Prepares additional reports as requested and necessary.
- Maintains financial records for capital campaigns, special benevolence funds, memorials, special arts functions, including Trinity's Concert Series, and Trinity Preschool Playgroup.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.70</u>
Subject	<u>Job Description: Ministry Director for Finance and Property</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Maintains records of employee payroll, pensions, insurance and tax records. Provides benefit information as necessary and required.
- Organizes information for annual financial review and fidelity bond renewal.
- Assists with audits of the congregational bank safe deposit box.
- Assists in preparation of the annual budget.
- Solicits, analyzes, and presents for approval any and all contracted services, equipment purchases, and unbudgeted minor and recurring maintenance purchase requests needed to maintain buildings and facilities of the church.
- Monitors use and maintains accountability and safety of all church property in accordance with church policy and procedures.
- Schedules and oversees emergency drills and environmental safety activities as requested.
- Oversees, maintains, monitors, and enforces the terms of property leases in accordance with church policies and directives.
- Supervises the day to day operation, security, and maintenance of the building and property.
- Provides for supervision and training for sextons.
- Supervises the volunteers assisting with financial and church property-related tasks.

OTHER RESPONSIBILITIES:

- Reports to the Congregation Council and attends council meetings as requested.
- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats.
- Performs other duties as may be assigned by the Lead Pastor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree (finance and accounting preferred) or equivalent experience

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.70</u>
Subject	<u>Job Description: Ministry Director for Finance and Property</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Two years' experience desired
- Computer proficiency including financial software
- Strong organizational skills

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.70</u>
Subject	<u>Job Description: Ministry Director for Finance and Property</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.72</u>
Subject	<u>Job Description: Lead Sexton</u>
Effective Date	<u>07/01/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Lead Sexton is responsible for the overall cleaning, repair and maintenance of the church building and serves as an assistant staff resource person to the Church Property Committee.

REPORTS TO: Ministry Director for Finance and Property

DIRECTLY SUPERVISES: Sextons

EVALUATOR: Ministry Director for Finance and Property

STATUS: Full-time

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Supervises, schedules and coordinate the work of the sextons in consultation with the Ministry Director for Finance and Property.
- Provides necessary training for the sextons.
- Assumes primary responsibility for ordering janitorial supplies.
- Coordinates and participates in the cleaning of all areas of the building, including activities such as removing snow or debris from sidewalks.
- Plans and coordinates work schedule with other sextons for daily, monthly, and yearly cleaning.
- Secures the building and arms the security system, opens the building and disarms the security system as scheduled.
- Performs minor maintenance and repair work in consultation with the Ministry Director for Finance and Property.
- Understands the operation of the HVAC system and cleaning equipment.
- Responsible for furniture arrangements and provision of requested equipment (audio/visual, etc.) for groups using the facilities.
- Orders and stocks janitorial supplies as needed.
- Participates in emergency drills and environmental safety activities, as requested.
- Available to respond to emergencies as needed.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject
Effective Date
Committee

1.20.72
Job Description: Lead Sexton
07/01/2015
Administration & Personnel

CHURCH ORGANIZATION

OTHER RESPONSIBILITIES:

- Engages in education and professional development as required.
- Performs other duties as assigned by the Lead Pastor or Ministry Director for Finance and Property.

MINIMUM QUALIFICATIONS:

- Knowledge of cleaning practices and methods.

PHYSICAL REQUIREMENTS:

- Ability to listen to staff, members, and community.
- Must be capable of lifting and moving up to 65 lbs. as a regular part of the job.
- Ability to operate machinery and equipment such as floor cleaners and snow removal equipment.

CORE COMPETENCIES:

- **Teamwork**

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

- **Planning and Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.74</u>
Subject	<u>Job Description: Sexton</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Sexton is responsible for the overall cleaning, repair and maintenance of the church building.

REPORTS TO: Ministry Director for Finance and Property

DIRECTLY SUPERVISES: None

EVALUATOR: Ministry Director for Finance and Property

STATUS: Full-time/Part-time

FLSA: Hourly Non-Exempt

ESSENTIAL FUNCTIONS:

- Adheres to the church's Christ-centered mission, vision, values and guiding principles.
- Coordinates and participates in the cleaning of all areas of the building, including activities such as removing snow or debris from sidewalks.
- Plans and coordinates work schedule with other sexton for daily, monthly, and yearly cleaning.
- Secures the building and arms the security system, opens the building and disarms the security system as scheduled.
- Performs minor maintenance and repair work.
- Understands the operation of the HVAC system and cleaning equipment.
- Responsible for furniture arrangements and provision of requested equipment (audio/visual, etc.) for groups using the facilities.
- Orders and stocks janitorial supplies as needed.
- Participates in emergency drills and environmental safety activities, as requested.
- Available to respond to emergencies as needed.

OTHER RESPONSIBILITIES:

- Engages in education and professional development as required.
- Performs other duties as assigned by the Lead Pastor or Ministry Director for Finance and Property.

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Knowledge of cleaning practices and methods.

PHYSICAL REQUIREMENTS:

- Ability to listen to staff, members, and community.
- Must be capable of lifting and moving up to 65 lbs. as a regular part of the job.
- Ability to operate machinery and equipment such as floor cleaners and snow removal equipment.

CORE COMPETENCIES:

- **Teamwork**
Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.
- **Planning and Organizing**
Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.
- **Problem Solving**
Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.80</u>
Subject	<u>Job Description – Preschool Playgroup Director</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Preschool Playgroup Director provides leadership and oversight to the Trinity Preschool Playgroup.

REPORTS TO: Director of Children’s Ministries

DIRECTLY SUPERVISES: Preschool Playgroup Teachers and Assistant Teachers

EVALUATOR: Director of Children and Family Ministries, Ministry Director for Discipleship

STATUS: Part-time

FLSA: Hourly, Non-exempt

ESSENTIAL FUNCTIONS:

Human Resources

- Advertises Preschool Playgroup staff positions and preschool opening as necessary.
- Interviews and recommends selected candidates to the playgroup board selected candidates for teaching positions.
- Orients new teachers as necessary
- Supervises and supports playgroup staff.
- Obtains substitute teachers when necessary.
- Schedules and leads monthly preschool playgroup staff meetings and summer staff meeting.
- Conducts annual performance evaluations of all preschool playgroup staff in collaboration with the playgroup board.
- Maintains appropriate personnel files on preschool teaching staff as required by Pennsylvania statute and Trinity’s personnel policies.
- Maintains compliance with Trinity’s Keeping Kids Safe policies and ensures that up-to-date originals of these files are forwarded to the Director of Children and Family Ministries.

Admissions & Parent Relations

- Conducts prospective parent tours.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.80</u>
Subject	<u>Job Description – Preschool Playgroup Director</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Processes student applications, registrations, health forms, and monthly tuition.
- Finalizes enrollment, prepares parent phone directory and handbook
- Plans and conducts parent orientation meeting prior to each new academic year.
- Coordinates parent volunteers.
- Maintains a good relationship among preschool playgroup staff, parents and children.
- Selects parent representatives to serve on the Preschool Playgroup Work Group

Financial & Administrative Oversight

- Maintains all Preschool Playgroup financial records.
- Orders materials required by playgroup teachers.
- Organizes preschool fundraisers.
- Schedules and implements school-wide programs (i.e. fire safety visit, Santa visit, holiday programs, vision screening, year-end picnic, etc.)

Connections with Trinity Programs

- Implements policies of Trinity Lutheran Church.
- Coordinates all areas of the preschool program with other Trinity Church programs.
- Submits a monthly report (September-May) summarizing completed and planned playgroup activities to the Director of Children and Family Ministries, Educational Ministry Committee Chair, and Preschool Playgroup Board President.

OTHER RESPONSIBILITIES:

- Reports to the Congregation Council and attends Council meetings as requested.
- Participates regularly in training conferences and study for continuing personal and professional development
- Encourages participation in conference, synod, and ELCA activities
- Participates in staff meetings and retreats as requested
- Performs other duties as may be assigned by the Lead Pastor, Ministry Director for Discipleship, or Director of Children and Family Ministries

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.80</u>
Subject	<u>Job Description – Preschool Playgroup Director</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Early Childhood Education, Elementary Education or related field
- Two years experience desired
- Strong organizational skills
- Compliance with all local, state, and federal criminal background checks
- Baptized Christian

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing
- Ability to listen to staff, members, and community
- Ability to lift 30 pounds

CORE COMPETENCIES:

- **Leadership**
Exemplify visioning, planning, communications, decision-making, delegation, and conflict management skills.
- **Job Knowledge**
Demonstrate proficiency in the organization and administration of program area.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.
- **Interpersonal Skills**
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.
- **Mission Ownership**
Demonstrates understanding, and is fully supportive of the mission and vision of the church by leading and teaching others, and identifying opportunities for fulfilling it.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.82</u>
Subject	<u>Job Description – Preschool Playgroup Lead Teacher</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Preschool Playgroup Lead Teacher plans and implements learning experiences nurturing the needs of his/her students.

REPORTS TO: Preschool Playgroup Director

DIRECTLY SUPERVISES: n/a

STATUS: Part-time

FLSA: Hourly, Non-exempt

ESSENTIAL FUNCTIONS:

- Plans curriculum and learning experiences to maximize development.
- Supervises and works cooperatively with the assistant teacher in carrying out the daily program.
- Interacts with parents, conducting conferences as necessary.
- Prepares and distributes a monthly newsletter and snack schedule to parents, as well as other correspondence as related to the program.
- Addresses kindergarten readiness with parents of students in the four-year-old classes.
- Recommends equipment and supplies to meet the needs of the children.
- Keeps records of the growth and development of the children as needed.
- Maintains a nurturing and positive attitude with the children.
- Adheres to the program's discipline guidelines
- Maintains an orderly classroom.

OTHER RESPONSIBILITIES:

- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff and lead teacher meetings and retreats as requested.
- Performs other duties as may be assigned by the Preschool Playgroup Director.
- Adherence to Keeping Kids Safe Policies and guidelines

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.82</u>
Subject	<u>Job Description – Preschool Playgroup Lead Teacher</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Early Childhood, Elementary Education or related field
- Two years experience desired
- Strong organizational skills
- Compliance with all local, state, and federal criminal background checks
- Baptized Christian

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.
- Ability to lift 30 pounds.

CORE COMPETENCIES:

- **Leadership**
Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management.
- **Job Knowledge**
Demonstrate proficiency in the organization and administration of ministry programs.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.
- **Interpersonal Skills:**
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.84</u>
Subject	<u>Job Description – Preschool Playgroup Assistant Teacher</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Preschool Playgroup Assistant Teacher provides support to the Lead Teacher in caring and nurturing students.

REPORTS TO: Preschool Playgroup Director

DIRECTLY SUPERVISES: n/a

STATUS: Part-time

FLSA: Hourly, Non-exempt

ESSENTIAL FUNCTIONS:

- Works cooperatively with the Lead Teacher in the preparation and implementation of the daily program.
- Adheres to the program's discipline guidelines
- Assumes the lead role in the absence of the Lead Teacher.

OTHER RESPONSIBILITIES:

- Helps to maintain an orderly room.
- Maintains a nurturing and positive attitude with the children.
- Adheres to all Keeping Kids Safe policies and guidelines
- Participates regularly in training conferences and study for continuing personal and professional development.
- Participates in staff meetings and retreats as requested.
- Performs other duties as may be assigned by the Lead Teacher or Preschool Playgroup Director.

MINIMUM QUALIFICATIONS:

- Associate's degree or equivalent experience, Bachelor's degree preferred
- Two years experience desired
- Strong organizational skills

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.84</u>
Subject	<u>Job Description – Preschool Playgroup Assistant Teacher</u>
Effective Date	<u>1/12/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

- Compliance with all state, local and federal criminal background check clearances
- Baptized Christian

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.
- Ability to lift 30 pounds

CORE COMPETENCIES:

- **Leadership**
Utilize leadership skills in ministry, including visioning, planning, communication, decision-making, delegation, and conflict management.
- **Job Knowledge**
Demonstrate proficiency in the organization and administration of ministry programs.
- **Integrity**
Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.
- **Interpersonal Skills**
Demonstrates effective leadership in interpersonal relationships through active listening, accepting criticism, and resolving conflicts. Promotes positive interactions in a spirit of love and accountability.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.86</u>
Subject	<u>Job Description: Director of Vacation Bible School</u>
Effective Date	<u>11/9/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

JOB SUMMARY

The Director of Vacation Bible School coordinates all aspects of the annual Vacation Bible School (VBS) program.

REPORTS TO: Director of Children and Family Ministries

DIRECTLY SUPERVISES: Vacation Bible School volunteers

EVALUATOR: Director of Children and Family Ministries

STATUS: Part-time

FLSA: Honorarium

ESSENTIAL FUNCTIONS

- To coordinate all aspects of the VBS program
- To recruit, train, and orient VBS volunteers.
- To lead VBS sessions and troubleshoot unforeseen problems during the week of VBS
- **Curriculum Selection**
 - Prepare and submit a budget for VBS
 - Selects a VBS program and orders the necessary materials
- **Volunteer Recruitment & Training**
 - Pray regularly for VBS staff and the students
 - Arrange for advertising the VBS throughout the church and community
 - Helps volunteers match their spiritual gifts with a ministry task as a leader, guide, or aid.
 - Prior to VBS, conduct an orientation session with staff to go over job descriptions
 - Distribute curriculum, divide classroom space, and schedule activities
 - Conduct training for teachers and staff
 - Just prior to VBS, meet with staff communicate the mission and goals of VBS, distribute curriculum materials to station directors and job descriptions to the staff, explain logistics, the schedule, procedures, and traffic flow
- **Administration**

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number

1.20.86

Subject

Job Description: Director of Vacation
Bible School

Effective Date

11/9/2015

Committee

Administration & Personnel

CHURCH ORGANIZATION

- Develop a schedule for each session that describes each class's movement from activity to activity, e.g., crafts, games, and songs.
- Obtain supplies
- Schedule and organize the closing program
- Ensure that registration material and schedules are available for each class
- Meet regularly with the other are directors to delegate responsibilities (snack, preschool program, decorations, advertisement, volunteer clearances)
- Assign children to groups based on age level and special requests
- Arrive at church with enough time to set up for each session
- Ensure that attendance is taken in each class
- Supervise the writing and distribution of announcements for parents regarding special activities or programs
- Be available during the VBS sessions to deal with supply shortages or sick children
- Supervise and assist with cleanup after each session

OTHER RESPONSIBILITIES:

-

MINIMUM QUALIFICATIONS:

- Strong organizational skills
- Visionary and managing leadership, teaching the faith, shepherding
- Ability to think quickly,
- Education and administrative skills/experience

PHYSICAL REQUIREMENTS:

- Ability to communicate orally and in writing.
- Ability to listen to staff, members, and community.

CORE COMPETENCIES:

- **Teamwork**

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.20.86</u>
Subject	<u>Job Description: Director of Vacation Bible School</u>
Effective Date	<u>11/9/2015</u>
Committee	<u>Administration & Personnel</u>

CHURCH ORGANIZATION

Works well with others. Cooperates and maintains positive attitude as part of a team. Recognizes and respects other's point of view. Displays willingness to help outside area of responsibility.

- **Communication**

Expresses oral and written ideas clearly. Exercises good listening skills and requests clarification if unsure how to proceed. Keeps employees and colleagues informed. Respects and protects confidential information. Presents information in a clear and concise manner.

- **Problem Solving**

Considers alternatives and possible consequences before making decisions. Reduces problems into manageable segments. Knows when to seek help with a problem resolution.

- **Job Knowledge**

Demonstrates competence in technical knowledge and skills. Proficient in using established techniques and procedures, references, materials and equipment. Keeps current with new developments in technology and office operations.

- **Planning & Organizing**

Identifies and organizes projects and resources to meet objectives. Determines priorities and anticipates contingencies. Completes assignments in a timely manner according to priorities and requests.

- **Integrity**

Shares complete and accurate information. Maintains confidentiality. Adheres to organizational policies and procedures. Meets own commitments.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.00

Subject Roles and Responsibilities of Committee
Chairs, Council Committee Representatives, Staff
Advisors and Congregation Council President

Effective date 12/9/2013

Committee Administrative and Personnel

COMMITTEE FUNCTIONS AND POLICIES

A matrix delineating the functions of the Committee Chairs, Council Committee Representatives, Staff Advisors, and Congregation Council President is found in Appendix A-29.

A copy of this matrix, i.e., Appendix A-29, shall be included in all orientation materials for new Council Members, Committee Chairs and Staff Advisors and reviewed as necessary and appropriate by the respective responsible individuals.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.00 - A

Subject Role of Staff Advisor

Effective date 11/12/2012

Committee Administrative and Personnel

- I. Assist in the coordination of ministries among Trinity's Council, Committees and Congregation in a collegial relationship with congregational leaders.
- II. Serve as resource person as related to ELCA issues, Trinity's Constitution, By-Laws, policies and procedures.
- III. Assist the laity in their roles as committee chairs, especially as related to assigned committees.
 - A. Mentor lay leaders as necessary in the understanding and development of their respective roles in fulfilling Christ's mission through Trinity Lutheran Church.
 - B. Assist in the understanding and development of annual program and budget as related to their respective ministries/committees.
 - C. Actively support and encourage committee ideas, decisions and activities.
 - D. Communicate related congregational and staff plans and issues between committees and staff as appropriate and necessary.
- IV. Assist in the formulation and implementation of new ideas and changing activities which support the yearly council goals, objectives relating to and supportive of Trinity's mission in Christ as reflected in the Mission Statement, and ongoing Strategic Planning.
- V. Assist in the preservation of Trinity's Institutional Memory as it serves to provide background for the building of the future while providing continuity of thought as the leadership changes.

COMMITTEE FUNCTIONS AND POLICIES

I. Our Mission

The mission of the Administration and Personnel Committee is to enable pastoral, program, and support staff members to employ their gifts enabling Trinity to pursue its ministry and mission. The committee's chief concern is to enhance and enable the staff in the development of their gifts and to strive to provide a Christian environment in which they serve.

II. ORGANIZATIONAL RELATIONSHIPS

- A. Personnel administration is a principle concern of this committee. Committee membership, in addition to the chairperson, shall include the lead pastor, council president, council vice president, immediate past president, the chairs of Church Property and Finance Committees, the committee secretary, and shall include at least three non-council members appointed by the chairperson of Administration and Personnel.
- B. In addition to regular committee members, chairpersons of committees which share areas of responsibility with paid staff members shall be requested to attend Administration and Personnel Committee meetings upon the occasion of concerns pertinent to their particular area of responsibility.
- C. The chairperson of this committee shall be a member of Congregation Council appointed by the council president in consultation with the lead pastor.
- D. Committee membership shall include persons with expertise/experience in the areas of law, administration, personnel, and salary and benefits issues. Chairpersons of subcommittees of Administration and Personnel shall be members of this committee.
- E. With the exception of the lead pastor, no person receiving remuneration from Trinity Lutheran Church shall be eligible for membership on this committee.
- F. Subcommittees
 - 1. Mutual Ministry
 - 2. Records Management
 - 3. Policy Page Review
 - 4. Such other subcommittees and/or task forces appointed by the chairperson as required.

III. GENERAL RESPONSIBILITIES

- A. Coordinates the maintenance and updating of the Operating Instruction (Policy) Manual (Ref 1.10).
- B. Approves the employment of the appointed non-program staff in accordance with the church organization chart, or as approved by the Congregation Council.
- C. Approves hiring and employment procedures for all staff.
- D. Ensures the completion of a six-month job performance evaluation of each new employee and an annual evaluation of all employees as prescribed in the Job Performance Evaluation Guidelines.
- E. Prepares salary and benefit recommendations for the next budget year and on other appropriate occasions, such as for a prospective new employee. Approves salary, wages, and benefits for all non-program staff.
 - 1. Salaries shall be within appropriate ranges.
 - 2. Merit increases shall be accompanied by justification.
 - 3. Salary increases shall be considered annually effective January 1, except during the first 12 months of employment.
- F. Maintain an up-to-date employee insurance and fringe benefit program.
- G. Recognize and celebrate significant staff anniversaries.
- H. Act as a grievance committee for employees in accordance with the Constitution and Bylaws, and other rules of procedure adopted by the committee.

IV. SPECIFIC RESPONSIBILITIES

- A. Mutual Ministry Subcommittee
 - 1. Organization
 - a. Each member of the pastoral and program staff shall have a Personal Mutual Ministry Team chosen by the staff person in consultation with the Council President.
 - b. The Mutual Ministry Committee will consist of a representative from each mutual ministry team and a member appointed by and from the Administration and Personnel Committee.
 - c. The Mutual Ministry Team shall meet at least quarterly.
 - d. The Mutual Ministry Committee chairperson or appointee of the chairperson of the Administration and Personnel Committee shall be a liaison to the Administration and Personnel Committee.

IV. SPECIFIC RESPONSIBILITIES (cont.)

2. Responsibilities

- a. The members of the Mutual Ministry Committee shall deal with any concerns raised by members of the congregation, the Congregation Council, or the staff to manage potential or unresolved issues of significance that might impede the goal of a shared and unified ministry.
- b. The primary concern of the Mutual Ministry Teams shall be to encourage and support the ministry and work of the staff person they represent.
 - (1) If issues arise involving a specific staff person that require discussion with the Administration and Personnel Committee, the facilitator of the staff person's Mutual Ministry Team will contact the chair of the Administration and Personnel Committee to establish the appropriate forum for discussion. This could range from a small group discussion to a meeting involving the Administration and Personnel Committee and the staff person's Mutual Ministry Team. The staff person involved may attend the discussions at his/her sole discretion.
 - (2) A member of each program staff's personal Mutual Ministry Team may be present throughout the evaluation of the staff person if requested by the staff person.

B. Records Management Subcommittee

1. Organization

- a. There shall be a standing subcommittee on congregational Records Management comprising the Lead Pastor, Office Manager, Financial and Property Administrator, and the membership Administrative Assistant.
- b. The chairperson of this subcommittee shall be the Lead Pastor.

2. Responsibilities

- a. Identify vital and historical records to be maintained and preserved by the congregation.
- b. Dispose of useless non-current records on a periodic basis. Implement the records disposal process, by recommendation to Council through the Administration and Personnel Committee, each February.
- c. Maintain an up-to-date inventory/list of church records. Review the records inventory list annually
- d. Maintain an organized depository of historical materials for research, congregational publications, anniversaries and presentations.

IV. SPECIFIC RESPONSIBILITIES (cont.)

- e. Ensure congregational database is backed up and secure.
- f. Keep a register of congregational leadership, professional and lay.
- g. Ensure appropriate storage of the parish registers.
- h. Appraise the value of records held by staff persons at the time he/she concludes service with the church for purging or maintaining.
- i. Supervise the use of records stored in the Archives Room.

C. Policy Page Review Subcommittee

1. Organization

- a. There shall be a standing subcommittee to systematically review and update Trinity's Operating Instruction/Policy Manual herein referred to as policy pages.
- b. The chairperson of this subcommittee shall be appointed by the chairperson of the Administration and Personnel Committee.
- c. The subcommittee shall be comprised of three appropriately qualified members of the congregation appointed by the Administration and Personnel Committee.

2. Responsibilities

- a. Ensure timely review and updating of policy pages every three years or as necessitated by changes in policy, organization, committee structure, responsibility and/or activities.
- b. Review all modified policy pages for consistency of format, accuracy of content and grammar, inclusion of committee responsibilities, and relationship to other church committees, programs, and Trinity's Constitution and By-Laws (Ref. pages 1.10, 1.11 & Appendix A-18).
- c. Consult with appropriate program staff, council liaison, and/or committee chair(s) as needed for policy page changes.
- d. Submit all modified policy pages to the Administration and Personnel Committee for review and comment of policy changes and appropriate/effective interface with other committees and church programs prior to submission to Congregation Council.

V. RELATIONSHIPS

Administration and Personnel Committee may entertain suggestions, or respond to concerns, from any source on subjects that cannot be identified with an existing committee.

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

I. Our Mission

We, as musicians and artists, are passionate about sharing expressions of God's gifts. Through ongoing events and exhibitions, we hope to celebrate these wonders of God with the congregation and community.

Guiding Principles:

- To foster artistic growth
- To enhance the worship experience through the arts
- To glorify and celebrate God's gifts

II. ORGANIZATION

- A. The facilitator shall be appointed by the President of Congregation Council from the congregation at large and affirmed by the council.
- B. Membership of the team shall be the Arts facilitator, the Ministry Director for Music, persons appointed by the Arts facilitator and a representative appointed by Congregation Council, if the facilitator is not a member of the council. Terms shall be governed by the Policy Page 1.40.3, Standing Committee Membership.

III. RESPONSIBILITIES

- A. Coordinate all activities in the church concerning the arts in cooperation with the Ministry Director for Music.
- B. Coordinate ongoing activities including calendar planning and budget.
- C. Assist in the development of search criteria, job description, and credentials for Ministry Director for Music, Director of Contemporary Music, Director of Children's Music and any other related arts personnel when needed.
- D. Promote participation in the choir program and instrumental groups by assisting the directors including FaithX, the children's choirs, Chancel Choir, bell choirs, family choir, etc.
- E. Provide guidance to persons seeking to make donations in terms of Art to the church. See A-31 in the Operating Instruction Manual.

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (cont.)

- F. Oversee the maintenance of artwork and sculpture throughout the church property.
- G. Recommend the purchase and supervise the care of musical instruments and choir vestments.
- I. Secure artists for monthly art exhibits and supply agreement for exhibitors to sign.
- J. Seek patrons annually for the concert series.
- K. Provide receptions for concerts in the concert series and meals for performers on an as needed basis.
- L. Approve requests for non-concert series recitals.

IV. RELATIONSHIPS

The Arts Ministry Team will cooperate with and assist other committees/teams with programs involving the arts.

COMMITTEE/MINISTRY TEAM FUNCTIONS & POLICIES

I. MISSION

To support the life-long faith formation of all disciples, by equipping ourselves and others to live like Christ.

II. ORGANIZATION

- A. The facilitator shall be appointed by the president of Congregation Council
- B. Members of this team shall be appointed by the facilitator.
- C. A Congregation Council Representative shall be appointed by the Council President.
- D. Staff advisors shall serve as resource persons to the team.
- E. Work Groups, as designated by the team, shall be responsible to carry out the operations of each program area.
- F. Members of Work Groups shall be selected by the Work Group Leader in consultation with the team facilitator and staff advisors.

III. WORK GROUP RESPONSIBILITIES

The team maintains financial and functional oversight of six Work Groups. The requirements of each Work Group are defined as follows.

- A. Adult Formation - Led by Ministry Director for Discipleship
 - 1. Select curriculum materials for adult Sunday Church School that are true to the teachings, principles and practices of the ELCA.
 - 2. Support the development of a small group ministry through curriculum selection, group formation and leadership training.
 - 3. Support the twice annual Sup & Study program
- B. Youth Formation (grades 6 -12) - Led by Director of Youth and Student Ministries
 - 1. Ensure adherence to all Keeping Kids Safe policies. Support the selection of volunteers, according to KKS policy when necessary.
 - 2. Select curriculum materials that are true to the teachings, principles and practices of the ELCA.
 - 3. Support a balanced program of Affirmation of Baptism instruction.
 - 4. Encourage confirmed youth to fully participate in Christian education by attending classes that interest them or by assisting as teachers or teachers' aides.
 - 5. Support the Youth Ministry Team which operates under the guidelines set forth in policy 1.30.16.

COMMITTEE/MINISTRY TEAM FUNCTIONS & POLICIES

6. Support Lutheran Camping Ministry by promoting camping programs at Nawakwa, Kirkenwald, and the Wittle Farm, and providing financial assistance as appropriate.
- C. Children & Family Ministry (birth – grade 5) - Led by Director of Children and Family Ministries
1. Ensure adherence to all Keeping Kids Safe policies. Support the selection of volunteer teachers, according to said policy when necessary.
 2. Select curriculum materials that are true to the teachings, principles and practices of the ELCA.
 3. Mark transitional points in students' lives with appropriate gifts, for example, Bibles for third graders.
 4. Effectively communicates with parents and the congregation as a whole.
 5. Administer nursery care during worship for children who have not yet entered kindergarten, according to all Keeping Kids Safe policies.
 7. Develop family events that encourage fellowship and learning.
 8. Support Lutheran Camping Ministry by promoting camping programs at Nawakwa, Kirkenwald, and the Wittle Farm, and providing financial assistance as appropriate.
- D. Vacation Bible School - Led by VBS Director and Director of Children and Family Ministries
1. Choose curriculum, set fees and purchase materials within budget
 2. Advertise within and outside of Trinity
 3. Recruit, assign, train and thank volunteers
 4. Ensure adherence to all Keeping Kids Safe policies
 5. Plan for decorations, supplies, schedule, registration
 6. Gather information and assure follow-up with participants and their families.

COMMITTEE/MINISTRY TEAM FUNCTIONS & POLICIES

E. Church Library - Led by Librarian

1. Administer the church library, appoint the librarian and the library team.
2. Select materials.
3. Regular review materials, and properly dispose of those which cannot be used.
4. Evaluate appropriateness and usefulness of books donated to the library.

F. Trinity Preschool Playgroup - Led by Director of Preschool Playgroup

1. Ensure the existence of an active and vital Preschool Playgroup Board
2. Ensure adherence to all Keeping Kids Safe policies.
3. Keep abreast of all administrative and fiscal responsibilities as defined in policy page 1.30.22
4. Support Trinity Preschool Playgroup with classroom space, staff assistance and consultation when needed.
5. Encourage Trinity parents to enroll their children
6. Support use of publicity in the community.

IV. ADDITIONAL COMMITTEE RESPONSIBILITIES

- A. Develop and approve annual budget
- B. Ensure proper functioning of Work Groups by calling meetings quarterly or as needed to hear reports and make recommendations.
- C. Receive and acknowledges gifts in accordance with the policies and practices of the Congregation Council.

V. RELATIONSHIPS

- A. Cooperate with and assist other teams/committees on matters dealing with education.

COMMITTEE FUNCTION AND POLICIES

I. PURPOSE:

The Evangelism Committee shall nurture, stimulate and lead members and visitors of the congregation to strengthen and deepen their faith in the Gospel of Jesus Christ. It shall also reach out with the Gospel to the unchurched and seekers, inviting people into relationship with God, Father, Son and Holy Spirit.

II. ORGANIZATION

The Evangelism Committee shall be chaired by a member of the congregation appointed by the president of Congregation Council. If the chair of the Committee is not a member of Congregation Council, a Council liaison shall be appointed by the president to serve on the Committee to ensure adequate communication between the Committee and Council. Other Committee members shall be recruited by the Chair.

III. RESPONSIBILITIES

- A. Worship Witness: The Committee shall maintain a process for identifying visitors and tracking members' attendance.
- B. Outreach to Prospective Members
 - 1. The Committee shall assist members to be welcoming and to share information about the worship and educational opportunities offered by Trinity Lutheran Church.
 - 2. The Committee shall ensure that prospective members, identified through Worship Witness or self-identification, are contacted by the congregation.
 - 3. The Committee shall maintain a Bread Gift program, through which visitors receive a personal greeting and a gift from the congregation upon their first visit.
 - 4. The Committee shall ensure that prospective members are invited and encouraged to attend seven (7) Information Class sessions prior to joining the congregation. Such sessions will provide instruction in Christian belief, Lutheran Reformation heritage and the history, programs and policies of the congregation and the Evangelical Lutheran Church in America.
 - 5. The Committee shall provide a fellowship event during the last Information Class to enable new members, shepherds and congregation leaders to be introduced to one another.

COMMITTEE FUNCTION AND POLICIES

III. RESPONSIBILITIES (continued)

C. Shepherding

1. The Committee shall ensure that new members are assigned a shepherd.
A shepherd is a Trinity member (or a couple, one of whom is a member) who is partnered with a new member or new family to help them become familiar with the congregation.
2. The Committee shall establish and communicate guidelines for shepherds and shall ensure that shepherds are oriented to their basic responsibilities to:
 - a. be sensitive to the new member's needs and interests; and
 - b. be in contact with the new member at least once a month for six months.

D. Membership Revitalization/Retention

1. The Committee shall regularly review attendance records to identify members who have not communed or contributed in two (2) years.
2. After the pastors have reviewed the list, The Committee shall correspond with such members and reach out to them to encourage renewal of their participation in the life of the congregation.
3. If the member expresses interest to remain on the roll, he/she will be encouraged to participate to the best of his/her ability in the life of the congregation.
4. If the member chooses to be removed, the committee will forward that request to Congregation Council.
5. If the member expresses no interest in the life of the congregation; or, if the member is not able to be contacted, the Committee will present his/her name to Congregation Council for appropriate action pursuant to the congregation's Constitution.

E. Faith and Witness Enhancement

The Committee shall organize, or assist other standing committees with, opportunities for faith development, study, enrichment, and caring, and shall encourage and support members to reach out with Christ's love to the unchurched, visitors and one another.

F. Miscellaneous

In conjunction with the Christian Education, Property, and Publications and Communications Committees, the Committee shall ensure that the physical plant of the congregation is welcoming and hospitable and provides adequate information about worship services, educational opportunities and other ministries.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.5

Subject Executive Committee

Effective Date 9/25/2013

Committee Administration and Personnel

COMMITTEE FUNCTIONS AND POLICIES

I. ORGANIZATION

The committee shall be composed of the following members of Congregation Council: President, Vice-President, Secretary, Administration and Personnel Committee Chair, Finance Committee Chair, Church Property Committee Chair, and the Lead Pastor.

II. RESPONSIBILITIES

- A. The Committee shall meet and act upon necessary business when a meeting of the full Council is impractical or impossible, or at the direction of the Council to fulfill a specific assignment. Actions taken by the Executive Committee shall be reported to the Council.
- B. Each year, the committee shall develop a list of at least 2 candidates per pending opening for nomination by the Congregation Council to replace members of the council whose terms will expire in January of the following year.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.6

Subject Fellowship

Effective Date 12/9/2013

Committee Fellowship

COMMITTEE FUNCTIONS AND POLICIES

I. MISSION

Following the example of Christ, the Fellowship Committee will promote an environment of Christian hospitality that fosters opportunities to provide Fellowship, build strong relationships and encourage discipleship.

II. ORGANIZATION

- A. Chairperson shall be appointed by the Congregation Council President.
- B. Committee members shall include representatives of the congregation as appointed by the chairperson. Any member of the congregation is welcome to serve on the committee.
- C. A Congregation Council Representative shall be appointed by the Council President.

III. RESPONSIBILITIES

- A. This committee shall be responsible for coordination and/or supervision of all congregation-wide social and fellowship activities.
- B. Fellowship Committee will assist as consultant to other Trinity Committees and groups in the planning and coordination of fellowship activities at Trinity Church.
- C. The Fellowship Committee shall be responsible for Trinity's fellowship groups and activities which may include:
 - 1. Garden of Eatin' I and II
 - 2. Kitchen Crew
 - a. Senior Luncheons
 - b. Women of Trinity Dinners
 - c. Food related events by Trinity Committees
 - d. Sup and Study meals
 - e. Choir Banquet
 - 3. Supper Clubs

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.6

Subject Fellowship

Effective Date 12/9/2013

Committee Fellowship

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES

4. Group Outings
 - a. Dinner Theater/Shows
 - b. Trips
5. Senior Activities
6. Fellowship Luncheons
7. Receptions
 - a. Anniversaries
 - b. Welcome and Farewell activities/food
 - c. Special events as they occur
8. Congregation Thanksgiving Dinner
9. New Member Receptions
10. Softball teams
11. Summer Sunday Concerts - including Community Picnic
12. Chili Cook-off
13. Movie Night
14. Camping Weekends

IV. RELATIONSHIPS

Fellowship Committee relates to all other Trinity Committees and groups as related to the promotion of Christian hospitality and fellowship.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.7

Subject Finance

Effective Date 9/25/2013

Committee Finance Committee

COMMITTEE FUNCTIONS AND POLICIES

I. OUR MISSION:

The mission of the Finance Committee is to oversee the financial affairs of the Congregation to assure ongoing support of the church's mission and ministry as directed by the Congregation Council. This committee provides financial counsel and support to all committees and staff in the use of members' tithes and offerings.

II. ORGANIZATION

- A. The chairperson shall be appointed by Congregation Council from its membership.
- B. The members of the Finance Committee shall include, in addition to the chairperson, the Treasurer, and the chairperson of the Stewardship Committee, with liaison from the Missions, Administration and Personnel, Social Ministry and Church Property Committees, and such other members from the congregation as the chairperson shall appoint. The Financial Secretary shall be an ex-officio member.
- C. Subcommittees
 - 1. Memorial
 - 2. Endowment and Investment

III. RESPONSIBILITIES

- A. The Finance Committee shall oversee all financial affairs of the congregation, making certain of the efficient conduct of the church's financial affairs within the policies set by the Congregation Council.
 - 1. The Treasurer and/or Finance Committee chairperson shall provide direction, on a weekly basis, to the Financial and Property Administrator.
 - 2. The Finance Committee shall set appropriate policies and procedures for the receipt and processing of all church funds.
 - 3. The Finance Committee shall ensure that all persons involved in fiscal management or money processing are fully and adequately bonded and that the church is insured against theft or loss of funds.
 - 4. The Finance Committee shall arrange with banking institutions for the authorized signatures on all checking and investment accounts. The authorized signatures are those of the Financial Secretary, the Financial and Property Administrator, the Treasurer and the Finance Committee chairperson. All accounts shall require two signatures on all

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.7

Subject Finance

Effective Date 9/25/2013

Committee Finance Committee

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

checks or withdrawal orders. Checks will be issued once a week. The Emergency Benevolence Fund, which the Pastors are authorized to administer, shall not be included in the requirements of this subparagraph.

5. A double entry bookkeeping system shall be maintained. Income received and expenditures made shall be recorded in accordance with appropriate line items. All income shall be submitted and all expenditures shall be paid through the system in order to ensure accurate and complete data.
 6. The Finance Committee shall be responsible for the intentional development of a general Endowment Fund founded upon articulated policy, focused management, and active development.
 7. The Finance Committee shall be responsible to develop a long range (e.g. five year) financial plan and to periodically issue a report to Congregation Council indicating anticipated income, expenditures, trends and recommendations on investment policy.
- B. The Finance Committee shall present to the Congregation Council a budget forecast of income and expenses for the following year.
1. The schedule for the preparation of the annual budget shall be:
 - a) At the September meeting of the Congregation Council, the Finance Committee shall present budget guidelines and instructions.
 - b) At the November Congregation Council meeting, the Finance Committee shall present a summary of preliminary estimated receipts and requested committee expenditures.
 - c) Prior to the special Congregation Council meeting of December, the Finance Committee shall review and adjust, if necessary, the receipts portion of the budget based upon the stewardship campaign and other income estimates along with any adjustments to expenditures it deems appropriate or necessary.
 - d) At the special meeting of Congregation Council in December, the Finance Committee shall present a final recommended budget.
 - e) The budget approved by Congregation Council containing balanced income and expenditure projections shall be published in the Annual Report and shall be posted for congregational review in accordance with the church's bylaws.

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CAMP HILL, PENNSYLVANIA

Number 1.30.7

Subject Finance

Effective Date 9/25/2013

Committee Finance Committee

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

2. The adoption of the budget by Congregation Council constitutes authorization for committees to spend within the purposes and dollar limitations of the major categories and related line items.
 3. Committees shall have considerable latitude for the expenditure of funds within the major categories of the budget for which they are responsible. Overspending of a line item is acceptable when the total for the committee's area will remain within the total established by the budget. However, budget transfers between line items are discouraged.
 4. Any individual initiated designated giving in excess of \$500, or less at the discretion of the Lead Pastor, shall be subject to the approval of Congregation Council prior to the approval of the expenditure.
- C. The Finance Committee shall provide for an annual review, as defined by The American Institute of Certified Public Accountants, of all congregational financial records. The Finance Committee shall recommend to the Congregation Council, for appointment, an independent accounting firm to perform such review. The results of such review shall be reported to the Congregation Council.
- D. On a monthly basis, the Treasurer and Financial and Property Administrator shall submit to the Congregation Council a written summary of all funds which will include total month and year-to-date committee expenditures by major category compared to approved committee budgets.
- The Financial and Property Administrator shall submit a written report of the entire budget by line items to all members of the program staff and the Congregation Council on a quarterly basis.
- E. Other policies of the Finance Committee include the following:
1. Quarterly, the Financial and Property Administrator shall mail to each envelope holder a report of contributions received to date.
 2. The last day of the year for which contributions will be posted to that year's contributions shall be the last day on which the money for that year is counted and deposited. After that time all contributions shall be posted to the following year.
 3. The Finance Committee shall have the responsibility to oversee the management of all investments of the church.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

4. Cash balances shall be maintained in interest-bearing accounts.
5. It shall be the policy of the Finance Committee to maintain a cash balance sufficient to provide adequate cash flow and working capital.
6. All budgeted line items shall be available only in the year in which budgeted.
7. When year-end information is available, the Finance Committee shall report to Congregation Council the year-end excess or shortfall of funds. In its recommendations for disposition of a surplus, the committee shall give priority consideration to benevolence, MIRA (Maintenance and Improvement Reserve Account), prefunding the next year's budget, and debt reduction.
8. The Finance Committee shall ensure that money received as part of a pledge designated for a budgeted designee shall be recorded to said designee. Such designee shall receive no less than the sum total of recorded designated money. Contributions, in addition to pledges or budgeted income, designated to a special line item, shall be expended in addition to the total budgeted for that line item.
9. Special monetary appeals and offerings shall be solicited only with Congregation Council approval. Contributions received for such special appeals shall be inserted as new budgeted receipts and expenditure line items under the appropriate major category.
10. A special account shall be maintained for items to be purchased from money to be received in payment thereof, not included in a budget line item.
11. In budget preparation, all proposed items of equipment, furnishings and maintenance shall be the responsibility of the Church Property Committee, regardless of which committee may be responsible for the program use of that equipment or furnishing.

F. Subcommittees

1. Memorial
 - a. Organization
 - (1) The chairperson of the Memorial Subcommittee shall be annually appointed by the chairperson of the Finance Committee.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- (2) The subcommittee membership shall be appointed by the subcommittee chairperson and include representatives from the congregation, selected on the basis of their expertise and experience. They shall be appointed for a three year term and may be reappointed.
- (3) The subcommittee shall work with all other committees, staff, members and friends of Trinity Church in fulfilling its responsibilities.

b. Responsibilities

- (1) To provide oversight, direction and coordination of the use of memorial funds to purchase long-term capital items or for other appropriate uses as authorized by the Congregation Council, in conjunction with requests of the appropriate standing committees. A long-term capital item shall be defined as any item which is reasonably expected to last more than three years, and is not of a maintenance and repair nature.
- (2) To report periodically (not less than 3 times per year) the activity and status of the Memorial Fund to the Finance committee at its regularly scheduled meetings.
- (3) To provide for the recognition of donors to the Memorial Fund.

c. Policies

- (1) The subcommittee shall hold meetings no less than three times per year and make a report to the Finance Committee at its next scheduled meeting of the activity, status, and any recommendations for use of memorial funds.
- (2) In September of every year, in addition to the above report to the Finance Committee, the subcommittee shall inform the Finance Committee of any balance of designated or restricted memorial funds available for disposition.
- (3) At the time a memorial is established the appropriate member of staff or member of the Memorial Subcommittee shall inform the party responsible , that she/he has an option to designate its use to either a general purpose or a specific purchase if so desired. Any contribution to the Memorial Fund which is not designated shall be considered as non-designated.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- (4) In the event that memorial contributions are proposed for application to a purpose different than the initial designation, a member of staff or the Memorial Subcommittee shall contact the responsible party to obtain approval for such use, said approval may be obtained verbally.
- (5) The use of any non-designated memorial donation shall not require contact with the responsible party prior to an appropriate authorized expenditure.
- (6) Interest income earned on memorial funds prior to disbursement shall not be added to the Memorial Fund, but shall be used as directed by the Finance Committee and Congregation Council.
- (7) Generally, except for book plates, neither engraving nor plaques of any kind, indicating the donor, shall be added to any memorials presented to Trinity Lutheran Church. All memorial gifts are to be entered in the memorials book.
- (8) Authority for the acceptance of any in-kind or designated gift, its design and specifications, and the contract for the work rests with the appropriate committee subject to Congregation Council approval, and when appropriate, shall be coordinated by a staff person until completed.
- (9) In-kind or designated memorial gift projects initiated by a donor should involve consultations between the subcommittee and the donor as to design, specifications, cost and acceptability.
- (10) The Memorial Subcommittee shall be the only official representative of the congregation to approach designated family representatives in charge of memorial gifts. It is further understood that in the course of pastoral care to the grieving, the pastor will be seen as a representative of this committee.
- (11) The Memorial Subcommittee shall not accept any "quasi-endowment" or "memorials in perpetuity" but shall refer individual donors wishing to make such donations to the Endowment and Investment Subcommittee for the congregation's policy on endowment donations.

2. Endowment and Investment

a. Organization

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- (1) The chairperson of the Finance Committee shall appoint the chairperson and members of the Endowment and Investment Subcommittee in consultation with the Congregation Council president and lead pastor.
 - (2) The subcommittee shall have no fewer than five members.
 - (3) The chairperson of the Finance Committee and Lead pastor shall serve as ex officio members.
 - (4) Subcommittee membership shall include representatives from the congregation selected on the basis of experience and expertise with the concept of Endowment and Investment in the church setting.
 - (5) The subcommittee shall work upon request with all other committees, staff, members and friends of Trinity Church in fulfilling its responsibilities.
- b. Responsibilities
- (1) To develop policies and procedures for the establishment, development and management of the Endowment and Investments of Trinity Lutheran Church.
 - (a) To secure Finance Committee approval of all policies and procedures prior to implementation.
 - (b) To review policies and procedures as required for prudent management of congregational funds.
 - (2) To provide direction and management oversight of the Endowment and Investments of Trinity Lutheran Church. Such funds shall be maintained separately from all other funds of the church.
 - (a) To recommend to the Finance Committee specific strategies for investment and distribution of all funds designated for endowment or investment.
 - (b) To determine timeline for investment and distribution of funds as funds are available.
 - (3) To recommend to the Finance Committee specific management advisors and strategy as appropriate.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- (a) To utilize the ELCA Endowment Fund Pooled Trust Fund A as appropriate.
 - (b) To review fund management annually at minimum and recommend changes as needed.
 - © To report management strategy change by advisors and recommend action, if required, to Finance Committee.
- (4) To publicize the existence and purpose of the Endowment Fund.
- (a) To provide the congregation information on ways in which contributions to the fund can be made.
 - (b) To encourage contributions to the fund on a periodic basis.
- (5) To recommend to the Finance Committee policy guidelines through which the assets and earnings of the fund(s) are to be held or invested.
- (6) To recommend to the Finance Committee policy guidelines through which the principal of the fund is to be accumulated and the income from the fund is to be made available for expenditure or reinvestment.
- (a) Funds shall be distributed at least annually according to policy guidelines.
 - (b) Distribution policy guidelines shall be reviewed every third year.
- (7) To provide, coincident with the budget process, an annual report to the Finance Committee indicating current investments (including asset allocation), anticipated earnings, and any relevant forecasts, problem areas and recommendations.

III. RELATIONSHIPS

The Finance Committee shall be related to every standing committee of the Congregation Council, particularly to the Stewardship Committee, and shall seek to view the total range of Trinity's ministries as an integrated totality.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.8

Subject Strategic Planning

Effective Date 9/25/2013

Committee Strategic Planning

COMMITTEE FUNCTIONS AND POLICIES

I. OUR MISSION:

Called to energize Trinity's focus on vision and mission, and to recruit others to the mission, we will provide the planning support and direction to guide and focus time, talent, and resources to carry out the expressed mission and vision of the church while engaging and encouraging the congregation, its elected leaders, and staff.

II. GUIDING PRINCIPLES:

- A. Shepherd a process of continual assessment, discernment, planning, and implementation in support of the strategic plan, while insuring that our God-given gifts of earth, time, talent, and treasure are employed to carry out Christ's Great Commission.
- B. Support a planning process that will empower, encourage, motivate, and mentor other Members, committees, and organizations of the church to share the Good News of God's transforming love.
- C. Provide guidance and encouragement to staff, Congregation Council and committees in Goal-setting to facilitate church activities, functions, and programs that demonstrate genuine hospitality to others and promote relationships with our sisters and brothers in their personal journeys as disciples of Christ.
- D. Encourage the use of effective organizational and physical structures that can support the strategic plan and its implementation and adapt to changing needs and new ideas.

III. ORGANIZATION:

- A. The chair of this committee shall be appointed by the president of Congregation Council in consultation with the Lead Pastor. Committee members, seven (7), shall be selected by the chair in consultation with the Lead Pastor and Council President and affirmed by Congregation Council. These persons shall be selected on the basis of knowledge and understanding of Trinity Church and its ministries as well as expertise and experience as it relates to current and future needs and concerns of the congregation.
- B. The committee shall report directly to Congregation Council.
- C. The President of Council and Lead Pastor shall be ex officio members.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.8

Subject Strategic Planning

Effective Date 9/25/2013

Committee Strategic Planning

COMMITTEE FUNCTIONS AND POLICIES

III. ORGANIZATION (continued)

- D. The Lead Pastor or his or her designated representative shall be the staff advisor.

IV. GENERAL RESPONSIBILITIES.

- A. Develop and maintain a 5- to 10-year strategic plan to carry out the congregation approved mission and vision of the church. This committee is the responsible organization for the church for collecting data and soliciting information from the congregation on matters of future plans, analyzing and evaluating data and information, developing future-oriented implementation plans, and providing recommendations and guidance on the church's mission, ministry, and supporting structures for the future.
- B. Adopt and maintain a process to continually collect and analyze data, and assess, evaluate, plan and implement the church's Mission Statement. The process is to reflect a 5-and 10-year planning cycle.
- C. Communicate the strategic planning process to the congregation and staff, involve them in the process and implementation, monitor results and recommend modifications as needed.
- D. Condense the strategic plan into a published list of goals which are realistic, in support of our mission and vision statements and are action focused. These goals will be recommended to the Congregation Council and then be communicated to the congregation.
- E. Study issues and/or subjects referred to the committee by Council.

COMMITTEE FUNCTIONS AND POLICIES

We the volunteer members of the congregation of Trinity Lutheran Church (Property Committee) will maintain and provide facilities and equipment for the multiple activities of the church. We will endeavor to allow people to comfortably and safely gather together on a daily basis to learn, join in fellowship, and worship our Lord Jesus Christ on their journey in discipleship.

I. GENERAL

- A. The Committee on Church Property shall provide for the proper care, protection and maintenance of the church property. The purpose of this Operating Instruction is to provide the committee with functional guidelines.
- B. The committee chairperson is a member of council.
 - 1. Committee members are appointed by the chairperson.
 - 2. Subcommittees may be created as necessary by the chairperson.
- C. The Financial and Property Administrator is the staff resource person assigned to this committee and may vote on committee actions if he or she is a member of the congregation.

II. INSTRUCTIONS

- A. General Responsibilities
 - 1. Maintain and publish guidelines and procedures for the use of building equipment and facilities.
 - 2. Coordinate care, maintenance, and repairs as required.
 - 3. Set rental and facility use rates for church owned property. Any change in rates shall be reported to council.
 - 4. Coordinate fire, safety and security measures for both property and people.
 - 5. Develop and present an annual budget to the Congregation Council.
 - a. Monitor budgeted and unbudgeted expenditures.
 - b. Track and analyze trends for significant expense categories.
 - 6. Maintain a prioritized long range plan.
 - a. Major property expenditures.
 - b. Capital improvements.
 - c. Periodic required maintenance and replacement.
 - 7. When the need arises for a major, unscheduled property expenditure, analyze and recommend actions to council.

COMMITTEE FUNCTIONS AND POLICIES

II. INSTRUCTIONS (continued)

8. Strive for and employ measures for the efficient use of utilities, resources and supplies.
 9. Maintain an appropriate insurance program.
 10. Support the Financial and Property Administrator in carrying out operational duties.
 - a. Decisions and recommendations.
 - b. Research and analysis.
 11. Conduct an annual site inspection of all church owned property.
- B. Specific areas of responsibility include:
1. Inventory
 2. Mechanized equipment
 3. Electrical
 4. Plumbing
 5. Heating and air conditioning
 6. Housekeeping
 7. Furniture and fixtures
 8. Building interior
 9. Building exterior
 10. Grounds maintenance
 11. Audio/Visual equipment and procedures
 12. Rental units and satellite properties
 13. Office/computer equipment
 14. Musical equipment
- C. Be familiar with the procedures for making purchases and the associated spending limits for the committee and Financial and Property Administrator.
- D. Use competitive bidding for major improvements, maintenance and repairs.
- E. Utilize do-it-yourself help whenever feasible.
- F. The Church Property Committee and/or the Financial and Property Administrator should be involved in the acquisition, purchase, lease, donation or disposition of all major equipment or assets, particularly if the item is a fixed asset or has significant value. All committees should consult with the Church Property Committee and/or the Financial and Property Administrator regarding the following issues and considerations:
1. Suitability and durability (i.e. commercial or industrial quality vs. consumer quality)
 2. The item(s) must be added to the property inventory list for insurability.

COMMITTEE FUNCTIONS AND POLICIES

II. INSTRUCTIONS (continued)

3. Maintenance and repair - what maintenance will be required?
Should there be a maintenance contract?
Who will be responsible for repairs?
What budget line will absorb the costs of maintenance and repairs?
4. Special storage and/or security requirements?
5. Special handling and/or training requirements
6. Environmental considerations.

COMMITTEE FUNCTIONS AND POLICIES

I. OUR MISSION

Guided by the Vision and Mission Statements of Trinity Church and their Guiding Principles, the members of the Publicity and Communication Committee, individually and collectively, will promote God's Word through print and electronic media to the members of Trinity and the local and global communities.

II. ORGANIZATION

- A. The Publicity and Communication Committee chair shall be appointed by the president of Congregation Council.
- B. Committee members are appointed by the chairperson and shall include the editor of the TRINITY PARISH, the webmaster, Social Media Administrator and any number of other members of the congregation who possess the specific skills or interests to enable the committee to carry out its regular responsibilities and complete specific assignments.
- C. Committee functions and responsibilities may be carried out by task forces as necessary.

III. RESPONSIBILITIES

- A. To provide the members of Trinity's committees and groups with guidelines for consistent and coordinated communications both internally to the congregation and externally to the community.
- B. To advise and consult with Trinity's committees and groups on their publicity needs and activities and, in this way, encourage improved communication of committee and group activities within and outside Trinity Church.
- C. Internal Communications
 - 1. TRINITY TODAY, the weekly announcement supplement included in worship bulletins, and bulletin inserts.
 - 2. TRINITY PARISH
 - a. Trinity Evangelical Lutheran Church's congregational newsletter is to be published and distributed by mail or electronically to each household in the congregation by the first day of each month.
 - b. The editor is appointed by the committee chair in consultation with the staff advisor. Volunteer reporters, writers and other assistants are encouraged to participate.
 - c. Editorial style and lay-out are the responsibility of the editor and this committee. Content changes, including policy and/or theological matters should be referred to the relevant church staff for approval.
 - d. Authors may submit one feature article with or without photos in TRINITY PARISH for one event or activity, either typed or electronically. Such copy shall be submitted by the 10th of the month. See also Appendix A-5 for additional writing guidelines.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- e. The committee, through the chair or staff advisor, along with the TRINITY PARISH editor, may edit all articles in the TRINITY PARISH for clarity and style. Any such edits should be provided to the author for review of content prior to publication. The staff advisor and/or chair shall review the draft before publication.
- 3. ELECTRONIC SIGN in the Gathering Space provides a calendar of happenings at the church, including worship services, meeting notices, and upcoming events.
- 4. Other means of communicating with the congregation are employed as needed and may include, but are not restricted to:
 - a. Preparing and periodically revising the pictorial directory.
 - b. Maintaining a pictorial exhibit of ordained staff.
 - c. Overseeing publication of the Annual Report to the congregation.
 - d. Coordinating the placement of exhibits and informational material throughout Trinity Church, particularly in the Gathering Space.
 - e. Taking pictures of church events and maintaining a library of digital photographs for use in the newsletter, on the website, or in future pictorial directories.
 - f. Preparing and/or assisting with the preparation of informational brochures.
- 5. Guidelines for In-House Publicity
 - a. A limit of two promotional notices in Trinity Today. Deadline - Close of business Monday or by noon on Tuesday if office is closed Monday.
 - b. Posters in appropriate places around the church, not to exceed two feet by three feet (2' X 3') in size, to be taken down immediately following the event.
 - c. A limit of one bulletin insert usually incorporated into Trinity Today.
 - d. Temple talks on subjects of congregation-wide interest are not to exceed five minutes, as approved by the lead pastor. If more than one Temple Talk is requested, such request must be approved by the lead pastor.
 - e. The bulletin boards, tag strips, and showcases throughout the church are assigned to committees or organizations within the church for display or publicity purposes. See appendix for assignments. The pertinent committee will exercise control over the kind of material placed on the bulletin boards or into the showcases consistent with the church's mission and policy. The committee reserves the right to question any material deemed to be in poor taste or of a political nature. This policy will be carried out in coordination with the staff advisor.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- f. Any other types of publicity, except those specifically exempted in advance, should be approved by the designated staff advisor in consultation with the committee.

D. External Communications

- 1. All external communications shall be undertaken through the advice and consent of the relevant committees' assigned program staff according to the guidelines contained in the section above on internal communications.
- 2. The committee chair in consultation with the staff advisor shall review all planned/proposed radio and television presentations.
- 3. P & C will maintain and be responsible for the content of the church's website with assistance from the webmaster, volunteers, and program and office staff as needed.
- 4. Requests for posting of publicity and information for external organizations shall be the responsibility of this committee. The designated staff advisor may act on the committee's behalf and report such activity to the committee on an inclusive and regular basis.

E. Key Roles

- 1. Webmaster
 - a. The webmaster is responsible for carrying out the policies established by the committee per the Writing Guidelines for Publications, Appendix A-5, including:
 - (1) Seeking and reviewing potential articles;
 - (2) Updating weekly worship media as related to the website;
 - (3) Giving priority to time-sensitive articles;
 - (4) Creating new pages as necessary to promote Trinity events and community information;
 - (5) Working cooperatively with the Information Technology/Audiovisual Committee to ensure the website functions;
 - (6) Developing a semiannual plan for maintaining and updating the website and submitting this plan to the staff advisor and the committee chair.
 - b. Articles should not exceed 300 words.
- 2. TRINITY PARISH Editor
 - a. The editor is responsible for carrying out the editorial policy as established by the committee per the Writing Guidelines for Publication, Appendix A-5, including:

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- (1) Seeking and reviewing potential newsletter articles;
 - (2) Editing and preparing text for print;
 - (3) Giving priority to time sensitive articles;
 - (4) Ensuring all activities receive appropriate coverage.
 - (5) Developing a semiannual plan for the newsletter and submitting this plan to the staff advisor and the committee chair.
 - b. Issues of the TRINITY PARISH that exceed eight (8) pages should be the exception. Articles should not exceed 300 words.
3. Social Media Administrator (Facebook, Twitter, etc.)
- a. The Social Media Administrator is responsible for carrying out the policies established by the committee per the Writing Guidelines for Publications, Appendix A -5, including:
 - (1) Monitoring all submissions for publication on Trinity's social media outlets.
 - (2) Highlighting Trinity news and events.
 - b. Facebook posts not respectful of church policy, of poor taste or reflecting unfavorably on Trinity Church, its staff and/or congregation shall be removed by the Social Media Administrator.

IV. RELATIONSHIPS

Because the work of this committee touches and enhances the work of all other committees, close liaison is essential. The skills and interests of this committee's members are available to assist all other committees and groups in developing an effective publicity and communication program.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.12
Subject Social Ministry
Effective Date 09/08/2014
Team Social Ministry

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

I. OUR MISSION

The Social Ministry Team is called to equip disciples at Trinity to minister to the needy within Central Pennsylvania.

II. ORGANIZATION

- A. The facilitator of the Social Ministry Team shall be appointed by the President of Congregation Council.
- B. Members of this team shall be appointed by the facilitator.
- C. The facilitator may appoint team members to serve as liaisons to each agency/institution receiving volunteer and/or financial support from Trinity Church.
- D. Task Groups may be created by the facilitator from time to time as needed.
- E. The facilitator shall appoint a team member as task group leader.

III. RESPONSIBILITIES

- A. To stimulate the congregation to a broadening perspective of personal Christian Responsibility in discipleship based upon the Gospel of Jesus Christ.
- B. To educate and motivate disciples to respond to the human service needs of people within the Central Pennsylvania region.
- C. To act as the enabling body of the congregation for the carrying out of responsible Christian social ministry. To focus upon the special needs of persons within Central Pennsylvania. To coordinate Trinity's Task Group outreach and financial assistance in meeting these needs.
- D. To be a channel for publicizing training sessions and volunteer service opportunities of local human service agencies to the congregation.
- E. To educate and motivate the congregation toward more informed benevolence giving in regards to social ministry.
- F. To plan and recommend to Congregation Council and subsequently to implement proposals for program tasks and budget in the area of social ministry.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.30.12</u>
Subject	<u>Social Ministry</u>
Effective Date	<u>09/08/2014</u>
Team	<u>Social Ministry</u>

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

1. To provide opportunities for study and learning in the area of social ministry.
 2. To support local ecumenical ministries.
 3. To assist with the needs of persons within Central Pennsylvania in accordance with the mission of the church, especially the poor, the oppressed and the suffering.
 4. To provide funds from undesignated Social Ministry Benevolence as required for special and/or unexpected needs arising during the year.
 5. To maintain the Social Ministry bulletin board.
 6. To promote congregational interest and enthusiasm for Social Ministry through:
 - a. Scheduled events
 - b. Articles in the Trinity Parish and other Trinity publications relating to social ministry.
 - c. Mission Moments
 7. To entertain requests and suggestions relating to social ministry tasks and/or budget from any source. Some or all of the following criteria shall be used to evaluate such requests:
 - a. Does the issue fall under Trinity's mission?
 - b. Does the issue afford Trinity's disciples an opportunity for face-to-face ministry to the needy?
 - c. Can the issue be adequately dealt with by the requested date?
 8. To recommend to Congregation Council distribution of year-end benevolence funds in cooperation with all council committees/teams.
- G. The Social Ministry Team shall participate in the coordination of the overall benevolence program especially in cooperation with the Missions Ministry and Stewardship Ministry Teams.

COMMITTEE FUNCTION AND POLICIES

I. OUR MISSION

Proclaiming God's love for us through Jesus the Christ, the Stewardship Committee seeks to encourage faithful discipleship by challenging all of Trinity's members to use their gifts of time, talent, and treasure prayerfully and thoughtfully in response to the grace we all receive.

II. ORGANIZATION

- A. The chairperson shall be appointed by the president of Congregation Council.
If the chair is not a member of Council, a representative from council shall be appointed to serve on the committee.
- B. Other members of the committee shall be selected by the chairperson. Among others, any committee member may recommend potential members to the chair.
- C. The chair and committee members will consistently work to maintain and/or grow the committee.

III. RESPONSIBILITIES

- A. Plan and implement a year-round stewardship emphasis which interprets the theological and biblical base for stewardship, shares an interpretation of the mission accomplished by the giving of the members and informs the members of their own and the congregation's giving in relationship to commitments and needs.
- B. Engage in activities with other committees.
- C. Plan and carry out an Annual Stewardship emphasis through which a challenging program is prepared and presented using all available communication tools, including print, digital and web to reach all congregational members.
- D. Report, as appropriate, to all Trinity members, via newsletter, bulletin, announcements, and electronic media the current level of pledging/giving units as compared to previous years.
- E. Work together with the Finance Committee to inform congregation members regularly of Trinity's financial position.
- F. Mail to all members a record of giving, communicating appreciation and reminder messages on a timely basis.

IV. RELATIONSHIPS

- A. Stewardship Committee will work to integrate its annual campaign with the activities of other committees, as appropriate, to demonstrate a cohesive overall message to the congregation.

COMMITTEE FUNCTIONS AND POLICIES

I. Our Mission:

As the congregation's Worship Ministry Team, we are called throughout the week, both within our building and in the community at large, to enable God's children to live out the commandment to give glory to God; to equip all of us through Word and Sacrament; and to send all of us into the world as His disciples.

II. ORGANIZATION:

- A. The chairperson shall be appointed by the president of Congregation Council.
- B. The committee membership shall include the called pastors, the Director of Music Ministries, the Director of Music for Contemporary Worship, and others appointed by the chair that provide a broad spectrum of people familiar with the overall worship life of the congregation and the teams that serve in support of the various worship services.

III. FUNCTIONS AND RESPONSIBILITIES:

- A. In cooperation with the pastors, shall be responsible for the worship life of the congregation, including the number, times, and types of services to be held and shall be responsible for seeing that all services are held regularly and in accordance with the practices and teaching of the Evangelical Lutheran Church in America.
- B. In cooperation with the pastors and the Director of Learning Ministries, shall provide for the continual enrichment of the worship service and opportunities for education and instruction in Lutheran liturgy and worship
- C. Shall see that Bibles, hymnals, and other devotional helps for worship are provided and properly cared for.
- D. Shall support all functions associated with the worship services and shall offer guidance and direction to persons who seek to serve their Lord and His church as: assisting ministers, communion assistants, greeters, lectors, ushers, offering assistants, sound system operators, acolytes, crucifers, musicians, story tellers, audio/visual developers and operators, members of altar care teams, assisted parking attendants, nursery aides, members of the worship decorating team, or any other function that supports the worship life of Trinity.
- E. Shall see that the congregation has materials for use in group and individual devotions.
- F. Shall draft a proposal outlining its expected financial needs for the year.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.14

Subject Worship Ministry Team

Effective Date 2/08/2010

Committee Worship Ministry Team

COMMITTEE FUNCTIONS AND POLICIES

IV. RELATIONSHIPS:

The work of the Worship Ministry Team shall be related to that of other standing committees of the congregation. The committee shall work in close accord with the Committee on Educational Ministry in providing for instruction in worship, and coordinate with the Church Property Committee regarding the purchase and maintenance of all physical properties relative to the church's worship.

COMMITTEE FUNCTIONS AND POLICIES

- I. MISSION: To help identify, provide encouragement and financial support for the development of individuals preparing to serve Christ and his kingdom through ministry in a church related vocation.
- II. ORGANIZATION
 - A. The chair of this committee shall be appointed by the president of Congregation Council and approved by the Congregation Council.
 - B. This committee shall consist of the following:
 - 1. Committee Chair
 - 2. Congregational Representatives (3)
 - 3. Member of the Finance Committee
 - 4. Staff Advisor
 - 5. Congregation Council President, ex-officio
- III. RESPONSIBILITIES
 - A. Recommend to the Congregation Council, all candidates eligible for registration in the ELCA.
 - 1. Candidate shall be interviewed prior to recommendation to council.
 - 2. The ELCA Vocation Support Committee shall serve as the interviewing team.
 - B. Administer the Church Vocation Loan Fund, per Policy Page 5.10, established to assist members of Trinity in the preparation for church vocations in the ELCA.
 - 1. Ordained Ministry
 - 2. Associate in Ministry or certified equivalent
 - 3. Diaconal Ministry
 - 4. Deaconess
 - 5. Certificate programs
 - C. Review all applications for use of the fund, as per Policy Page 5.10.
 - 1. Determine compatibility of candidate's gifts with his/her sense of call.
 - 2. Determine candidate's meeting of stated requirements for receipt of a loan.
 - 3. Determine amount of loan to be disbursed for each applicant.
 - 4. Report to the Congregation Council all disposition of ELCA Vocation Loan funds.
 - D. Maintain a relationship with the candidates through the years of their vocational preparation and loan repayment/forgiveness.
 - 1. Provide an annual nominal gift to all candidates for ordination in good standing.

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continues)

- a. Gift to be determined by the committee and reported to the Congregation Council.
 - b. Funds to come from ELCA Vocation Loan Fund.
 - c. Gift not part of repayable loan.
2. Request and file annual status reports, form A.10 until the loan has been fully satisfied as per Policy Page 5.10.
3. Provide suitable gift for members of the congregation at graduation or ordination preparing to serve in an ELCA Vocation, but not part of the loan program.
- E. Oversee the ELCA Vocation Loan Fund which shall be maintained in an identifiable budget line.
- F. Submit an annual report to Congregation Council each fall prior to adoption of the church budget to include:
 1. Current ELCA Vocation Loan Fund balance on hand.
 2. Outstanding loans
 3. Current status of loan recipients.
 4. Budget request for coming year for the ELCA Vocation Loan Fund.

COMMITTEE FUNCTIONS AND POLICIES

I. Our Mission

With unity in Christ we will serve as disciples, proudly walking and sharing our faith, as one body throughout the world. Then, now and forever.

II. ORGANIZATION

- A. The chairperson of the Youth Ministry Committee shall be appointed by the President of Congregation Council in consultation with the Director of Youth Ministries. In addition to the chair, the committee shall consist of the Director of Youth Ministries, youth advisors and council appointed representative.
- B. The committee will meet as needed to accomplish its goals and objectives.

III. RESPONSIBILITIES

- A. The youth members of our church are the main concern and responsibility of this committee. The youth are defined as 6th through 12th grade students.
- B. Implement the mission statement of this committee.
- C. Assist with publicity and public relations of the youth program such as handing out flyers about upcoming events.
- D. Help to manage the YG Room at Trinity by assisting with tasks such as cleaning up after youth events.
- E. In cooperation with the Director of Youth Ministries, prepare a proposed budget for youth activities under the guidelines of the Finance Committee to be submitted to Congregation Council at budget preparation time.
- F. Oversee and monitor the expenditures of the approved budget.
- G. Assist the Director of Youth Ministries in the performance of his/her duties.
- H. Publicize opportunities for professional church careers to the youth, as well as ways to maintain strong faith life into adulthood.
- I. Reach out in fellowship and community with youth of the congregation.
- J. Provide youth with the opportunity for activities in all aspects of congregational life.
- K. Provide an atmosphere of openness and honesty between youth and adults.
- L. Provide an interest center for less active youth members of the congregation.
- M. Encourage other youth members of the community to join in the body of Christ through participation in youth group activities.

- N. Provide for subcommittees as needed to carry out committee functions in which youth of the parish may become involved,
- O. Fully comply with any programs regarding youth safety, including the Keeping Kids Safe Program.
- P. Evaluate the Youth program, activities and retreats in cooperation with the Director of Youth Ministries.

IV. RELATIONSHIPS

The committee will work with all other committees, staff, and members of our congregation and community to achieve the committee's goals and responsibilities.

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

I. MISSION

The Missions Ministry Team works to educate and inspire the congregation regarding the worldwide work of the ELCA and other faith-based organizations (work that includes sharing the Good News, advocacy, and on-the-ground work related to alleviating hunger and providing clean water, health care and education). We support, both through prayer and benevolence gifts, ELCA missionaries and the various mission projects of the greater church on behalf of our congregation.

II. ORGANIZATION

- A. The facilitator of Missions shall be appointed by the president of Congregation Council.
- B. Members of this ministry team shall be appointed by the facilitator. A secretary shall record the minutes of each meeting.
- C. The council president shall appoint a member from Congregation Council to serve as a representative to/from Missions when the ministry team chair is not a member of the Council.

III. RESPONSIBILITIES

- A. Assist the congregation in the fulfillment of Trinity's Constitutional responsibilities to:
 - 1. Carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministry with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all. (C.4.02.c.)
 - 2. Serve in response to God's love to meet human needs, caring for the sick and the aged, advocating dignity and justice for all people, working for peace and reconciliation among the nations, and standing with the poor and powerless, and committing itself to their needs. (C.4.02.d.)
 - 3. Foster and participate in interdependent relationships with other congregations, the synod, and the church-wide organization of the Evangelical Lutheran Church in America. (C.4.03.h.)
- B. Stimulate the congregation to a worldwide perspective of Christian mission based upon the directive of the Gospel of Jesus Christ.
- C. Serve as the enabling body of the congregation for carrying out Trinity's global mission responsibilities as a congregation of the ELCA.
 - 1. Promote congregational interest and enthusiasm for global mission.
 - 2. Support the worldwide work of the Church, especially that of the ELCA and its Lutheran partners and agencies.
 - 3. Prepare an annual missions benevolence budget by:

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

- a. Reviewing ELCA missionary and mission partner support and selecting new or current recipients as the ministry team deems appropriate.
 - b. Allocating funding for selected missionaries, mission partners and projects.
 - c. Whenever possible, allocating funding for special and/or unexpected needs that may arise during the year.
 - d. Evaluating requests for benevolence funds from non-ELCA agencies/organizations.
 - e. Coordinating budget and designation of benevolence gifts as necessary and appropriate with the Social Ministry Team.
4. Prepare an annual operating budget for general expenses related to missionary/mission partner visits, educational programs, and related costs.
 5. Maintain relationships with supported missionaries and mission partners with letters, e-mails and arranging visits to the congregation when feasible.
 - a. Encourage congregational participation in writing and visits.
 - b. Request regular updates from all supported missionaries/partners and communicate their needs and activities to the congregation.
 - c. Pray regularly for our supported missionaries/partners and regularly communicate their names to staff and to Intercessory Prayer group for their prayers.
 6. Plan, publicize, and implement missions programs, which may include the following:
 - a. Epiphany World Missions Program
 - b. Lenten Self-Denial Appeal
 - c. ELCA World Hunger Appeal
 - d. Giving Tree Project
 - e. Lutheran World Relief Fair Trade Project
 - f. Bread for the World Offering of Letters
 7. Publicize and attend mission-related activities of the church at large.
 8. Maintain and update Trinity's Mission Map.
 9. Maintain Missions bulletin board.

IV. RELATIONSHIPS

The Missions Ministry team will entertain requests and suggestions relating to Missions program and/or budget from any source.

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

I. OUR MISSION:

As members of the Parish Ministry Team we act in Christian love and witness to faith in Christ as we continually strive to serve the physical, emotional and spiritual needs of Trinity members. We welcome all who express a willingness to learn and help in any of these ministries.

II. ORGANIZATION

A. The facilitator of Parish Ministry shall be appointed by the president of Congregation Council. Members of this team shall be appointed by the facilitator. Coordinators serve to implement responsibilities in the areas of Parish Ministry. Coordinators shall be appointed by the Parish Ministry facilitator.

B. Team functions shall be coordinated through but not limited to the following Ministry Coordinators:

1. Healthier Lifestyle Ministry Coordinator
2. At Home Visitation Ministry Coordinator (as conducted by the Women of Trinity)
3. CD Ministry Technical Coordinator
4. Trinity Cares Coordinator
5. Blood Bank Coordinator
6. Every Member Prayer Ministry Coordinator
7. Prayer Concerns Coordinator
8. Ministry to Grieving Coordinator
9. Meal Ministry Coordinator
10. Lay Communion Ministry Coordinator
11. Wellness Coordinator
12. College/military Outreach Coordinator
13. Flower Delivery Team Coordinator
14. Meals for New Parents Coordinator

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

III. RESPONSIBILITIES

- A. Assist the pastor(s) in the promotion of the general welfare of the congregation by providing emergency funds for pastoral use via the benevolence budget.
- B. Act as the enabling body for the carrying out of service ministries and special projects including:
 - 1. Promoting an understanding of a healthier holistic life through providing programs in cooperation with the Educational Ministry Team
 - 2. Participating in the coordination of Trinity church's visitation ministry in cooperation with the pastoral staff, Evangelism, and Women of Trinity.
 - 3. Providing CD's and other media through the Compact Disc Ministry Technical Coordinator in cooperation with the IT/AV Committee allowing individuals the opportunity to hear Sunday Worship, Bible Study and other programs as available.
 - 4. Providing meals, transportation, errands, and companion sitting on an emergency basis as requested. Assist persons in need of community services with proper referrals.
 - 5. Coordinating the Trinity Blood Bank Program in cooperation with the Central Pennsylvania Blood Bank.
 - 6. Providing prayer support for each member of Trinity by the members themselves.
 - 7. Providing a list of prayer concerns each month for Trinity's members.
 - 8. Providing a ministry to the grieving through phone calls and visits, matching members needing support following a death.
 - 9. Planning and serve serving meals at the church for families and friends after a funeral or memorial service.
 - 10. Providing home communion for at-home and nursing home members on a regular basis.
 - 11. Providing CPR/AED, First Aid training and blood pressure screening.
 - 12. Providing cards and letters to college students and military people.
 - 13. Providing for the delivery of altar flowers and worship bulletins to hospitalized and at-home members of Trinity Church.
 - 14. Delivering meals to parents of a new baby or recent adoption.
- C. Plan and recommend to the Congregation Council annual proposals for programs and budget for Parish Ministry.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.30.18</u>
Subject	<u>Parish Ministry</u>
Effective Date	<u>9/14/2015</u>
Team	<u>Parish Ministry</u>

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

- D. Assist in the education and motivation of the congregation toward more responsive giving of time, talent and treasure; and to act in Christian love, witnessing to faith in Christ in meeting of the needs of others.

IV. RELATIONSHIPS

- A. The Parish Ministry Team will entertain requests and suggestions concerning Parish Ministry from any source.
- B. Liaison persons will be responsible for the coordination of ministries within Trinity to avoid duplication or neglect of services.
- C. The Parish Ministry Team shall participate in the coordination of the total benevolence program of Trinity in cooperation with the Missions, Social Ministry and other teams and auxiliaries of the church.

COMMITTEE/MINISTRY TEAM FUNCTIONS AND POLICIES

I. MISSION:

To assist Congregation Council in identifying qualified candidates for service on Congregation Council, committees, ministry teams and task forces in support of the ministries of Trinity Lutheran Church.

II. ORGANIZATION:

- A. The team shall be comprised of no more than 8 individuals appointed by and including the council president from among Trinity's active membership.
- B. The team shall be appointed by the council president by April 1 and disbanded following the next Annual Congregational Meeting.
- C. The team shall be chaired by a past president of the Congregation Council.
- D. The team shall report directly to Congregation Council.
- E. The Lead Pastor shall serve as staff advisor and resource person to the team.

III. RESPONSIBILITIES

- A. To supplement the efforts of volunteers to support the ministries of Trinity Lutheran Church by:
 - 1. identifying qualified candidates to serve on Congregation Council.
 - 2. identifying qualified individuals to serve on church committees/ministry teams.
 - 3. identifying qualified individuals to serve on task forces.
- B. Committee Chairpersons/Team Facilitators and/or Congregation Council liaisons shall submit documented volunteer/vacancy/leadership needs to the team.
- C. The team shall identify, contact, evaluate interest and provide names and contact information to chairpersons, facilitators and liaisons to satisfy the documented needs.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.21

Subject IT/AV Committee

Effective Date 11/12/2012

Committee IT/AV

COMMITTEE FUNCTIONS AND POLICIES

I. OUR MISSION

The mission of the IT/AV Committee is to manage, maintain, procure, and plan for all the information technology systems and audio visual equipment required to support mission and ministry functions of the committees and staff of Trinity church.

II. ORGANIZATION

- A. The chairperson shall be appointed by the president of Congregation Council.
- B. Committee members shall be appointed by the chairperson and shall include individuals/volunteers from the congregation who have technical experience and expertise in both information technology (IT) and audio/visual (AV) equipment.
- C. The committee shall report directly to Congregation Council.

III. RESPONSIBILITIES

- A. Develop and maintain an annual maintenance support budget to encompass all technical equipment used in the day to day management activities of the church as well as special IT/AV equipment used by various committees and organizations of the church for special events.
- B. Serve as the primary procurement arm of the church with regard to new IT/AV equipment needs identified by other committees of the church.
- C. Establish and maintain a training program to qualify volunteers to operate IT/AV equipment.
- D. Serve as the center of expertise on all IT/AV related matters for the church and its various committees and organizations.
- E. Encourage individuals with knowledge in the technical fields to volunteer and share their God-given gifts:-
- F. Develop a master IT/AV plan that includes budgetary decision points that capture the lifecycle replacement costs of current IT/AV systems.
- G. Provide guidance and insight on today's technologies that can be used to enhance and promote church activities, functions, and programs.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 1.30.21

Subject IT/AV Committee

Effective Date 11/12/2012

Committee IT/AV

COMMITTEE FUNCTIONS AND POLICIES

III. RESPONSIBILITIES (continued)

- H. Encourage the use of effective organizational and physical structures that can adapt to changing needs and new ideas in support of the strategic plan and its implementation.
- I. Use a continuing discerning process to listen for God's will in considering and recommending appropriate response to meet the future needs of the congregation and the community.

IV. RELATIONSHIPS

Supports all activities and technology needs of the staff and committees of the church but most notably the Property, Worship, Education, Fellowship, and Publicity and Communications Committees.

COMMITTEE/MINISTRY TEAM FUNCTIONS & POLICIES

I. OUR MISSION

Our mission is to provide families with a developmentally appropriate early childhood education program that meets the needs of the “whole child” and encourages children to grow and learn through play.

II. ORGANIZATION

- A. Trinity Preschool Playgroup is a ministry of Trinity Lutheran Church under the supervision of the Education Ministry Team with administrative authority delegated to the Preschool Playgroup Board.
- B. The membership of the Preschool Playgroup Board shall consist of the following: the Director of the Preschool Playgroup; a parent representative from each age level, with preference given to members of Trinity Church; a minimum of one member at large who is a church member in good standing with an interest in pre-school education; one teacher representative; one liaison from the Education Ministry Team; and the Director of Children and Family Ministries, ex-officio. Appointments shall be approved by the Education Ministry Committee.
- C. All preschool staff shall be considered employees of Trinity Lutheran Church and subject to its overall personnel policies.
 - 1. The Director shall be a baptized Christian and have a college degree in education and experience in early childhood education.
 - 2. Lead teachers shall be baptized Christians with a genuine interest in preschool children, and have a minimum of a bachelor's degree in education or education related field with experience in early childhood education.
 - 3. Assistant teachers shall be baptized Christians with an interest in preschool children.
- D. The Board shall meet and elect a president from among its membership excluding the Director of Preschool Playgroup who shall be ineligible to serve in that capacity.
- E. Actions of the Board shall be determined by a simple majority.
- F. The Board shall meet a minimum of two times each year.

COMMITTEE/MINISTRY TEAM FUNCTIONS & POLICIES

III. RESPONSIBILITIES

- A. Program responsibilities of the Preschool Playgroup Board shall include:
1. Establish policies and procedures as recommended and required for playgroup program.
 2. Periodically review job descriptions for each playgroup staff position and forward recommended changes to Trinity's Administration and Personnel Committee.
 3. Advertise for, interview, recruit and recommend to the Education Ministry Team Facilitator, and to Trinity Lutheran Church Congregation Council a candidate for Director of Preschool Playgroup.
 4. Interview and hire teachers and assistant teachers in consultation with the Director of Preschool Playgroup.
 5. Observe and support the Director of Preschool Playgroup. Assist the Director of Children and Family Ministries in the preparation of an annual evaluation of the Director of Preschool Playgroup in accordance with the procedures as set forth by the Administration and Personnel Committee.
 6. Approve a working budget including tuition, registration fee, salaries, professional expenses and daily expenses.
 7. Approve non-budgeted, unexpected playgroup expenses.
 8. Approve the yearly calendar, including the starting and ending dates for staff and students, snow make-up dates, and in-service dates.
 9. Make recommendations concerning curriculum as needed.
 10. Make recommendations for growth and development of the playgroup.
 11. Approve all fund raising activities in accordance with Trinity Church policy.
- B. Fiscal Responsibilities of the Preschool Playgroup Board shall include:
1. Playgroup's budget, including all receipts and expenditures, shall be contained within Trinity's operating accounts but maintained with separate accounting.
 2. Playgroup's tuition receipts shall be deposited into Trinity Lutheran Church's operating account.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.30.22</u>
Subject	<u>Preschool Playgroup</u>
Effective Date	<u>09/09/2013</u>
Administrative Update	<u>06/01/2015</u>
Team	<u>Education Ministry</u>

COMMITTEE/MINISTRY TEAM FUNCTIONS & POLICIES

3. Payroll activities for Preschool Playgroup employees shall be provided by Trinity Lutheran Church.
4. All Preschool Playgroup related expenses, including payroll, shall be written against its own funds through Trinity's regular church receipt and payment process.
5. The Preschool Playgroup shall be included in Trinity's annual financial review according to accepted accounting and auditing principals.

IV. RELATIONSHIPS

Trinity Preschool Playgroup staff shall work in concert and cooperation with Sunday Church School teachers and volunteers in preparing and maintaining order in the space used by each group. The Director of Preschool Playgroup shall work cooperatively with Trinity's Ministry Director for Finance and Property as related to all financial and property matters.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>1.40.1</u>
Subject	<u>Election of Officers of Congregation Council</u>
Effective Date	<u>09/14/2015</u>
Committee	<u>Executive</u>

CONGREGATION COUNCIL AND COMMITTEE ORGANIZATION

I. GENERAL

This operating instruction defines the procedures to be used in the election of Congregation Council officers.

II. INSTRUCTIONS

- A. The third year class of Congregation Council shall recommend a minimum of one nominee each for President and Vice President and present these nominees to the Congregation Council for election at the November meeting of the Council.
- B. All nominees for President and Vice President must have given prior consent to be placed on the ballot. Elections shall be by written ballot at the November Council meeting.
- C. The nominee for Secretary shall be selected by the lay president in consultation with the vice president and Lead Pastor. Election of the Secretary shall occur at the first meeting of the Congregation Council following the Annual Congregational Meeting.
- D. The nominee for Financial Secretary shall be elected annually to serve as the Corporate Financial Secretary of Trinity Lutheran Church. The nominee for Financial Secretary shall be selected by the lay president in consultation with the Lead Pastor and the Finance Chair. Election of the Financial Secretary shall occur at the first meeting of the Congregation Council following the Annual Congregational Meeting.
- E. The Treasurer shall be elected annually from the membership of the congregation. The nominee for Treasurer shall be selected by the lay president in consultation with the Lead Pastor and the Finance Chair. Election of the Treasurer shall occur at the first meeting of the Congregation Council following the Annual Congregational Meeting.

CONGREGATION COUNCIL AND COMMITTEE ORGANIZATION

I. GENERAL

This operating instruction defines the process for the selection of nominees for election to the Congregation Council.

II. INSTRUCTIONS

- A. Suggested names to be placed in nomination for the new class of Congregation Council shall be gathered beginning in September and given to the Nominating Committee.
- B. Names shall be solicited from the following:
 - 1. Current Congregation Council members, especially retiring committee chairs.
 - 2. Professional staff.
 - 3. Congregation via Trinity Parish and Trinity Today.
- C. Suggested nominees shall be members in good standing who are keenly aware of and committed to the nature and purpose of Trinity Church as expressed in its Mission Statement. They should possess an understanding of and appreciation for church management and fiscal responsibility.
- D. All suggested names shall be compiled by the Nominating Committee for consideration and comment. Names and comments are to be strictly confidential.
- E. The Nominating Committee shall strive to present three names for each specific vacancy (ex. Social Ministry Chair/representative) so that gifts, experience, and interests are matched to the leadership roles.
- F. The Nominating Committee shall be charged to ensure that the following constituent groups are represented on the slate of nominees: male/female, older/younger members, long-time/recent members, and Traditional/Contemporary worshippers.
- G. The Nominating Committee shall present its slate of nominees to the Congregation Council at the December council meeting.
- H. The council shall vote on the slate for each vacancy (ex. Social Ministry chair/representative) by written ballot, keeping in mind the need for balance indicated in Item F.

CONGREGATION COUNCIL AND COMMITTEE ORGANIZATION

II. INSTRUCTIONS (continued)

- I. Nominees shall be notified of the call to serve immediately upon completion of the voting process. Notification of nominees shall be made in person or by phone by a member of Congregation Council as directed by the president. When contacted, nominees shall be informed of the council's schedule for the coming year.
- J. Nominees shall be called in order of priority until a slate of four persons has been secured. Names of selected nominees shall not be released until consent to serve has been received. Names of nominees not selected from the list shall remain confidential.
- K. Names of selected nominees shall be presented to the congregation via the Trinity Today and Trinity's website.
- L. Nominees shall be presented for election at the Annual Congregation Meeting.

III. COUNCIL VACANCY

- A. Congregation Council shall be notified promptly of any council vacancy. At that time, in consultation with the Nominating Committee, council shall approve a slate of up to three nominees to fill the vacant position.
- B. The president shall call the nominees in the order that he/she deems appropriate.

CONGREGATION COUNCIL AND COMMITTEE ORGANIZATION

I. GENERAL

Committee Chairpersons/Ministry Team Facilitators have authority to appoint members in addition to those mandated by policy. The chairpersons/facilitators may also determine the number of members necessary to execute the responsibilities of the committee

II. INSTRUCTIONS

- A. A committee/team member must be an active member of Trinity Lutheran Church and willing to actively and enthusiastically support the chairperson/facilitator in the function and activities of the committee/team.
- B. A committee/team member shall be appointed for one year term and may be reappointed to serve no more than six consecutive one year terms.
- C. In case of resignations, the chairperson/facilitator may appoint a replacement to fill out the term. The new member filling a partial year vacancy is eligible to serve on the committee/team up to an additional six consecutive years.
- D. Committee/team members whose terms have expired are eligible to return to the standing committee/team after one year.

PERSONNEL ADMINISTRATION

- I. **Employee Classification** - For all matters of personnel administration covered by this manual the following definitions shall apply:
- A. Rostered Staff – includes all ordained pastors and AIMs (Associates in Ministry)
 - 1. Lead Pastor
 - 2. Ministry Director for Parish Life
 - 3. Ministry Director for Discipleship
 - 4. Director for Congregational Care
 - B. Program Staff
 - 1. Ministry Director for Outreach
 - 2. Ministry Director for Communications
 - 3. Ministry Director for Music
 - 4. Ministry Director for Finance and Property
 - 5. Director of Children and Family Ministries
 - 6. Director of Youth and Student Ministries
 - 7. Director of Contemporary Music
 - 8. Director of Children’s Music
 - C. Support Staff
 - 1. Office Manager
 - 2. Webmaster
 - 3. Administrative Assistant for Ministry
 - 4. Sunday Morning Receptionist
 - 5. Evening Receptionists
 - 6. Sextons
 - 7. Nursery Child Care Coordinator
 - D. Preschool Playgroup Staff
 - 1. Director of Trinity Preschool Playgroup
 - 2. Trinity Preschool Playgroup Teachers
 - 3. Trinity Preschool Playgroup Assistant Teachers

II. **Employment Provisions and FLSA Coverage**

- A. Unless otherwise specified for benefit eligibility, full-time employment shall mean a work week of 35 or more hours scheduled for at least nine months per year.

PERSONNEL ADMINISTRATION

- B. Salaried positions include all rostered staff, all full-time program staff (excluding the part-time Director of Children's and Family Ministries and the Director of Children's Music) and the Office Manager. These positions are exempt from the minimum wage and overtime provision of the federal Fair Labor Standards Act (FLSA).
- C. All other positions are hourly or part-time salaried employees subject to the provisions of FLSA.
- D. Letters of call for rostered staff and letters of employment for program staff will take precedence over policy.

III. Hiring Procedures

- A. Rostered Staff
 - 1. Call Committee and Lead Pastor evaluation of applicants and interviews of potential candidates
 - 2. Call Committee recommendation to Council; vote by Council
 - 3. Council recommendation to congregation; vote by congregation
- B. Program Staff
 - 1. Initial screening of applications by staff supervisor
 - 2. Interview of potential candidates by staff supervisor and related committee/team representative(s)
 - 3. Hiring recommendation reported to Administration & Personnel Committee
 - 4. Administration & Personnel motion to Council; vote by Council
- C. Support Staff - Interview and selection by staff supervisor and, if applicable, related committee/team representative
- D. Trinity Preschool Playgroup –
 - 1. Director
 - a) Interview by Director of Children's and Family Ministries and representative(s) of Preschool Playgroup Board
 - b) Hiring recommendation reported to Education Ministry Team
 - c) Education Ministry motion to Council; vote by Council
 - 2. Teachers and Assistant Teachers – Interview and selection by Preschool Playgroup Director, representative(s) of Preschool Playgroup Board and Director of Children's and Family Ministries

PERSONNEL ADMINISTRATION

I. GENERAL

A staff member's initial ninety (90) days with the employer is considered a probationary period which enables a staff member to receive feedback from his or her supervisor, and to ask questions regarding job related duties or issues.

II. INSTRUCTIONS

- A. Staff members may be given interim performance reviews during that initial ninety day probationary period.
- B. At the end of ninety days following a staff member's date of hire, the probationary period is complete provided that the staff member has met or exceeded performance standards.
- C. If the staff member has not met or exceeded performance standards, the probationary period may be extended for an additional thirty (30) days, or the staff member's employment may be terminated for poor performance.
- D. The probationary period is not a contract for guaranteed employment, and satisfactory completion of the probationary period is not a guarantee of future employment.

PERSONNEL ADMINISTRATION

I. GENERAL

There are retirement plans in effect for the lay employees and rostered staff.

II. INFORMATION

A. Lay Employee Retirement Plan

1. Employees scheduled to work at least 35 hours per week for 6 or more consecutive months per year are eligible to participate in the pension plan offered by the church as of the 1st day of the month following 30 days of satisfactory employment.
2. The church shall contribute a percentage of the lay employees' compensation as follows:
 - a) 6% contribution of total compensation by the church (including bonuses);
 - b) a contribution matching the employee's contribution up to 1-½% of total compensation; and
 - c) a provision for a possible year-end discretionary contribution by the church. Such discretionary contributions shall be recommended periodically to the Finance Committee by the Administration and Personnel Committee, and approved by Congregation Council. The contributions are immediately vested.

B. Rostered Staff Retirement Plan

1. Rostered staff scheduled to work at least fifteen hours per week, six or more consecutive months per year, are eligible to participate in the ELCA-sponsored pension plan.
2. The church shall contribute a percentage of the rostered staff's compensation as specified in each pastor's terms of call.

C. The Ministry Director for Finance and Property shall serve as the Plan Administrator.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.15

Subject Personnel files

Effective Date 9/25/2013

Committee Administration and Personnel

PERSONNEL ADMINISTRATION

I. GENERAL

- A. Employee files are maintained on all individuals under the employ of Trinity Lutheran Church.
- B. Employee files are confidential and shall be kept in a secure location in the office of the Lead Pastor.
- C. Personnel files shall contain terms of employment, annual performance evaluations, and performance notes.

II. ACCESS TO PERSONNEL FILES

- A. Access to personnel files shall be limited to the Lead Pastor, Office Manager, and chair of the Administration and Personnel Committee.
- B. Employees may request permission to view their personnel file.
 - 1. Requests shall be made to the Lead Pastor or Office Manager.
 - 2. The employee may read the file in the presence of the Office Manager and/or the Lead Pastor.
 - 3. An employee may receive a copy of file documents from their personnel file.
 - 4. All files shall be immediately secured upon completion of the review.

PERSONNEL ADMINISTRATION

I. GENERAL

The church provides Insurance Benefits for its full-time rostered and lay employees.

II. ELIGIBILITY

- A. Rostered staff eligible to enroll for ELCA-sponsored coverage are the employee, the employee's spouse (unless the spouse qualifies for coverage under their own employer-provided health insurance plan) and unmarried children under 26 years of age who are the employee's children, including step-children, legally adopted children, children legally placed for adoption and children for whom the employee is legal guardian, so long as the employee's children are not eligible for coverage under another plan. Eligibility will be continued past the limiting age for an unmarried child who is unable to work to support himself/herself due to mental retardation, physical handicap, mental illness, or developmental disability and who is medically certified by a physician. Coverage will begin the 1st day of the month following date of hire.
- B. Lay employees eligible for coverage offered by the church are the employee, the employee's spouse (unless the spouse qualifies for coverage under their own employer-provided health insurance plan) and unmarried children under 26 years of age who are the employee's children, including step-children, legally adopted children, children legally placed for adoption and children for whom the employee is legal guardian, so long as the employee's children are not eligible for coverage under another plan. Eligibility will be continued past the limiting age for an unmarried child who is unable to work to support himself/herself due to mental retardation, physical handicap, mental illness, or developmental disability and who is medically certified by a physician. Coverage will begin the 1st day of the month following 30 days of satisfactory employment.
- C. For any existing employees as of 10/1/2015 whose spouse has access to medical coverage with his/her employer, the spouse may remain on the medical benefits plan provided by Trinity Lutheran Church.

PERSONNEL ADMINISTRATION

III. COVERAGE PROVIDED

- A. Medical, Dental, Vision and Life Insurance Benefits shall be provided for eligible rostered and lay employees as follows:
 - 1. Employees scheduled to work at least 35 hours per week for 6 or more consecutive months per year are eligible to participate in the ELCA Medical, Dental, Vision and Life Insurance plan.
 - 2. Lay employees will be required to contribute a percentage of the insurance benefit cost. Costs for benefit coverage will be reviewed periodically and employees will receive timely written notification of benefits and costs.
 - a) Single coverage – employee contributes 5% of cost
 - b) Two-Person coverage – employee contributes 10% of cost
 - c) Family coverage – employee contributes 15% of cost
 - 3. Rostered employees will not be required to contribute a percentage of the insurance benefit cost.
- B. Employees declining coverage must do so in writing.
- C. Any existing employees as of 10/1/2015 who declined coverage provided by Trinity due to being covered by another plan and who received reimbursement for out-of-pocket premium expenses under a previous provision of this policy, will be entitled to receive in calendar year 2016 one-half of the reimbursement amount received during 2015 (i.e. phase out reimbursement) after which there will be no reimbursement for out-of-pocket expenses.

PERSONNEL ADMINISTRATION

I. GENERAL

Employees who have successfully completed the 90 day probationary period are eligible to receive compensation during recovery from short-term illness or injury which requires absence from work. Compensation is based on accrued benefit earned.

II. INSTRUCTIONS

- A. Eligible employees will be granted one working day of sick leave for each month worked. Compensation shall be calculated from the average hours normally scheduled per week divided by five.
- B. Rostered staff and lay employees working at least nine consecutive months in each calendar year and more than 20 hours in each week shall be granted sick leave benefit.
- C. A maximum of 50 unused days may be carried over to the next year. Staff with more than 50 unused sick days at the time of the adoption of this provision shall be entitled to retain those days and use them as needed, but shall not accumulate additional unused days that exceed the carryover limit.
- D. The pastors' sick leave pay shall include salary, housing allowance, and expenses.
- E. Full salary shall be paid for each earned sick leave day used to the amount of unused leave carried over plus the number of days earned that year. Physician certification of illness may be requested for absence extending beyond a three day period.
- F. Following a period of continuous illness extending beyond four weeks, a determination shall be made concerning the need for application for disability. After consultation with the attending physician and the employee, the Lead Pastor and the chair of the Administration and Personnel Committee shall present a recommendation to the Administration and Personnel Committee for an employee's disability claim.
- G. Sick leave to care for a staff member's immediate family shall be limited to two days per month. The employee's accrued sick leave or vacation may be used for this absence. An exception to the two day maximum may be considered by the Lead Pastor and Administration and Personnel Committee under extenuating circumstances.
- H. Employees are entitled to up to six (6) calendar weeks unpaid parental leave at the birth or adoption of a child with equivalent job assured. Accumulated sick leave or vacation leave may be used.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>2.30</u>
Subject	<u>Sick Leave</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Administration & Personnel</u>

PERSONNEL ADMINISTRATION

- I. Upon request of the Lead Pastor or Administration and Personnel Committee Chair, a lay employee or rostered staff member on sick leave shall be required to furnish, upon return to work, a physician's certificate stating that the individual is physically able to resume normal duties or, if duties must be restricted, an indication of the extent to which the employee is able to resume duties.
- J. Upon termination of employment for whatever cause, compensation shall not be paid for unused sick leave.

PERSONNEL ADMINISTRATION

I. GENERAL

Employees enrolled in the ELCA Pension and Benefits Plan are covered under the ELCA Disability Benefits Plan as regulated by the ELCA Board of Pensions. The ELCA Disability Benefits Plan provides monthly income for an eligible employee who has become partially or totally disabled as identified by the Plan. Trinity Lutheran Church maintains a disability fund that provides monthly income for an eligible employee during the first two months of disability before ELCA Disability Benefits become payable.

II. INSTRUCTIONS

- A. Rostered staff serving under call are eligible for the program if scheduled to work at least 15 hours per week for six or more consecutive months per year.
- B. Lay employees are eligible if scheduled to work at more than 20 hours per week for six or more consecutive months per year, and have completed any required probationary period. Part-time staff not eligible for the ELCA benefits plan (Portico) shall have no coverage under Trinity's disability benefit.
- C. Disability benefits will not be payable if the employee becomes partially or totally disabled within the first 18 months after becoming a sponsored member of the Plan, and the disability is caused by a pre-existing condition which was diagnosed or treated in the six-month period prior to the date of membership in the program.
- D. Contribution rate for the Disability Benefits Plan is based on a percentage of the employee's compensation and does not include non-taxable reimbursements or housing equity payments. Salary compensation is calculated as stated in Policy 2.30 (Sick Leave).
- E. The Disability Benefits Plan provides monthly income for an employee pursuant to the following criteria:
 - 1. The application for partial or total disability benefits is within six months of becoming disabled.
 - 2. The employee is actively engaged in medical treatment designed by a qualified health care provider to restore or maintain health and functionality.
- F. During the first two months of certified disability, in the absence of an employee's available sick leave days, Trinity Lutheran Church shall pay two-thirds salary and contribute to the ELCA Pension and Other Benefits Program for the employee.

PERSONNEL ADMINISTRATION

- G. Following six weeks of employee's continuing absence due to illness, application for partial or total disability must be prepared by the disability program administrator and reviewed by the Lead Pastor and the Administration and Personnel Committee. Disability claims shall be reported to and approved by the Congregation Counsel prior to payment. Compensation for disability beyond earned sick time during the two month waiting period for the ELCA benefits coverage shall require certification of disability by the attending physician and approval by the Administration and Personnel Committee.
- H. Beginning with the third month of disability, the employee will receive a monthly income benefit based on two-thirds of the calculated monthly benefit compensation minus any Social Security or other government offsets from the ELCA Disability Benefits Plan. At no time shall an employee receive duplicate compensation from Trinity Lutheran Church for accrued sick time and the ELCA Disability Benefits Plan. Additional benefits include:
1. Continuation of contributions to the Retirement Plan.
 2. Continuation of health and survivor benefits coverage.
- I. After 12 continuous months of total disability, the employee is considered totally disabled only if material duties of any occupation are unable to be performed
1. That could be undertaken based on the employees education, training or experience, and
 2. That which could reasonably be expected to earn at least 70% of the benefit compensation on which the monthly disability benefit is based.
- J. Coverage remains in effect as long as the employee is considered partially or totally disabled (as defined by the Plan), up to full benefit retirement age as defined by the Social Security Administration.
- K. If the employee is no longer totally disabled, a transitional period including vocational counseling services may be available to the employee with continuation of coverage under the program.
- L. Partial disability benefit may be available for qualifying neurological disease. Written verification to the Board of Pensions of the employee's reduced capacity for full-time work must be provided by a qualified health care provider.
- M. Upon request of the lead pastor or Administration and Personnel Committee chairperson, a lay employee or rostered staff member on disability leave shall be required to furnish upon return to work, a physician's certificate stating that the individual is physically able to resume normal duties or, if duties must be restricted, an indication of the extent to which the employee is able to resume duties.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.35

Subject Compassionate Leave

Effective Date 9/25/2013

Committee Administration and Personnel

PERSONNEL ADMINISTRATION

I. GENERAL

There are occasions when lay employees and ordained staff need time off from work due to terminal life conditions or funerals of close family members or persons with whom staff members have a significant personal relationship. In such circumstances, the Congregation Council seeks to provide a limited amount of time off as compassionate leave.

II. INSTRUCTIONS

- A. All arrangements for compassionate leave shall be approved by the Lead Pastor, or in the absence of the Lead Pastor, the president or chairperson of the Administration and Personnel Committee.
- B. Employees may be provided up to three days compensated leave in the event of the terminal condition and/or funeral of a family member or significant person.
- C. In exceptional circumstances, the time in "B" above may be extended with the approval of the Lead Pastor and the chairperson of the Administration and Personnel Committee. Such exceptional leave shall be reported to the next meeting of the Administration and Personnel Committee.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject
Effective Date
Committee

2.40
Pay Day
02/09/2015
Administration & Personnel

PERSONNEL ADMINISTRATION

I. GENERAL

Church Staff is paid on a regular basis.

II. INSTRUCTIONS

- A. All employees are paid bi-weekly.
- B. Payday shall be on Wednesday, except when a holiday, then payday shall be the previous day.

PERSONNEL ADMINISTRATION

I. GENERAL

Trinity Church grants regular pay for scheduled holidays each year for staff members.

II. INSTRUCTIONS

- A. Holidays for rostered staff, the Ministry Director for Music and the Director of Contemporary Music are as follows:

New Year's Day
Martin Luther King Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day (If no service is scheduled)
Friday after Thanksgiving Day
Two days to be taken during the week following Christmas
Two days to be taken during the week following Easter

- B. The holidays for the remaining full-time employees are:

New Year's Day
Martin Luther King Day
Presidents' Day
Good Friday
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Friday after Thanksgiving Day
Christmas Eve (1/2 day)
Christmas Day
One floating holiday - to be taken by the employee in consultation with supervisor.

Normally the church office is closed on these regular holidays.

PERSONNEL ADMINISTRATION

- C. When a holiday falls on Saturday, it will be observed the previous Friday. When a holiday falls on Sunday, it will be observed the following Monday, except for Christmas Eve which will be observed the previous Friday.
- D. In the event services are scheduled on any of the above holidays, Ministry Director for Finance and Property shall arrange the sexton schedule to provide coverage during the service, and sextons required to work a holiday shall receive a compensatory day off within the same pay period.

PERSONNEL ADMINISTRATION

I. GENERAL

The church grants vacation with pay to all employees scheduled to work more than 20 hours per week. Since vacations are granted as periods of rest and relaxation, payment in lieu of vacation time is not permitted, except at time of resignation. Vacation time should be used in the 12 month period in which it was earned. The year's allocated leave may be anticipated except as noted in II.B.

II. INSTRUCTIONS

- A. Vacation for the rostered and program staff shall be according to their call or employment agreement. The vacation schedule shall be subject to the approval of the Lead Pastor.

For service credit of less than 1 year, vacation time shall be earned on a schedule proportionate to their leave allowance.

- B. All other employees eligible for vacation with pay shall earn vacation time in accordance with the following schedule:

<u>Years Worked</u>		
<u>0-5</u>	<u>6-10</u>	<u>11 and over</u>
10 days	15 days	20 days

Vacation days are earned only for full monthly increments. There is no credit allocated for a partial month's service. (e.g. A new employee starting on February 20 does not begin to accumulate vacation time until March 1 and could therefore not schedule the first day's vacation until after April 1.) Pay for vacation days shall be at the average hours normally scheduled per week divided by five.

- C. An employee may carry over a maximum of two weeks of his/her annual vacation allotment. For the pastors this may include one Sunday.
- D. Employees are encouraged to avoid vacations during the month of September, the Advent Season and the month preceding Easter.
- E. Vacations should be scheduled so that no more than fifty percent of either the office support staff or the sexton staff, respectively, shall be on vacation at one time. Vacation time shall be scheduled by the staff member to whom the employee reports.
- F. The Office Manager shall serve as leave clerk for all staff.

PERSONNEL ADMINISTRATION

I. GENERAL

- A. Working hours have been established for all compensated church staff positions.
- B. A weekly meeting of the program and office support staff shall normally be held each Tuesday.
- C. The workweek is defined as starting at 12:01 a.m. Saturday and ending at 12:00 midnight Friday.
- D. Normal office hours are 9:00 a.m. to 4:00 p.m.

II. APPOINTED PROGRAM STAFF INSTRUCTIONS

- A. All full time program staff shall be considered salaried employees serving a minimum of 40 hours per week.
- B. The Director of Music shall be full time and shall normally begin not later than 9:00 a.m. for purposes of scheduled meetings. The work schedule may be adjusted to reflect rehearsals and special services and shall include two days off each week which shall be approved by the supervisor.
- C. The Director of Youth Ministry shall be full time and shall work on a flexible schedule to ensure opportunity for direct contact with the youth. This shall be approved by the supervisor.
- D. The Director of Music for Contemporary Worship shall work hours as needed.
- E. Appointed program staff shall attend all congregation meetings.

III. SUPPORT STAFF INSTRUCTIONS

- A. The regular work schedules for office support staff shall be approved by the Office Manager to coincide with church office hours.
- B. The Facilities Supervisor shall be full time and work a flexible schedule to insure all building and property needs are met.
- C. Sextons shall work a 40 hour week on a rotating schedule developed by the Facilities Supervisor to provide seven-day-a-week coverage.
- D. The Evening Receptionist(s) shall work Sunday through Thursday evenings. The hours will vary as required but shall not exceed 22.5 hours a week. These hours will be approved by the Facilities Supervisor.

PERSONNEL ADMINISTRATION

- E. The Sunday Morning Receptionist shall work 6:30 a.m. - 2:00 p.m.
- F. The Director of Children's Choirs shall work hours as needed.
- G. The working hours for the Preschool Playgroup Staff are contained in their employment agreements.
- H. The Nursery Child Care Coordinator shall work hours as needed.
- I. Payment or compensatory time for non-exempt staff shall be granted by the supervisor for all approved overtime work. Compensatory time must be taken within the same work week. An estimate of the amount of overtime shall be agreed upon in advance. Overtime shall be compensated in accordance with the federal Fair Labor Standards Act.

IV. ROSTERED STAFF INSTRUCTIONS

- A. Pastors shall provide 24 - hour pastoral care, taking into consideration days off and vacation time; arranging, in consultation with the Lead Pastor, any necessary substitutes.
- B. Pastors shall balance daily schedules to avoid overload.
- C. Pastors shall attend all Congregation Council meetings.
- D. Associate pastors shall attend committee meetings as assigned by the Lead Pastor. When schedule conflicts occur, determine the most appropriate way to fulfill responsibilities in consultation with the committee chair.
- E. In addition to the holidays specified in Policy Page 2.50 (Holidays), each pastor shall average five days off within each three week rotation.
- F. One pastor shall be on call each weekend. One pastor shall be available as back-up. The schedule shall be approved by the Lead Pastor.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject
Effective Date
Committee

2.80
Housing for Ordained Staff
02/09/2015
Administration & Personnel

PERSONNEL ADMINISTRATION

I. GENERAL

This operating instruction describes the manner in which housing support may be provided for the pastors.

II. INSTRUCTIONS

A church owned parsonage is no longer provided for any pastor but ordained staff may designate a part of their base salary as a housing allowance in accordance with IRS guidelines. This housing allowance must be approved by Congregation Council prior to the beginning of the calendar year to which the housing allowance is applicable.

TRINITY LUTHERAL CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.90
Subject Continuing Professional Education
Effective Date 09/08/2014
Committee Administration and Personnel

PERSONNEL ADMINISTRATION

I. GENERAL

- A. Continuing Professional Education is defined as a continuous process of exposure on the part of an individual or group to growth (mentally/emotionally/ spiritually) that would not be encountered in the normal course of a work description. The process requires an investment of substantial energy and time and is the result of specific professional interests or work situation needs. Continuing Professional Education is a mutual commitment among the Synod, congregation and the program staff. Such education shall benefit Trinity Lutheran Church either directly or indirectly through the increased training and effectiveness of the program staff.
- B. Continuing Professional Education may include but is not limited to graduate level courses, seminars, community, synodical or other programs, workshops, etc.
- C. Continuing Professional Education is to be distinguished from other professional conferences and church meetings that members of the program staff are expected to attend such as:
1. Staff retreats;
 2. Synodical and church-wide agency committees, boards of directors and task forces;
 3. Local ecumenical groups;
 4. Evangelical Lutheran Church in America conference, synodical and national conventions when the staff person serves in an official and representative role;
 5. Those events necessary for implementing specific parish programs in the life of Trinity congregation.

Staff participation in these events is recognized as part of the staff member's responsibilities and should be done on official working time with all expenses subsidized from sources other than continuing education funds or the individual's personal finances.

II. GUIDELINES

- A. Each program staff member shall submit annually as complete a proposal as possible to their supervisor identifying plans for both continuing education events and other professional conferences and meetings. The annual proposal may be amended as other events are announced. Included in the proposal will be a breakdown for each

TRINITY LUTHERAL CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.90
Subject Continuing Professional Education
Effective Date 09/08/2014
Committee Administration and Personnel

PERSONNEL ADMINISTRATION

event of the time duration and expenses (actual or estimated) including tuition, lodging and meals, travel, etc.

The proposal will also contain a brief outline of each event and anticipated goals of attendance. Proposals shall include known continuing education events and reapplication for events (e.g. graduate programs) of an ongoing nature.

- B. Annual proposals shall be submitted at the time of the staff evaluations. Proposals for special events and events publicized after proposals have been submitted shall be submitted to the Administration and Personnel Committee prior to the event.
- C. Proposals receiving the approval of the staff supervisor will then be reviewed by the Lead Pastor who shall have the responsibility and authority to distribute the available funding provided in the annual budget among the various approved requests.
- D. The Administration and Personnel Committee, with input provided by the Lead Pastor, shall review annually the amount of funds budgeted for continuing education and submit an annual budget request.
- E. In the case of third party funding source (ELCA, college, foundation, etc.) both congregation and staff members will benefit equally.
- F. In instances where the Continuing Professional Education event is of lengthy duration, the individual making application shall submit documentation of how such long-term education relates to his/her job description and/or the needs or goals of Trinity Lutheran Church, and show comparison to alternative programs. Event durations that extend beyond the terms specified in the letter of call or letter of appointment shall be decided by the administration and personnel committee on a case by case by case basis.
- G. Termination of individual's employment, either voluntarily or at the will of Trinity Lutheran Church, shall immediately cause termination of Continuing Professional Education funding.
- H. Trinity Lutheran Church agrees to provide continuing education time as specified in the letter of call or letter appointment. If continuing education events include Sundays or other days when the staff member would normally work, a means for assuring coverage of duties assigned for those days shall be worked out in advance. The time allotted for continuing education need not be used in one block.
- I. After each event, as described above, the participant(s) shall submit a report on goals attained or growth experienced to their supervisor.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.95

Subject Sabbatical Leave

Effective Date 9/25/2013

Committee Administration and Personnel

PERSONNEL ADMINISTRATION

I. RATIONALE AND PURPOSE

The Lower Susquehanna Synod has encouraged congregations to develop policies to implement a sabbatical leave program for an extended study and renewal period.

Synod Guidelines for Sabbatical Leave state in part:

“A sabbatical offers opportunity to get off the tread mill and provides an opportunity for renewal of vision and hope. It is more than just a chance to recharge your batteries for another year. It can be a life and soul-changing time, a time when perspective and the Holy Spirit can come together.” (Alban Institute)

Congregations are encouraged to grant a sabbatical leave to every pastor and rostered lay staff member after seven years of service in that parish. This leave is granted to provide an opportunity for the pastor or staff member to take an extended period of time for personal enrichment, study, spiritual growth, travel, skill development, research, and experimentation, all for the purpose of enrichment for continued service in the church.

An unstated outgrowth of sabbatical leaves has been an increased commitment by the pastor or staff member to continue with the congregation's call for a significant period of time.

II. GUIDELINES

All pastors and rostered lay staff shall be eligible for sabbatical leave subject to these guidelines:

- A. Up to three months of leave with full pay are available following each seven-year period of continuous service within the congregation. This leave is in addition to regular vacation time. Car allowance is not paid during the leave.
- B. Following consultation with the person's supervisor and lead pastor, application for the leave shall be made to the Administration and Personnel Committee, through the Mutual Ministry Committee, at least six months prior to the proposed beginning date of the leave and that application shall include:
 1. A detailed plan for and description of the proposed sabbatical program, including the proposed schedule.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 2.95

Subject Sabbatical Leave

Effective Date 9/25/2013

Committee Administration and Personnel

PERSONNEL ADMINISTRATION

II. GUIDELINES (continued)

2. A statement of the expected positive gains for the person's ministry responsibilities.
3. A commitment by the person to return to service for at least one year following the end of the leave.

Final approval for the sabbatical leave rests with the Congregation Council upon recommendation by the Administration and Personnel Committee and the lead pastor.

- C. Upon returning from leave, a written report on the experience shall be given to the Congregation Council through the Administration and Personnel Committee and shall include:
 1. An evaluation of the program
 2. Expectations met and critique of shortcomings
 3. Plans for applying learnings to the person's ministry
 4. Tentative plans for follow-up
- D. Financial support may be given consistent with the continuing education budget.

USE OF FACILITIES

I. GENERAL

- A. The church offers its facilities for use, relevant to our mission statement, by not-for-profit groups and organizations.
- B. It is the duty of the Ministry Director for Finance and Property with guidance if necessary from the Church Property Committee and/or the Lead Pastor, to approve or deny requests for use of the facilities in accordance with established policies and guidelines.

II. INSTRUCTIONS

- A. The Ministry Director for Finance and Property shall process all applications for use of the facilities. Requests for more involved usage shall be cleared through the Property Committee and/or the Lead Pastor and/or the Congregation Council President.
- B. Charges for use of the facilities are described on Policy Page 3.10.1 (Contribution Chart - Outside Organizations). Fees for weddings, baptisms, funerals, and other specific pastoral acts are covered on separate pages listed under their respective headings.
- C. An "Application For Use of the Church Facilities" (Policy Manual A-1) shall be prepared for each request. Additionally, each applicant shall be given a copy of "Attachment A" which includes information from Policy Pages 3.10.1 and 3.10.5.
- D. Payment to the church for the contribution agreed upon at time of application shall be made on the day of each event. For regularly scheduled meetings, monthly payment will be satisfactory.
- E. Outside groups may not have fund raisers, sales, require admission fees, donations, tuitions, etc. without specific permission from the Congregation Council. Groups may be required to provide a certificate of liability insurance.
- F. An additional fee will be charged if meetings extend beyond 10:00 p.m. or when use is scheduled outside regular hours. This requires prior arrangement.
- G. Groups or organizations that have no source of funds with which to pay the usage fee may, with approval by the Ministry Director for Finance and Property and/or the Lead Pastor, have it reduced or waived.

USE OF FACILITIES

I. USE OF FACILITIES CONTRIBUTION CHART

Room	Time Used	Member	Non-Member	Other Information
Chapel	Up to 4 Hours	\$75	\$200	See Policy Page 6.10 for weddings
	Over 4 Hours	\$125 **	\$275	
Nave and Gathering Space	Up to 4 Hours	\$150	\$400	See Policy Page 6.10 for weddings
	Over 4 Hours	\$250 **	\$550	
Fellowship Hall up to 75 people	Up to 4 Hours	\$50	\$300	Includes limited kitchen use to prepare coffee and refreshments
	Over 4 Hours	\$75 **	\$400	
Fellowship Hall over 75 people	Up to 4 Hours	\$100	\$400	Includes limited kitchen use to prepare coffee and refreshments
	Over 4 Hours	\$150 **	\$500	
Full Kitchen Use up to 75 people	Additional Fee	\$25 **	\$75	Use of stoves and ovens
Full Kitchen Use over 75 people	Additional Fee	\$50 **	\$150	Use of stoves and ovens
Limited Kitchen Use with Classroom	Additional Fee	\$10	\$25	Prepare coffee and refreshments
Classrooms	Per Hour	\$10	\$20	
	Day	\$40	\$80	
Library and Kitchenette	Per Hour	\$15	\$30	
	Day	\$60	\$120	
Nursery with other room use	Additional Fee	\$10	\$20	

USE OF FACILITIES

II. USE OF EQUIPMENT CONTRIBUTION CHART

Public Address System - \$10.00

VCR/DVD and TV - \$25.00

Fees for additional equipment will be established at the time the application is made.

III. CLARIFICATIONS AND CAVEATS

- A. Failure to maintain rooms in an orderly and clean condition will result in an additional charge based on damage and/or labor costs necessary to return rooms to proper condition.
- B. Use of kitchen is defined as preparation of food in the kitchen by either volunteers or professional caterers and includes use of equipment, dishes and silverware. Users are responsible for clean-up and removal of their own equipment on the same day as the function. Exceptions are to be approved by the Office Manager or Ministry Director for Finance and Property. Sexton's responsibilities are limited to table and chair set-ups, trash-removal and floor sweeping.
- C. The church facilities may not be used for any commercial purposes. D. Members are not charged facilities fees for the Chapel or Nave for baptisms, weddings, or funerals; or for Fellowship Hall and the Kitchen for funeral meals.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject

3.10.5
Use of Rooms, Facilities and
Equipment

Effective Date
Committee

04/13/2015
Church Property

USE OF FACILITIES

GUIDE FOR USE OF ROOMS, FACILITIES AND EQUIPMENT BY NON-PROFIT GROUPS OR ORGANIZATIONS

1. A minimum charge is made for the use of church facilities (See "Contribution Chart" 3.10.1). The charge is nominal and represents a contribution to partially pay operating expenses (light, heat, water, use of furniture and equipment and the increased custodial activity resulting from additional use of the facilities). Contributions for the use of rooms, facilities or equipment are due and payable at the time of the event. Other arrangements may be made for regularly scheduled meetings. Groups or organizations that have no source of funds with which to pay the usage fee may, with approval by the Ministry Director for Finance and Property and/or the Lead Pastor, have it reduced by no more than 50% of the specified contribution without prior approval of Congregation Council. Donations above and beyond actual charges are welcomed and will be directed to the operation of the church.
2. An additional fee will be charged if meetings extend beyond 10:00 p.m. or when use is scheduled outside regular hours. This requires prior arrangement.
3. Requests for special furniture arrangements and/or to reserve use of special equipment should be directed to the church office at least one week prior to date required.
4. The receptionist is on duty in the Gathering Space Sunday thru Thursday at the hours posted. This staff person accepts telephone calls (737-8635), relays urgent messages to persons attending meetings on the premises and is available to assist with meeting arrangements. In the event a scheduled meeting is canceled, we request the church be so notified. This provides the opportunity to adjust scheduling and to notify members of the cancellation as they arrive for the meeting.
5. The Nave, Chapel, Library and Kitchen are subject to special regulations not covered on this page. Please refer to policy pages governing use of those areas.
6. Individuals and/or groups using the facilities and equipment take full responsibility for damage or breakage during use. All rooms should be left in an orderly fashion, with tables returned to original arrangement with tables and chairs back in place. No church property is to be removed from the premises.
7. Fund raising held and/or advertised on church premises shall be subject to approval by the Congregation Council.
8. In the event the fire alarm sounds, the building shall be evacuated.
9. Smoking is prohibited inside the building and within 25 ft of all exterior doors.
10. Alcoholic beverages are prohibited on the premises.

USE OF FACILITIES

I. GENERAL

- A. The term “audio-visual” (or A/V) basically refers to the electronic amplification and reproduction of sight and sound. Trinity maintains audio-visual equipment (hardware) and programs and materials (software) to serve the congregation in many ways, including:
 - 1. Audio amplification and video broadcast of live events.
 - 2. Audio and video recording.
 - 3. Playback of previously recorded material.
- B. The Church Property Committee is responsible for overseeing the use and maintenance of A/V equipment and material.
 - 1. The committee will appoint qualified personnel to control operation and maintenance.
 - 2. There is an acknowledged overlapping of responsibilities with the Parish Ministry committee for the Tape Ministry Program.
- C. This operating instruction sets forth some guidelines and procedures to efficiently manage and use A/V equipment and materials.

II. INSTRUCTIONS

- A. Usage - Requests to use A/V equipment and program materials should be submitted to the church office at least 1 week in advance.
 - 1. Blank forms are available in the church office. Information required is the date, time, location, equipment and/or programs desired, organization name or event, and the requestor’s name and phone number.
 - 2. Generally, requests will be filled on a first come, first serve basis. It is the responsibility of the requesters to resolve conflicts.
 - 3. Since some of the equipment requires some technical knowledge to set up and operate, assistance will be provided as necessary.
 - 4. Any malfunctions or problems should be reported immediately to the Property Manager.
 - 5. Nominal fees for non-member’s on-site use may be established in accordance with the guidelines set forth under facilities usage.

USE OF FACILITIES

II. Instructions (continued)

6. Generally, only Trinity members may take equipment and materials off-site with approval of the Property Manager.
 7. Use of the main P/A systems in the church complex requires specific authorization from the program staff, or Property Manager.
 8. Rental costs of equipment and programs are the responsibility of the user.
- B. The user will be responsible for costs relating to the repair or replacement of damaged equipment and/or program materials.
- C. Acquisitions and Maintenance Costs
1. Major equipment and programs will be purchased through budgetary procedures established for special one-time expenditures.
 2. Major repairs will be charged to Property Maintenance and Repair with the approval of the Property Manager.
 3. The Church Property Committee budget will cover the cost of supplies, tools, minor equipment, and minor repairs.
- D. A catalog of programs and equipment available will be published and updated as necessary.
- E. Considerations when audio and/or video recording is requested.
1. Responsibility for the cost of tapes should be resolved before taping takes place.
 2. Arrange for qualified operators in advance.

III. RELATIONSHIPS

- A. Cost and maintenance of A/V equipment and programs purchased by other committees or organizations of Trinity is their responsibility, unless control of usage is specifically turned over to the . They then become subject to this Operating Instruction.
- B. It is strongly recommended that the A/V department or Property Manager be consulted when other committees are considering renting or purchasing A/V equipment and/or programs.

USE OF FACILITIES

The purposes of Trinity Church's chapel facilities are:

1. To provide a devotional setting for private prayer and meditation daily during the hours the building is normally open.
2. To provide a worshipful setting for small services of baptisms, weddings, funerals, and communions as well as other special worship services.
3. To provide the possibilities of supplementing devotional and worship experiences available in the chancel and nave.
4. To provide for small group gatherings as needed.

CHURCH ORGANIZATION

GUIDE FOR USE OF CHURCH FACILITIES BY SCOUTS

1. When scheduling any Scout meetings at Trinity, please check with the church office or Property Manager at 737-8635 to arrange calendar dates. Office hours are 9:00 a.m. to 4:00 p.m. Monday through Friday. Also let the office know if any meeting has been canceled.
2. If a major function falls outside regular hours, such as on a Friday evening, a Saturday afternoon or evening or a Sunday afternoon when no staff person is on duty, arrangements must be made one month in advance to allow scheduling of the sexton and subsequent compensation.
3. If you plan to use the facilities after the church closes at 4:00 p.m. and before it reopens at 6:00 p.m., Sunday through Thursday, you'll need to make arrangements, otherwise exterior and interior doors will be locked.
4. Requests for special furniture arrangements and/or to reserve use of special equipment (PA system, etc.) should be directed to the church office or Property Manager at least one week prior to date required.
5. Use of the kitchen may require prior instruction on use of equipment, such as the dishwasher, etc. A listing of rules and regulations for using the kitchen is posted on the kitchen wall and also on the refrigerator.
6. All rooms should be left in an orderly fashion, with tables returned to original arrangement and chairs back in place.
7. Individuals and/or groups using the facilities and equipment take full responsibility for damage or breakage during such use. If any damage to church property should occur, it needs to be reported to a church staff person as soon as possible. The matter would then be handled in accordance with church policy as stated in the Policy Manual.
8. Fund raising held and/or advertised on church premises shall be subject to approval by the Congregation Council.
9. Nothing is to be attached to walls, doors, ceilings, etc. without approval.
10. No church property is to be removed from the premises.
11. Keys to some interior and exterior doors are assigned to leaders of each group. At the conclusion of your term, please return keys to the Church office or your Scout Representative.
12. Any problems or questions should be directed to your Scout Coordinator, Institutional Representative or Pack/Troop Chair.
13. In the event the fire alarm sounds, the building should be evacuated.

Please remember that after all events, lights should be turned off, interior doors closed and locked. Double check all exterior doors to make sure they are securely closed and locked.

USE OF FACILITIES

- I. The purposes of Trinity Church's nave facilities are:
 - A. To provide a worship setting for regularly scheduled Services, baptisms, weddings, funerals and other special worship services as well as concerts, recitals, dramatic presentations and special events that are consistent with the mission of Trinity Church.
 - B. To provide a setting for private devotions.
 - C. To provide rehearsal space as required in preparation for those activities scheduled for the Nave.
- II. The policies to implement these purposes are:
 - A. All use of the Nave should be scheduled through the Ministry Director for Finance and Property in coordination with the program and pastoral staff.
 - B. Regular rehearsals of vocalists, choirs, lectors, speakers, instrumentalists, and drama, as well as teaching sessions by the Ministry Director for Music, will be permitted in the Nave.
 - C. Occasional use by groups not related to Trinity may be permitted when approved by program staff. No regularly scheduled use of the Nave by outside groups will be made available.
 - D. Fees for use of the Nave by outside groups will be determined by the Ministry Director for Finance and Property and/or the Program/Pastoral Staff and will be based on the specific use requested and current guidelines and fees as listed on policy pages 3.10.1 and 3.10.5.
 - E. A fee will be charged to musicians outside church membership to use our facilities for recitals. Said musicians are allowed four rehearsals in the Nave. The fee for these rehearsals is included in the recital fee.
 - F. The church will not charge for use of the Nave, either for periods of instruction or practice, by organ pupils of the Ministry Director for Music. (policy page 3.40 II.C)
 - G. The Nave is not available for open-casket viewings.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject

3.10.12
CPR/AED and First Aid Training and
Use of Equipment

Effective Date
Team

9/14/2015
Parish Ministry

USE OF FACILITIES

I. GENERAL

- A. The Parish Ministry Team offers the opportunity for education toward certification in cardiopulmonary resuscitation (CPR), and the use of the Automatic External Defibrillator (AED) and certification in First Aid, per its responsibility to promote the general welfare of the congregation.
- B. This operating instruction sets the following guidelines for management of the CPR/AED or First Aid programs including certified CPR/AED and First Aid instructors, training and use of equipment.

II. CPR/AED AND FIRST AID INSTRUCTORS

- A. Shall be a certified instructor appointed by, a member of, or consultant to Parish Ministry.
- B. Shall maintain sponsorship with American Red Cross, American Heart or other qualified healthcare providers who shall be updated on changes and get instructional material.
- C. Shall be responsible for scheduling classes held at Trinity in coordination with Trinity's procedures and cleared with the Ministry Director for Finance and Property.
- D. Shall be responsible for leading CPR/AED or First Aid Courses sponsored by Parish Ministry.
- E. Shall be responsible for regular checks of the AED to be designated by Parish Ministry Facilitator.
- F. Shall be responsible for securing books and supplies as needed.

III. TRAINING

- A. CPR/AED training may be offered to any organization within our congregation as well as "outside" not-for-profit groups.
- B. A fee shall be set by Parish Ministry and be charged for classes by participants to cover the cost of books, supplies and maintenance of any equipment. A fee for the use of facilities will be charged to outside "not-for profit" groups per policy page 3.10.1, Contribution Chart – Outside Groups.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number
Subject

3.10.12
CPR/AED and First Aid Training and
Use of Equipment

Effective Date
Team

9/14/2015
Parish Ministry

USE OF FACILITIES

IV. EQUIPMENT

- A. Use of equipment may only be used by a certified CPR/AED or First Aid Instructor as authorized by the Parish Ministry Facilitator.
- B. The Ministry Director for Finance and Property or a Parish Ministry Team member shall inspect the AED and be responsible for replacement of supplies. The AED shall be maintained in accordance with the manufacturer's recommendations.

USE OF FACILITIES

I. GENERAL

- A. Trinity's IT resources support Trinity's mission and any use that is detrimental to that mission or that reflects negatively on Trinity will not be tolerated.
- B. Any personal use of resources must not interfere with work and must comply with all Trinity Evangelical Lutheran Church policies.
- C. Users are expected to demonstrate good judgment and professionalism in their use of computer hardware, software and telecommunications resources (the "resources").

II. GUIDELINES

The following list demonstrates some of the types of activities that are prohibited. The list is not intended to be exhaustive. Users shall not do or use the resources to do any of the following:

- A. Input, create, upload, store, send, download, print, copy, post, display, play, forward, subscribe to, transmit, broadcast, reproduce, distribute, and/or access any items that contain:
 - 1. fraudulent, harassing, discriminatory, embarrassing, defamatory, pornographic, indecent, profane, obscene, intimidating, hateful, derogatory, sexual or otherwise offensive or inappropriate language, pictures, sounds or materials;
 - 2. information the user knows or reasonably should know is false or inaccurate;
 - 3. chain letters, junk mail, commercial or personal solicitations to buy or sell goods or services using junk mail or ad hoc mail groups, advertisements, or promotions, that are not in furtherance of Trinity's business;
 - 4. commercial software or any copyrighted materials, proprietary financial information, pirated software or data or similar materials without appropriate authorization;
- B. Attempt to disable, defeat or circumvent any security facilities, including without limitation, anti-virus programs or protections, firewalls, proxies, Internet address screening programs and other security systems.
- C. Intentionally introduce and/or execute a computer virus or similar type malicious message, or destructive program, or otherwise use resources to deliberately propagate any virus, worm, or other malicious program code.
- D. Misappropriate or forward to locations outside the church any information (whether electronic, written, or verbal) not intended for public distribution.
- E. Use Trinity's name or logo on the Internet in an inappropriate manner.

USE OF FACILITIES

- F. Use, examine, access or change another person's User I.D., password, computer, file, e-mail, or voice-mail without authorization or for any improper purpose.
- G. Knowingly establish or allow suppliers, vendors, contractors, or other unauthorized individuals local or remote access to Trinity resources without express written consent.
- H. Forward email to any other person or entity if the sender has explicitly specified not to.
- I. Send mass mailings without proper authorization.
- J. Alter or copy a file belonging to another user without first obtaining permission from the owner of the file. The ability to read, alter or copy a file belonging to another user does not imply permission to do so.
- K. Use resources to set up, operate or conduct personal or other unauthorized businesses.

USE OF FACILITIES

I. GENERAL

- A. Trinity's IT resources support Trinity's mission and any use that is detrimental to that mission or that reflects negatively on Trinity will not be tolerated.
- B. The purpose of this policy is to ensure the proper use of computers and the Internet by volunteers. Volunteers using church computers must adhere to these guidelines. Appropriate behavior must be observed when using all media and information sources.

II. GUIDELINES

- A. Use of computer hardware, software and network is a privilege, which will be revoked if abused. Volunteers are personally responsible for their actions in using and accessing the church's computer resources.
- B. Failure to abide by these guidelines will result in any or all of the following: loss of computer use; loss of network privileges; disciplinary action/referral; restitution; and legal action.
- C. Appropriate Computer Use:
 - 1. Follow proper start-up and shut-down procedures on all church computers
 - 2. Be polite and respectful: Profane, abusive or impolite language or messages will not be tolerated.
 - 3. Use computers for their intended purposes only.
 - 4. Follow written and verbal rules set forth by church staff.
 - 5. Observe the proper handling of computer hardware, software, manuals and furniture.
 - 6. Refrain from having food, drinks, or gum around any computer.
 - 7. Leave computers unchanged. Do not change or rearrange the desktops, screen savers, program configurations or security settings.
 - 8. Installing any commercial, shareware, or freeware software onto church computers is prohibited.
- D. Internet access
 - 1. Appropriate network etiquette must be observed.
 - 2. Personal or church information such as phone numbers, addresses, credit card numbers, e-mail addresses, etc. must not be given out.
 - 3. Downloading and viewing inappropriate materials from the Internet is forbidden.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 3.10.14
Subject: Volunteer Computer Use
Effective Date 09/08/2014
Team IT/AV

USE OF FACILITIES

4. If a volunteer should accidentally open an inappropriate site, which violates this contract, he/she must leave the site immediately and notify Church staff.
- E. Church Server Guidelines
1. Network administrators may review volunteer communication to maintain system integrity.
 2. Copying other people's work or intruding into other people's files is not permitted.
 3. Volunteers are not allowed to reveal passwords to other people.
 4. Trinity photos and/or video may only be used for church assignments.

USE OF FACILITIES

- I. If an emergency occurs during hours when the church office is open and the Ministry Director for Finance and Property is in the church building, that staff person will be responsible for directing actions to safeguard persons in the building at that time. If the Ministry Director for Finance and Property is not in the church building when an emergency occurs, then the Lead Pastor or appropriate designee will be responsible for directing actions to safeguard persons in the building at that time.
- II. If an emergency occurs during hours when the church office is not open, the staff person(s) on duty and responsible for the building will monitor broadcast alerts and be responsible for directing actions to safeguard persons in the building at that time. After appropriate emergency actions are taken, the Ministry Director for Finance and Property shall be notified immediately on his/her cell phone.
- III. Appropriate emergency actions would include:
 - a. Tornado warning – Move all persons to the basement until the warning expires.
 - b. Severe weather warning – Monitor broadcast alerts and move all persons to the basement if necessary.
 - c. Fire – Call 911 emergency services and immediately evacuate all persons from the building with instructions to assemble in the area near the flag poles.
 - d. Intruder – Call 911 emergency services and insofar as possible move all persons to a safe location either inside or outside the building as circumstances warrant.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 3.40

Subject Church Organs and

Musical Instruments

Effective Date 10/11/98

Administrative change 11/12/13

Committee Arts

USE OF FACILITIES

I. GENERAL

- A. The Church owns one organ.
- B. The church owns a number of musical instruments including seven pianos, a set of three tympani drums, a bass violin, a set of five octaves of handbells, a set of three octaves of chimes and two electronic keyboards.
- C. The church maintains an extensive library of choral, voice and instrumental music.
- D. In order to maintain all musical instruments this Operating Instruction defines the policy for their use.

I. INSTRUCTIONS

- A. The use of all church-owned instruments shall be under the supervision of the Director of Music and the Committee on the Arts.
- B. All persons using the organs and other church-owned musical instruments must be approved by the Director of Music Ministries who shall supervise the care and use of the instruments. The Director of Music Ministries shall use discretion with respect to practice on the chapel organ, since the chapel is available for private meditation.
- C. The Director of Music Ministries will be permitted to give instructions on the nave organ and charge such fees as deemed appropriate for this service.
- D. The church will not charge for the use of the nave organ, either for periods of instruction or practice by organ pupils of the Director of Music Ministries
- E. Permission for removal of musical instruments shall be approved by the chair of the Committee on the Arts and the Director of Music Ministries.
- F. Music is not available for loan.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 3.50

Subject Advertising/Written Announcements

in the Church

Effective Date 6/17/95

Committee Administration and Personnel

USE OF FACILITIES

I. GENERAL

- A. This Operating Instruction defines the policy on advertising/written announcements in the church.
- B. No commercial advertising shall be allowed in the church.
- C. The narthex is of specific concern in this policy.
- D. Information/written announcements pertaining to community and not-for-profit organizations, as well as church activities, may be placed in the Information Center tract rack or bulletin board.

II. INSTRUCTIONS

- A. Written announcements in the narthex shall be limited to programs within the church.
- B. Those written announcements shall only be placed on the narthex bulletin board or in the tract rack. Those placed on the bulletin board shall be no larger than 5 1/2" X 8 1/2" with a time limit of two weeks. Approval must be given by a committee chair.
- C. Head greeter will monitor the tract rack and the bulletin board in the narthex.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>3.55</u>
Subject	<u>Community Bulletin Board</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Publicity & Communications</u>

USE OF FACILITIES

I. General

- A. Trinity designates one bulletin board located on the main floor by the elevator and a number of posting strips throughout the building for the display of materials of general community interest. All materials that are posted must meet the criteria established in the Community Bulletin Board Policy.
- B. Trinity provides the Community Bulletin Board and posting strips for the display of public interest information from non-profit organizations, educational institutions and government agencies. The purpose of such literature must be to inform the public of the organization's programs, services and events. Trinity will also display posters and flyers for community events of an educational, cultural or informational nature or for events that are being held to raise money for non-profit or charitable organizations. Events or programs do not have to be free of charge.
- C. Trinity also reserves the right to decline to post ads and to require documentation as to an organization's non-profit status prior to posting or distributing materials.

II. Guidelines

- A. Materials to be posted may be dropped off at the Receptionist's desk. The Office Manager will discard materials that are not eligible for posting. Items posted without Trinity's authorization will be removed and discarded. New materials are posted weekly. The Office Manager will record the date the item is posted on the front of the flyer.
- B. Materials generally may be posted up to one month. If the flyer is for a dated event, it will be removed as soon as the event is over or when the last date in a series of programs has passed. Trinity reserves the right to remove flyers that have been posted for less than a month when the space is needed for flyers that have just been received. Priority will be given to flyers for religious events.
- C. Generally, flyers may not be larger than 8 ½ inches x 11 inches.
- D. Other bulletin boards throughout the church that are reserved specifically for Trinity information (e.g. Gathering Space, Nave Narthex, Social Ministry and Missions Ministry boards) are not available to post materials of general community interest.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>3.55</u>
Subject	<u>Community Bulletin Board</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Publicity & Communications</u>

USE OF FACILITIES

E. Examples of suitable materials include but are not limited to:

- Government information such as voter registration information, tax information, etc.;
- Parks and Recreation Department schedules;
- Civic and Service organization events;
- Health-related information; and
- Arts-related events.

F. Examples of unsuitable materials include but are not limited to:

- Yard sales; for sale flyers;
- Babysitting or childcare services from individuals or for-profit organizations;
- Posters, flyers, statements or agendas of a political nature;
- Coupons and discount tickets; free or lost animals;
- Items of a personal nature;
- Job advertisements, except ELCA affiliated ministries;
- Personal services such as typing, tutoring, music lessons, etc.

USE OF FACILITIES

I. This Operating Instruction provides guidelines for the following:

- A. Exterior Door Schedule
- B. Exterior Door Security System
- C. Exterior Lighting
- D. Smoke and Heat Detector System
- E. First Aid Kits

II. Guidelines

- A. Exterior Door Schedule
 - 1. For Sunday worship services and other events where there is significant building use, most of the exterior doors are unlocked.
 - 2. The Information Center door will serve as the main entrance at all other times when the building is open (weekdays and evenings).
 - 3. The upper parking lot door will be unlocked during normal business hours.
 - 4. The Property Manager is responsible for:
 - a. Setting and publishing the schedule for when the building is open.
 - b. Managing keys and key use.
- B. Exterior Door Security System
 - 1. The Security System will be armed when the building is secured for the night.
 - 2. Arming and disarming the system will normally be done by the sextons and evening receptionists.
 - 3. Keypads for monitoring and controlling the system are located throughout the building.
 - 4. A timed delay alarm is set on certain doors to allow authorized personnel into the building when the system is armed.
 - 5. When the system is armed and a door is opened:
 - a. An audible alarm is sounded in the building.
 - b. The security company receives a signal and notifies the police.
 - 6. A call box outside the Information Center doors is connected to the interior phone system allowing a request to enter the building. The door lock can be released by entering a code on an interior phone.

USE OF FACILITIES

7. The Property Manager is responsible for:
 - a. Coordinating system maintenance.
 - b. Coordinating the schedule for arming and disarming.
 - c. Training on use of the system.
- C. Exterior Lighting
 1. Exterior lights controlled by timers are set to come on at dusk and turn off at 11:00PM, except for the flag light, which turn off at dawn.
 2. Manually controlled lights will be turned on at dusk and turned off in the morning.
 3. Turning the manually controlled lights on and off will normally be done by the sextons and evening receptionists.
 4. The Property Manager is responsible for setting the schedule for exterior lighting.
- D. Smoke and Heat Detector System
 1. Detectors and alarms are strategically located throughout the building.
 2. The system control panel is located in the first floor elevator lobby.
 3. Specific instructions are posted at the control panel and the Information Center desk.
 4. When an alarm sounds:
 - a. The building should be evacuated.
 - b. The security company receives a signal and notifies the fire company.
 5. The Property Manager is responsible for:
 - a. Coordinating system maintenance.
 - b. Training on use of the system.
- E. First Aid Kits
 1. First aid kits are located in the following areas:
 - a. Office
 - b. Narthex
 - c. Nursery
 - d. Kitchen

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 3.60

Subject Lighting/Security

Effective Date 12/14/97

Committee Church Property

USE OF FACILITIES

2. The Property Manager is responsible for:
 - a. Insuring first aid kits are where they are supposed to be.
 - b. Overseeing periodic inspection and restocking of first aid kits.

USE OF FACILITIES

I. GENERAL

The Church Library is a resource center for the total ministry of Trinity Lutheran Church, administered by the Education Ministry Team. It offers inspirational and devotional aids to individuals and all groups within the church. It also provides secular media for personal use and it provides a comfortable atmosphere for small groups.

II. INSTRUCTIONS

- A. The Education Ministry Team shall oversee the Library Team (per Policy Page 1.30.3 Education Ministry).
- B. The Ministry Director for Finance and Property or designee shall oversee the scheduling of regular or occasional use of the room. The room should generally be available for the following:
 - 1. Quiet conversation and/or reading.
 - 2. Small group meetings or classes.
 - 3. Small receptions for such events as funerals, weddings or recitals.
 - 4. Trinity Preschool Playgroup.

USE OF FACILITIES

I. GENERAL

A columbarium for the inurnment of ashes has been constructed on the grounds of Trinity Lutheran Church located to the rear of the library at the east end of the church building.

II. COLUMBARIUM POLICIES AND INSTRUCTIONS

A. RESPONSIBILITY AND ORGANIZATIONAL RELATIONSHIP

Trinity Lutheran Church shall at all times have full and complete control of and over the columbarium. Such control shall be exercised through a columbarium committee - (hereafter designated as "the committee"). The committee shall be a sub-committee of the church's standing Property Committee and shall be composed of three (3) or more members of the church appointed by the chairperson of the Church Property Committee. One of the members shall be a member of the Church Property Committee. A majority of the members of the committee shall constitute a quorum.

B. SPECIFICATIONS

The columbarium shall consist of niches uniform in size for the inurnment of the ashes of cremated bodies. Each niche is limited to the ashes of one or two persons. Each niche shall have a nameplate of uniform size on which shall be engraved only the legal name of the deceased and the years of birth and death. The engraved nameplate shall be provided by the church as a part of the purchase price of the niche. The design of the nameplate and engraving shall be determined by the committee.

C. CONTAINERS

Containers for each niche are included in the purchase price and are provided at the time of inurnment. Persons wishing to use more costly or elaborate containers may do so at their own expense, providing that the alternative container fits within the space of the niche. The choice of this option will not decrease the purchase price of the niche.

USE OF FACILITIES

D. TITLE AND RETAINED RIGHTS BY THE CHURCH

Purchase of a niche is the purchase of the right of inurnment in the columbarium. The purchaser acquires no property rights in the columbarium and its niches and agrees that said items and areas are at all times under the sole ownership and control

of the church. The right to place in a columbarium niche the cremated remains of an eligible person, as long as the columbarium shall be maintained, is based on the following terms:

1. The purchaser shall receive a certificate (Appendix A-16) signed by the church attesting to his/her ownership of the right to use a niche for the inurnment of cremated remains. This certificate shall be issued after the purchase price has been paid. Permanent records of all certificates and inurnment shall be maintained by Trinity in perpetuity.
2. The right to use a designated niche may not be sold. Transfer, bequest, or change of the right may be made only with the written approval of the committee. Such changes shall become effective only when reported to the Congregation Council and registered with the church. Any approved transferee shall have all of the rights of the original purchaser and shall be bound by all of the terms and conditions to which the original purchaser was subject.
3. Cremated remains shall be removed from a columbarium niche only with written approval of the committee.
4. Purchase of inurnment rights does not include the right to select an individual niche or niches. Niche location shall be determined and designated by the committee. However, an effort shall be made by the committee to place family niches in proximity. The standard practice shall be to assign niche location in order of inurnment.
5. An "eligible" person shall be the purchaser, the person or persons designated by the purchaser, or any approved transferee.

USE OF FACILITIES

E. PURCHASE PRICE

Niches in the columbarium are priced at \$1,100. The price is the same whether the niche is purchased for the remains of one or two individuals. The purchase price includes the inurnment right, container for ashes, nameplate and engraving, opening of the niche at the time of inurnment, and upkeep of the columbarium. The purchase price may be changed by the committee at any time with the approval of the church's Congregation Council.

F. CONDITIONS

The columbarium shall be open to visitors at the times determined by the committee with the approval of the church's Congregation Council. These times shall be announced and posted. All cremated remains shall be inurned in a columbarium niche with a Christian committal service. Committal services by fraternal and other organizations are not permitted. Funeral services may be held in the church's nave or chapel in accordance with church policy. Flowers are allowed in the columbarium only at the time of inurnment. Other ornamentation is prohibited.

G. INURNMENT

The church, through its pastors, shall arrange with the family of the deceased for the inurnment of the cremated remains and a committal service.

H. LIMITS TO LIABILITY

The church shall exercise reasonable and responsible care in maintaining the columbarium. However, the church shall have no liability for any loss of, or damage to, the columbarium, the niches, or the cremated remains, as a result of any act of man or nature, including, but not limited to, fire, lightning, wind storms, explosions, smoke, vandalism, malicious mischief, war, civil commotion, collapse of building, or accidental discharge, leakage, or overflow of water or steam. No personal liability, whatsoever, shall be incurred by any person acting on behalf of the church in connection with the columbarium.

USE OF FACILITIES

I. SURRENDER OF RIGHT TO INURN

The right to inurn in the columbarium may be voluntarily surrendered with no refund of money, except as determined by the committee with the approval of the church's Congregation Council.

The right to inurn, unless earlier terminated, shall automatically expire seventy-five (75) years after its issuance if inurnment has not been made, or if proof has been received that the designees have been interred elsewhere, and such right shall thereafter be of no force or effect. However, upon application duly made to the committee or for good cause shown such right may be continued in effect. Just prior to the automatic expiration as indicated hereinabove, the committee shall attempt to provide notice by all reasonable methods to persons having the right of inurnment.

J. RECONFIGURATION OF THE COLUMBARIUM

The church reserves the right to enlarge, remodel, or relocate the columbarium. In the event that any niche is affected by such an action, the church shall substitute and the committee shall designate another niche of substantially like size and character. The purchaser shall retain the same rights as originally held. In the event that the columbarium shall be discontinued and demolished, the church shall notify the next of kin of all inurned giving them the right to remove cremated remains at their expense.

K. DISCRETIONARY NICHES

The church shall reserve one (1) niche for use of deceased church members whose circumstances preclude the purchase of a niche. The decisions concerning the use of this niche shall rest with the church's pastors with the knowledge of the committee.

Number 4.10
Subject Fund Raising in Church
Effective Date 9/11/00
Committee Administration and Personnel

CHURCH ACTIVITIES

I. GENERAL

- A. This policy defines fund raising and related activities on church-owned premises by church groups, church-sponsored groups, and non-church groups. Church-sponsored groups are supervised by a standing committee of the church.
- B. In general, the financing of church and church-sponsored activities is to be met through stewardship giving by the church membership with anticipated gifts and costs reconciled in the annual budget-making process. The church also exercises stewardship of its resources, resulting in income from investments, facility-usage fees, memorial contributions, designated gifts, and other non-solicited income sources. Such stewardship-related actions are not covered under this policy.
- C. Fund raising is defined as an activity that includes a solicitation of money for a benefit cause or organization. Fund-raising activities include, for example, advertising the cause or event on church premises, and/or selling goods or services.
- D. Fund raising does not include the solicitation of money by a church group where the objective is to defray expenses for a committee-sponsored purpose or event such as a dinner, church picnic, youth member conference, or fellowship excursion. Such solicitations could be in the form of a free-will offering, sale of tickets, or in such manner as is done for the arts patron fund, staff gift envelopes, or church floral decorations.
- E. In general, fund raising at the church is not encouraged, nor is the taking of a collection to cover expenses by members of a non-church group who use the church facilities for a singular concert or event (distinct from non-church groups approved to regularly meet there).
- F. The selling of tickets for a concert or function at the church by a non-church group is allowed if approved by Congregation Council.
- G. Fund-raising activities must receive prior approval by the Congregation Council.

II. INSTRUCTIONS

- A. Groups sponsored by the church, but not otherwise related to the church, e.g. Scouts, shall be included in this policy only insofar as the fund raising events take place on church property or are publicized within the church.

CHURCH ACTIVITIES

II. INSTRUCTIONS (continued)

- B. The church assumes no responsibility or liability for funds raised by church groups and church-sponsored groups that are not deposited by the church.
- C. The church assumes no responsibility or liability for funds raised by non-church groups.
- D. The size, placement and location of all advertisements, e.g. signs, to be placed on the church property for fund-raising activities are subject to the approval of the Publicity and Communications Committee (see also Policy Page 3.50).
- E. Non-church groups shall not be authorized to use the congregational directory (see also Policy Page 5.60).
- F. Non-church groups approved to perform at the church are permitted to sell recordings of their work.
- G. Requests to Congregation Council to be presented by the most appropriate standing committee chair.
- H. The Property Manager shall be the staff member responsible for collecting the necessary information to review a request from non-church groups and shall be the point of communication about Congregation Council action.
- I. All requests will be reviewed and acted upon according to their individual merit.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>4.20</u>
Subject	<u>Youth Room</u>
Effective Date	<u>09/08/2014</u>
Team	<u>Youth Ministry</u>

CHURCH ACTIVITIES

I. GENERAL

- A. The Youth Room is for the primary use of the youth of Trinity and their guests. It will be shared with other groups as approved by the Youth Ministry Team.
- B. This policy defines the operating rules and instructions concerning use of the Youth Room.

II. YOUTH ROOM RULES

- A. The Youth Room will be locked when not in use.
- B. Persons desiring to use the Youth Room must obtain permission from a member of the church's staff or Youth Ministry advisors. The person granting permission will be responsible to see that the Youth Room rules are followed.
 - 1. Permission to use the projector and screen must be given by the Director of Youth and Student Ministries and the requesting person or group must receive instruction from a member of the Youth Ministry Team prior to using the equipment.
- C. Groups using the Youth Room will see to it that proper care be given in the following ways:
 - 1. The room and equipment are not abused.
 - 2. Noise from the Youth Room does not disturb people in other areas of the Church.
 - 3. Upon leaving, the Youth Room must be returned to its proper condition.
 - 4. All electrical equipment and lights must be turned off and windows closed when leaving.
 - 5. If the projector and screen were used, the screen must be retracted and the projector must be turned off.
- D. Presence of any illegal materials or substances is expressly prohibited.

MISCELLANEOUS

I. GENERAL

- A. Trinity Evangelical Lutheran Church maintains a Loan Fund to assist members of Trinity in the preparation for church vocations within the ELCA.
- B. This Operating Instruction outlines the policy concerning the administration of this fund.

II. INSTRUCTIONS

- A. The administration of the ELCA Vocation Loan Fund is vested in the ELCA Vocation Support Committee.
- B. Finances for loans are derived from:
 - 1. An annual allotment from Trinity's operating budget to meet a minimum beginning balance of \$15,000.
 - 2. Contributions and memorials from congregational organizations, individuals, and other sources, subject to approval of the Congregation Council.
 - 3. Repayment of loans.
- C. An applicant for an ELCA Vocation Fund loan must:
 - 1. Be an active, confirmed member in good standing of Trinity Lutheran Church for a minimum of two years prior to application.
 - 2. Demonstrate an active interest in the work of the Church.
 - 3. Be a graduate from a high school (or its equivalent), or a college with a record which is acceptable to the college, seminary, or other institution in which the applicant plans to enroll, or is enrolled.
 - 4. Give evidence for financial need as required by Appendix A-11, Information and Instructions for Applicants. (requirement may be waived if funds are available).
- D. Application:
 - 1. In general, loans will be considered on the basis of written application using forms A-11 and interview as required by the ELCA Vocation Support Committee.
 - 2. Loans may be requested for periods up to one year. Applications for renewals may be made.
 - 3. Applicants shall not seek funds from other areas of the church budget concurrent with receipt of funds from the Church Vocation Loan Fund.
 - 4. Applicants are expected to enroll in Lutheran colleges and seminaries. A minimum of one year in a Lutheran seminary is required for all applicants who are studying for rostered ministry.
 - 5. New applicants shall appear before the committee for an interview.

MISCELLANEOUS

II. INSTRUCTIONS (continued)

E. Loans:

1. The amount provided to each person will depend upon the funds available in the ELCA Vocation Loan Fund. Loans may be used only for tuition or other educational costs at the discretion of the ELCA Vocation Support Committee.
2. Loans for tuition or instructional costs are paid directly to the college or institution according to the practice of the college or institution.
3. All loans are made subject to the acceptance of the applicant for admission to the college or institution.
4. An annual status report (A-10, Status Form) shall be filed by the applicant during the loan period.

F. Repayment of Loans

1. The following conditions shall prevail concerning loans with the completion of the required educational program:
 - a. As long as the person is employed in full-time or part-time Christian ministry in the ELCA or its affiliates, no repayment of the loan is required.
 - b. For each year of full-time Christian ministry following the date of completion of education and/or special training, 20% of the total amount of the loan will be forgiven.
 - c. Loans for persons employed in part-time Christian ministry may be forgiven at the discretion of the committee.
 - d. Under extenuating circumstances, the committee can recommend to the Congregation Council that the entire amount of the loan be forgiven prior to the completion of 5 years of full-time Christian ministry.
2. The recipient shall sign a promissory note when a loan is made which shall contain the above terms, and any others that may be deemed pertinent to the agreement.

G. Refunds

1. If a student leaves the institution before the end of the academic year for which the loan is made, due to illness, failure or any other cause, and if a refund of tuition or costs of instruction is made by the college or institution, then the prorated share of the refund shall be made to the ELCA Vocation Loan Fund.
2. Should the recipient withdraw from church vocational training, he or she shall no longer be eligible for aid. The remainder of these funds shall be withdrawn, and the loan shall become repayable at once with interest at 6% per annum in accordance with the loan document.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 5.20

Subject Authorization to Expend Church Funds

Effective Date 9/25/2013

Committee Finance

MISCELLANEOUS

I. GENERAL

A. Budgeted expenditures shall be paid when due. Non-budgeted and special purpose expenditures, as referenced in 11. B. below, shall be made in accordance with these instructions.

B. This Operating Instruction defines these expenditures.

II. INSTRUCTIONS

A. The following expenditures will require approval of Congregation Council:

1. Non-budgeted items in excess of \$500;
2. Any non budgeted item which will cause a committee to exceed its overall allocation;
3. Memorial purchases outside the parameters of Policy Page 1.30.7 (Finance Committee), or in excess of \$1,000;
4. Extraordinary property related items to be paid from the Maintenance and Improvement Reserve Account in excess of \$1,000;
5. Any non-budgeted specific or budgeted non-designated expenditure or expenditures which in the aggregate exceed \$500 or 10% of budgeted line item, whichever is greater.

B. In the case of the following special-purpose funds, the following limits apply:

1. The pastors have discretionary authority to expend Emergency Benevolence Funds, writing checks themselves, within the limits of funds available. An accounting of such funds shall be subject to review by the president of Congregation Council and the chair of the Finance Committee.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 5.20

Subject Authorization to Expend Church Funds

Effective Date 9/25/2013

Committee Finance

MISCELLANEOUS

II. INSTRUCTIONS (continued)

2. The Lead Pastor manages The Friends of St. Francis Loan Fund with the assistance of a three-member advisory committee consisting of the president of Congregation Council, the chair of the Administration and Personnel Committee, and the chair of the Finance Committee. The Lead Pastor has the authority to authorize loans up to \$1,500. Larger loans shall require approval of two members of the advisory committee, and are limited to monies available in the fund. An accounting of such funds shall be subject to review by the president of Congregation Council and the chair of the Finance Committee.

The advisory committee shall be responsible for appropriate follow-up correspondence to loan recipients regarding the loan repayment schedule.

MISCELLANEOUS

I. GENERAL

- A. The benevolence program of Trinity Church includes acts of Christian service and support, providing gifts of time, talent, and treasure to minister to the needs of others, not only in the immediate community and area, but also in the world at large.
- B. Such acts shall help provide for physical, emotional, relational, and spiritual needs of persons outside the congregation and, in times of emergency or disaster, to members of Trinity Church. The following committees shall be responsible for administering benevolence funding in accordance with procedures consistent with this funding Policy: Social Ministry, Missions, Parish Ministry, and Youth.
- C. While secular projects may be considered, priority emphasis shall be given to acts and support to organizations and persons with an expressed Christian mission or purpose.

II. INSTRUCTIONS

- A. The potential recipient organization's purpose shall be in harmony with the Social Statements of the Evangelical Lutheran Church in America.
- B. In determining the recipients for Trinity Church's benevolence funds, the following criteria will serve as guidelines:
 - 1. All benevolence commitments shall be only for the year in which funds are budgeted and recipients shall be so notified in writing. A request for continued support is not automatic, but will be evaluated on the basis of need as well relationship to other considered requests.
 - 2. Priority will be given to those services which are church related, especially those not able to receive government funding due to their Christian commitment.
 - 3. Within the framework of these guidelines, consideration will be given to supporting organizations or projects in which Trinity Church members are involved in service.
 - 4. Response to requests will place special emphasis on a diversity of need and program.
- C. For purposes of determining and reporting benevolence for Trinity's Annual Report and the Synodical Parochial Report:
 - 1. The following shall be included:
 - a. Expenditures from the relevant budgeted amounts from the Mission, Social Ministry, and Youth Ministry Committees;
 - b. Expenditures from budgeted and augmented giving from the Emergency Benevolence Fund administered by Trinity's ordained staff;

MISCELLANEOUS

II. INSTRUCTIONS (continued)

- c. Cash donations to designated Mission and Social Ministry projects including Servant Events (volunteer mission/ministry trips);
 - d. Year-end excess of budgeted funds, i.e., receipts over expenses, which have been designated for benevolence;
 - e. Annual distribution of earnings from the Endowment Fund according to policy guidelines.
 - (1) Guidelines are expressed as a percent of earnings allocated to benevolence, Maintenance and Improvement Reserve Account (MIRA), debt reduction, and to reinvestment in the Endowment Fund.
 - (2) Guidelines for distribution shall be reviewed every third year.
- 2. The following shall be excluded:
 - a. Parishioner and staff time and talent;
 - b. In-kind giving of material, supplies, etc.
 - c. Tangible gifts of individual parishioners for specific projects: e.g. food, blankets, Christmas gifts.
- D. It is the practice and expectation that undesignated bequests are tithed to benevolence.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>5.35</u>
Subject	<u>Pastor's Discretionary Fund</u>
Effective Date	<u>05/11/2015</u>
Team	<u>Parish Ministry</u>

MISCELLANEOUS

Guidelines for the Pastor's Discretionary Fund shall be as follows:

- I. Ordained staff shall be signatories to the account.
- II. Funds shall be derived from budgeted benevolence (Parish Ministry Benevolence) and designated gifts.
- III. Funds shall be used for short term financial assistance for members.
- IV. Funds may be used for non-members on a once annually basis and shall be limited to emergency food provided by voucher at local merchant.
- V. Non-member assistance shall be provided, along with information about local agencies and social service ministries as available or appropriate.
- VI. Confidential records shall be maintained of assistance provided.
- VII. An annual accounting of total income, expenses and balances shall be provided by the financial administrator to the Finance Committee. All recipients' names shall remain confidential.

MISCELLANEOUS

Congregational meetings are held annually and on special occasions as prescribed by the Constitution and the Bylaws. The preparation and conduct of the meetings should include but not be limited to the following:

- I. Preparation:
 - A. Invite questions in advance from the congregation. Such questions should be in writing and addressed to the Congregation Council President at least one week prior to the Congregational Meeting. This provision is not applicable to special meetings called for one specific issue.
 - B. Prepare a written agenda, including the names of council nominees, if applicable. The agenda for special meetings of the congregation **must** be limited solely to those items for which the meeting is called. The agenda for annual meetings of the congregation will include the following:
 - Call to order
 - Approval of minutes of previous Annual Congregational Meeting and any special congregational meetings.
 - Unfinished business
 - Election of members of council
 - Other new business
 - Recognition of outgoing council members
 - Comments for the good of the order
 - President's remarks
 - Introduction of new president
 - Adjourn with the Lord's Prayer
 - C. Written ballots must be used for certain actions consistent with the Constitution and the Bylaws. Materials are to be available for any required written ballots. At Annual Congregational Meetings, written ballots should also be available listing the persons nominated for council by the Congregation Council with spaces for additional nominees in case there are any nominations from the floor.
 - D. Microphones should be conveniently placed in the center aisle and the balcony for use by the congregation.
 - E. The President should secure tellers for the meeting and should designate a head teller.

MISCELLANEOUS

- F. Prior to the meeting, the Office Manager should provide the President with number of voting members in the congregation so that the number required for a quorum can be established.

2. Conduct of the meeting

- A. The president and the secretary should be in a position to view the entire congregation and to be seen and heard by the congregation.
- B. The President should indicate to the congregation the number of voting members required for a quorum.
- C. When requested by the president, the tellers shall count by show of hands only those members of the congregation eligible to vote.
- D. All speakers from the congregation should use a microphone, identify themselves before making or seconding motions.
- E. All vote counts, either by written ballot or by show of hands, shall be reported to the President by the head teller and announced to the congregation before the close of the meeting.
- F. Meetings of the congregation shall be adjourned with a prayer.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>5.60</u>
Subject	<u>Membership Information</u>
Effective Date	<u>11/10/1996</u>
Reviewed/Affirmed	<u>02/03/2015</u>
Committee	<u>Administration & Personnel</u>

MISCELLANEOUS

I. GENERAL

It is the policy of Trinity Evangelical Lutheran Church not to release membership lists, addresses or telephone numbers or other information contained therein, from the church office other than for church business.

II. INSTRUCTIONS

- A. Office staff and volunteers must treat all membership information as confidential.
- B. A Church Directory shall not be given to an outside organization.

MISCELLANEOUS

I. STATEMENT OF PURPOSE

Recognizing the importance of ensuring a safe environment to protect children from abuse, Trinity Lutheran Church authorizes, requires and supports our Keeping Kids Safe program to provide an effective system to reduce the risk of abuse, deter perpetrators through a screening process and respond appropriately if an incident occurs.

II. INSTRUCTIONS

- A. All employees, including program and rostered staff, and all volunteers engaging in the care, supervision, teaching, escorting, and transporting of children under the age of 18 shall be educated and screened in accordance with the Keeping Kids Safe program of Trinity Lutheran Church. All support staff shall be required to attend in-house training every three years and review and sign the **Covenant of the Guidelines for Working with Children and Youth** (Appendix 20) annually as part of their supervisor's review. This requirement includes all chartered/sponsored scouting organizations. There shall be no exceptions to this policy.
- B. Keeping Kids Safe program professional staff requirements shall include:
 - 1. Participation no less than once every three years in a recognized professional educational seminar or online training module describing legal definitions of abuse, indications of abuse, reporting, response to allegations, appropriate expressions of affection, and description and purpose of the screening process. Participants must include all Trinity Preschool Playgroup Staff, and all other Trinity rostered and program staff who work directly with those under age 18.
 - 2. Completion of Criminal Background check upon hiring and once every 36 months thereafter including:
 - PA State Police Criminal History Record Information (SP4-164)
 - Child Abuse History Clearance Form (CY-113)
 - Federal Criminal History Background Check (with submission of fingerprints)
 - 3. Read and sign the **Covenant of the Guidelines for Working with Children and Youth** (Appendix 20) annually as part of supervisor's review.
- C. Keeping Kids Safe Volunteers with regular supervision of children and youth including but not limited to Sunday Church School Teachers, Nursery Care Providers, Youth Group Advisors, and Youth Group chaperones will be subject to an approval process which includes in this order:

MISCELLANEOUS

1. Interview with Youth Ministry Director, Director of Children's Ministries, or Nursery Coordinator.
2. Completion of the **Keeping Kids Safe Volunteers Information Form** (Appendix 21) including affirmation in writing that he or she is not disqualified from employment or service related to working with children {pursuant to 6344(C)} or "has not been convicted of an offense similar in nature to those crimes listed in subsection (C) under the laws or former laws" of any other jurisdiction.
3. Completion of criminal background checks (fees to be paid by Trinity Lutheran Church). It is understood that copies of previous reports may not be used in place of reports requested directly by Trinity Lutheran Church.
 - PA State Police Criminal History Record Information (SP4-164)
 - Child Abuse History Clearance Form (CY-113)
 - Federal Criminal History Background Check (with submission of fingerprints) if the volunteer has not been a continuous resident of PA for the previous 10 years.
4. Participation in an educational session either online or in person that covers reasons for this screening process, legal definitions of abuse, indicators of abuse, reporting as well as response to allegations, and appropriate expressions of affections.
5. Upon successful completion of the requirements, the candidate shall be given the **Covenant of the Guidelines for Workers with Children and Youth** (Appendix A-20) to review and sign. The Directors will then coordinate the placement of the volunteer in a position working with children or youth.
6. All approved volunteers will be added to the Roster of Keeping Kids Safe Volunteers and all pertinent paperwork shall be collected by the Director of Children's Ministries and secured in the Keeping Kids Safe File located in the director's office.
7. All Keeping Kids Safe Volunteers shall participate in periodic education sessions, and re-take the training at least once every three years.
8. All Keeping Kids Safe Volunteers will review and re-sign the **Covenant of the Guidelines for Workers with Children and Youth** (Appendix A-20) annually.

MISCELLANEOUS

D. As needed or Last-minute volunteers

Last-minute volunteers (i.e. last minute parent classroom helpers or last-minute youth volunteers) may assist a KKS SV for no more than three hours per year or one event without going through the process to become a Keeping Kids Safe Volunteer. Last-minute volunteers will always be under the supervision of a KKS approved volunteer and every attempt will be made to not require the use of short-term volunteers.

E. Volunteers under age 18

Assistance by individuals under age 18 shall be allowed only after the individual has participated in an educational session that reviews the **Covenant of the Guidelines for Workers with Children and Youth** (Appendix A-20). Volunteers under age 18 are not required by law to obtain criminal background checks.

F. Volunteers new to Trinity Lutheran Church or Requiring Further Screening

1. Assistance by individuals with less than six months active participation in the life of Trinity Lutheran Church may be subject to additional screening and shall be utilized only as directed by the Director of Children's Ministries and/or the applicable professional staff member.
2. Individuals for whom the staff interview raises concerns will be subject to additional screening. This additional screening will include:
 - a. Completion of the **Keeping Kids Safe Volunteer Information Form**
 - b. Review and evaluation of the following by no less than three members of the professional staff:
 - (1) Completed **Keeping Kids Safe Volunteer Information Form** (Appendix A-20)
 - (2) Reports from communication with personal references
 - (3) Criminal Background Check Report
 - c. A unanimous affirmative decision of the aforementioned will be required to approve service. All decisions are subject to review by the Lead Pastor.

MISCELLANEOUS

3. Upon receipt of a favorable decision, the candidate shall be required to participate in the training and will be given the **Covenant of the Guidelines for Working with Children and Youth** (Appendix A-20) to sign. The Director will then coordinate the placement of the volunteer in a position working with children.
4. All requirements listed in section C, 3-6 will also apply to these volunteers.

III. INCIDENT REPORTING AND RESPONSE

- A. According to Pennsylvania Department of Public Welfare, a **mandatory reporter** is defined as “An individual paid or unpaid, who, on the basis of the individual’s role as an integral part of a regularly scheduled program, activity, or service, accepts responsibility for a child”. In addition it includes “Clergyman, priest, rabbi, minister, Christian Science practitioner, religious healer or spiritual leader of any regularly established church or other religious organization”. Therefore, all those working directly with children in their role at Trinity are considered **mandatory reporters**.
- B. If a volunteer, staff member, or employee suspects abuse of a child or suspects an adult offender within the congregation, Pennsylvania state law requires the individual to contact the Pa Department of Welfare **CHILDLINE at 800-932-0313**. The law states that: “Persons who, in the course of their employment, occupation or practice of their profession, come into contact with children shall report in accordance with 23 Pa. C. S. A. 6311 (relating or reporting procedure) when they have reasonable cause to suspect on the basis of their medical, professional or other training experience, that a child coming before them in their professional or official capacity is an abused child.”
- B. Additionally, Trinity Lutheran Church requires the individual to notify their direct supervisor, Lead Pastor or Congregation Council President immediately. The direct supervisor, Lead Pastor or Congregational Council President may not dissuade the individual or make an independent determination of whether to report.
- D. The mandated reporter, however, may request that the direct supervisor be present when the report to **CHILDLINE** is made.
- E. Within 48 hours of making the report to **CHILDLINE**, a written report of suspected child abuse shall be made to the county children and youth agency where the abuse occurred. The Lead Pastor, or in his/her absence, the Congregational President shall engage the reporter, as needed, in preparing the CY-47 form (Appendix 20a) and shall supply the reporter with a copy of the completed form as filed. If the suspected abuse occurred in Cumberland County, the Office of Child Protective Services at 16 W. High St., Suite 200, Carlisle, PA 17013 is the agency to contact (717-240-6120).

MISCELLANEOUS

- F. The Lead Pastor shall also notify the ELCA Synod Office and supply a copy of form CY-47 to the Synod Office. The Synod Office may provide advice and consultation to the Lead Pastor and mandated reporter. The Lead Pastor shall also provide pertinent substantive information as regards the progress of a reported filing as appropriate.
- G. All parties with knowledge of the report must maintain utmost confidentiality about the incident and exercise proper judgment, sensitivity, and compassion with both victim(s) and perpetrator(s).
- H. Any/all media contacts to Trinity Lutheran Church regarding an incident shall be referred to the synod office.

This reporting policy and protocol shall be strictly followed. Per PA statute, the penalty for failure to report suspected child abuse is a third-degree misdemeanor for the first violation and a second-degree misdemeanor for a second or subsequent violation.

PLEASE NOTE:

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

The Administration and Personnel Committee shall maintain a pro-active stance as regards the statutory update resulting from the current bills, beginning every 90 days after the adoption of this policy by Congregational Council and shall take action to amend this policy as appropriate.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number	<u>5.75</u>
Subject	<u>Privacy Policy and Guidelines for Using Photographs</u>
Effective Date	<u>09/08/2014</u>
Committee	<u>Publicity & Communication</u>

MISCELLANEOUS

I. General

Trinity may from time to time use print or electronic photos of members or attendees at church events in its publications and website.

II. Guidelines

The following guidelines for use of photos will be followed:

- A. Will attempt not to post anything that would be embarrassing, objectionable or hurtful to anyone in the photo.
- B. Will ask permission before posting the photo if someone is known to be shy about being photographed.
- C. Will not list names in captions with photos except for pastors/staff or other members who have given expressed written consent.
- D. Will provide photo credit if desired by the photographer and will honor copyright and any restrictions associated with the use of the photo.
- E. Will remove any photo immediately when requested by the person in the photo or the parent/guardian of the child in the photo. Requests may be made by contacting the webmaster at webmaster@trinitycamphill.org or the church office at 737-8635.

NOTE: While Trinity does not publish home addresses, please be aware there are a number of websites that provide white pages, or extensive listings of mailing addresses based on people's names.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 6.10
Subject: Weddings
Effective Date: 2/10/2014
Committee: Administration
and Personnel

Wedding Guidelines

**Trinity Evangelical
Lutheran Church**

Planning Your Wedding Day

2000 Chestnut Street
Camp Hill, PA 17011

717-737-8635
www.trinitycamphill.org

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Christian Marriage

The Christian marriage service provides the context of scripture, praise and prayer within which two persons make a lifelong commitment to each other. It is a service of worship full of joy and gratitude for the goodness of creation in which people are not spectators but participants. Because it is a service of worship, the church is committed to the use of specific liturgies, scriptural passages, hymns, and music. It is important, therefore, before planning your wedding service that you consult with the presiding pastor and Director of Music who will guide you in your planning.

All worship at Trinity is shaped by our commitment to the Christian faith as expressed in our Lutheran Heritage. The presiding pastor, therefore, will have the final authority in the design and conduct of the service.

Wedding Date:

Reserving your wedding date on Trinity's Church calendar and engaging your presiding/officiating pastor is of primary importance prior to further wedding planning as weddings and other events are scheduled on a first-come-first-served basis.

Please contact the church office and speak with the staff person responsible for wedding planning NO LATER THAN ninety days prior to your anticipated wedding date.

If you would like a specific Trinity pastor to preside at your wedding, you need to speak with that pastor and verify/reserve the date and time. Please bear in mind there are certain times of the year when weddings may not be scheduled. Those times include but are not limited to:

- New Year's Eve and New Year's Day
- Holy Week, including Easter
- Thanksgiving Day and weekend
- Christmas Eve and Christmas Day

We strongly recommend you reserve your wedding date on the Trinity church calendar *before* ordering invitations.

Presiding/Officiating Clergy:

It is expected that one of the pastors from Trinity will preside at your wedding. Typically the pastor on call for a particular weekend will be the officiating pastor. Please choose your date accordingly. If a specific Trinity pastor is requested, details must be worked out with that pastor prior to setting a date. The presiding pastor will be responsible for the pre-marriage preparation unless other arrangements have been made.

Guest Clergy:

If you desire to have other clergy preside or participate, you must receive the consent of the presiding Trinity pastor. All weddings at Trinity are conducted in accordance with Lutheran understanding and practice.

Pre-Marriage Preparation:

Pre-marriage preparation is required by all pastors at Trinity prior to your wedding service. A minimum of three sessions is usually required including the following:

- The building and nurturing of the marriage relationship in the Christian context is discussed.
- The wedding service is planned in collaboration with the presiding pastor and the Director of Music.
- Information for the wedding license is provided.

Celebrating Communion:

Communion is a meaningful sacrament to celebrate during a wedding. If you desire to celebrate communion, please discuss this with the presiding pastor.

Bulletins:

Trinity will, upon request, print wedding bulletins in standard covers provided either by you or the church. All bulletin materials and information must be submitted to Trinity office staff at least two weeks prior to the wedding.

After the Ceremony:

To help preserve our environment, only birdseed and bubbles may be used outside. Only artificial flower petals may be used inside.

Photographs:

Because a wedding is worship, we ask that no pictures using flash photography be taken during the spoken part of worship (the liturgy). Please ask the photographer to speak with the presiding pastor prior to worship.

Videotaping:

The wedding may be videotaped. The videographer may set up a stationary camera in the balcony and/or on the main floor. A circulating videographer is not allowed.

Candles & Unity Candle:

In the Nave, an optional pair of seven-candle floor candelabra are available for use in the chancel area (next to the altar). The full candlelight option involves attaching candelabra to the center aisle end of every other pew. The aisle candelabra are not available for use in the chancel area (choir pews).

In the chapel, the candlelight option consists of placing the candles in hurricane globes on the window sills.

All candles used in these options are provided by Trinity.

A Unity Candle may be used. You are responsible to provide these candles. Trinity has a stand that may be used or you may use your own.

Marriage License:

You, as a couple, need to have a valid Pennsylvania marriage license. Current PA law allows couples to get a license in any county up to sixty days prior to the wedding.

Limousine Service:

If a limousine service is used, please arrive at Trinity no later than thirty minutes before the ceremony is to begin.

Rehearsal:

Please schedule the rehearsal with the pastor at a time when the greatest number of the wedding party can attend. All participants are asked to be on time and maintain proper decorum. Rehearsals last approximately one hour.

Organist:

The Director of Music serves as organist/pianist for all weddings at Trinity. If another organist is desired, the couple must clear this with the Director of Music. The guest organist is expected to be familiar with the operation of a three (3) manual, 75 rank pipe organ, and preferably be a member of the American Guild of Organists (AGO). The guest organist is expected to consult with the Director of Music concerning the selection of music and adherence to the church's guidelines.

Music:

A marriage ceremony is a worship service where the assembled people of God join in praise and praying God's blessing upon the wedding couple. Therefore the music should reflect the reverence and joy of the occasion. As with all worship, a wedding shall be done with dignity and high quality. Selection of all music shall be made in consultation with Trinity's Director of Music.

Vocal music with non-sacred text will not be permitted. The rehearsal dinner or wedding reception would be a more appropriate setting.

You are responsible for scheduling a meeting with the Director of Music to discuss music selection.

The following website is available to preview music:

<http://www.trinitycamphill.org/WeddingMusicInformation/WeddingMusic.htm>.

(Go to www.trinitycamphill.org ,then "Quick Links", then "Wedding Service Music")

Singing hymns is one way to include greater participation by those attending. The Director of Music will be able to assist in choosing appropriate music.

Sexton, Sound Technician and Wedding Assistant:

There will be at least three other people involved in the wedding.

- The sextons provide set up and cleanup of the Nave and dressing areas both before and after the wedding.
- The sound technician runs the sound board in the Nave. This is necessary even if the pastor is the only one speaking, as volume changes depending upon the number of people in the Nave.
- The wedding assistant helps the pastor and wedding party with the coordination of the details for the rehearsal and wedding service.
- See fee schedule, page 10.

Dressing at Trinity:

The wedding party may get dressed at Trinity. Women may have access to the library on the first floor. Men may use the choir room, located in the basement.

Nave, Fellowship Hall & Chapel:

The Nave is generally used for larger weddings. There are 18 pews on each side of the main floor, which allows seating for about 350 guests. The Fellowship Hall is a modern, flexible, and medium-sized venue that seats 300. The Chapel is available for those desiring a smaller venue. The Chapel can comfortably hold about 50 guests.

Flowers and Decorations:

It is your responsibility to order flowers, if desired. Consult with the pastor as to placement and number of arrangements. Vases need to be provided by the florist.

Participants have use of the worship space and dressing area for three hours, including the ceremony. All decorations, including floral arrangements, must be in place and removed within that time period unless otherwise approved in advance. Only floral clamps are allowed to secure bows or arrangements on the pews. No tape, wire or glue is permitted for decorations. The use of aisle runners is strongly discouraged.

Receptions:

Fellowship Hall and the Library are available for wedding receptions. These rooms should be reserved as early as possible. Saturday receptions in the church building must be completed by 2:00 PM. We do not have a group in the church to cater receptions; outside arrangements must be made. Neither smoking nor the consumption of alcohol is permitted on the premises.

Finances:

Trinity Lutheran Church does not look upon weddings as a source of revenue; however, there are expenses associated with services of the staff and the use of the building for rehearsals, weddings and receptions.

A fee of \$100 is to be paid upon reserving the church. The check is to be made payable to Trinity Lutheran Church and sent to the attention of the Financial Administrator. This fee is non-refundable if the wedding is cancelled with less than one month's notice.

Wedding Fee Schedule:

Due upon reserving the wedding date. \$100

Due two weeks before the wedding service:

Main Sanctuary (Nave)	\$300
Fellowship Hall	\$200
Chapel	\$100
Pastor Honorarium	\$300
Director of Music	\$175
Rehearsal w/ soloist or instrumentalist	\$ 25
Fee for soloists or instrumentalist arranged through Director of Music	
Wedding Assistant	\$ 75
Sound Technician (Nave and Fellowship Hall)	\$ 50

Optional

Aisle candelabra (Nave only; fee only if used.)	\$ 50
Hurricane globes (fee only if used)	\$ 25

Receptions

Separate fee schedule applies.

Reminder:

Marriage license, bulletin covers including all information to be printed and all fees are to be submitted to Trinity Church office a minimum of two weeks prior to the wedding.

PASTORAL ACTS

I. GENERAL

The Lutheran Church welcomes infants, children and adults into a new relationship with God the Father, Son and Holy Spirit through the Sacrament of Baptism.

II. MINISTRY

We believe baptism is a unique once-in-a-lifetime event which does not need to be repeated, regardless of the particular doctrinal and denominational differences involved, as long as it was performed in the Name of the Father, Son and the Holy Spirit.

To request a baptism, please telephone the church office at 737-8635.

Meaning of Baptism

We baptize infants because we affirm the wisdom of Martin Luther and other reformers who continue this practice from the early church as it is expressed in Matthew 28:19-20 and Mark 16:16.

Matthew 28:19-20 "Go therefore and make disciples of all nations, baptizing them in the name of the father and of the son and of the holy spirit, and teaching them to obey everything that I have commanded you. And remember, I am with you always, to the end of the age."

Mark 16:16 "The one who believes and is baptized will be saved; but the one who does not believe will be condemned."

We believe that in this Sacrament, God's Word and water provide a gift of God's love which bestows new birth, entrance into union with Jesus Christ and admission into the People of God, the Church of Jesus Christ.

Such an act of God's grace is necessitated by the state of all human beings which the church has traditionally called "Original Sin." This refers to the chronic condition affecting the whole human race from birth to death. It is characterized by radical self-centeredness, predisposition to rebelling against God and an alienated relationship with God, self, neighbor and creation.

This condition of essential depravity is like a physical wound which is never fully healed, but by Baptismal Grace, the wound is prevented from becoming fatal to us.

PASTORAL ACTS

II MINISTRY (continued)

Scheduling of Baptisms

Because this Sacramental event is the initiation rite into the Church's fellowship, we encourage families to have it performed at a worship service of the congregation. Generally baptisms are scheduled at the 11:00 a.m. service on the first Sunday of the month or at 8:15 a.m. on the third Sunday of the month or at the Thursday evening worship service. However, we honor the request for services of baptism in the chapel outside regular service times. Since Children's Sermons, Temple Talks, New Member Receptions and other special events are previously scheduled, the clearance on dates with the church secretarial staff is necessary.

Criteria for Parents

Parents of infants to be Baptized are traditionally those who are active and practicing members of this Christian congregation. Because the parents are asked, in the act of the Sacrament of Baptism, to commit themselves to the faith of the church and promise to see to the Christian nurture and education of the child as he/she grows up, we expect the parents to currently demonstrate in their own lives a willingness to fulfill these responsibilities.

Criteria for Sponsors

Sponsors (or "God-parents") are those who willingly support or substitute for parents in presenting the child and nurture the child's growth in God's grace. However, sponsors are an option at the family's discretion. One expectation of sponsors, is that they be practicing members of a Christian congregation.

Gift for Child

A special Baptismal Candle is prepared to be used by the family each year on the anniversary of the Baptism, to recall and remember the significance of it.

Fees

Trinity's Pastors are prohibited from personally accepting payment for performing a Baptism. Gifts of cash will be applied to the person's contributions to the total mission of Trinity Church.

Making Baptismal Membership Congregational Membership

Baptism is the event by which a person is made a member of Christ's Church in a specific congregation. Some families who are members of another congregation bring children back to Trinity for baptism for personal reasons. When this is the case, the pastor of that

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 6.20

Subject Baptismal Ministry

Effective Date 1/20/96

Committee Administration and Personnel

PASTORAL ACTS

congregation must give permission, by letter or phone, for a pastor of Trinity to perform the baptism. After the baptism the pastors will have the baptized person's membership transferred to that congregation.

In the event that the parents of a child to be baptized are not members of a congregation near their present residence, Trinity expects the parents will demonstrate integrity in making their vows and ask that parents file a letter of their intent with Trinity and then join a congregation as soon as possible. The parents should then contact Trinity to send the child's membership to that congregation.

PASTORAL ACTS

I. GENERAL

- A. The worship facilities of Trinity congregation are available for funerals and memorial services of its members, the relatives of its members and the friends of Trinity whose relationship with the congregation is known by the pastoral staff.
- B. The service will be designed by the officiating pastor in consultation with the family.

II. INSTRUCTIONS

- A. The church library will be available for the family to greet friends. The Narthex, Gathering Space, and Fellowship Hall may also be used.
- B. The casket or urn must be closed and may be covered during the service with a pall. The American Flag, or flag of another nation, may be used to cover the casket upon leaving the church.
- C. The family may choose one of Trinity's pastors to preside. If that pastor is unavailable, or if no preference is expressed, the Lead Pastor will assign a pastor.
- D. Music, soloists, scripture and special readings, consistent with Lutheran practice, shall be chosen in consultation with the pastor and the Ministry Director for Music. Variations in the order of service may be made only in consultation with the pastor.
- E. The church's kitchen facilities, library and Fellowship Hall are available for a family meal following the service. The family may request the services of the Parish Ministry Funeral Meal Committee. All expenses incurred will be the responsibility of the family.
- F. Flowers may be placed in the Nave or Chapel at the direction of the pastor.
- G. The pastoral staff or trained ministers to the grieving are available for counseling and support if requested.

TRINITY LUTHERAN CHURCH
CAMP HILL, PENNSYLVANIA

Number 6.30
Subject Funerals
Effective Date 9/14/2015
Team Worship Ministry

PASTORAL ACTS

III. Fees

- A. If the deceased was a member, or a relative of the deceased living in the same household is a member of Trinity Church:

Pastor	\$0
Organist/Musician	\$125
Soloist/Additional musicians, if desired	\$75
Nave and/or Fellowship Hall Sound Technician	\$50
Facilities (Nave, Chapel, Fellowship Hall, Library)	\$0

- B. Non-members

Pastor	\$175
Organist/Musician	\$125
Soloist/Additional musicians, if desired	\$75
Nave and/or Fellowship Hall Sound Technician	\$50
Nave and/or Fellowship Hall (includes Library)	\$400
Chapel (includes Library)	\$200
Fellowship Hall and Kitchen	
up to 75 people	\$300
over 75 people	\$400

- C. Please make checks for non-members payment of facility use payable to “Trinity Lutheran Church” and send or bring to the church office to the attention of the Ministry Director for Finance and Property. Payments to musicians and sound technicians should be made payable directly to those individuals.

TRINITY LUTHERAN CHURCH
CAMP HILL, PA 17011
WEDDING INFORMATION

1. **BRIDE'S NAME** _____ age _____

Address _____

Telephone: home _____ work _____

Church membership _____

Previous marriages _____

Parents' names _____

2. **BRIDEGROOM'S NAME** _____ age _____

Address _____

Telephone: home _____ work _____

Church membership _____

Previous marriages _____

Parents' names _____

3. **WEDDING DATE** _____ time _____

4. Nave _____ or Chapel _____ Number of guests _____

5. Rehearsal (date, time and place) _____

Rehearsal social _____

6. Reception (date, time and place) _____

7. Address after wedding _____

phone after wedding _____

8. Attendants: (names)

Maid/Matron of honor _____

Bridesmaids _____

Flower girl _____ age _____

Best man _____

Ushers _____

Ring Bearer _____ age _____

9. Music - Organist _____

Soloist/Instrumentalist _____

10. Dress at church? Bride and attendants _____

Groom and ushers _____

11. Arrival time _____

12. Florist services: Name of florist _____

Altar flowers: leave at church for Narthex __ will take __ runner _____

13. Candles: Floor Candelabra _____ Aisle Candelabra _____ Hurricanes _____

14. Receiving line here? _____ where _____

when _____

15. Will there be a guest book at the church? _____

Attendant? _____ Name _____

16. Photograph time _____ Name of photographer _____

Video taping _____ Name of videographer _____

17. Seating plan _____

18. Service:

A. Order:

1) Service Book and Hymnal _____

2) Lutheran Book of Worship _____

3) Other _____

B. Options:

1) Lessons _____

Other readings _____

Readers _____

2) Hymn(s) _____

3) Holy Communion _____

4) Bulletins _____

5) Introduction of couple following benediction _____

6) Wedding candle ceremony _____

7) Flowers to be given to parents _____

8) Prayer Desk _____

9) Other _____

D. Will the bride be given away? _____ By whom? _____

E. Additional clergy participating _____

Address _____

Phone _____

19. Items for planning

1. Bring to the church two weeks before the wedding:

A. Bulletin covers if Trinity church office is printing them.

B. The wedding candles if you are using the Candlelighting Ceremony.

C. Fees.

2. The wedding license should be brought to the church at least two days before the wedding.

3. Bulletins prepared outside the church office should be brought to the rehearsal.

APPENDIX A-5
Writing Guidelines for Publication
Effective Date 2/11/2013

I. GENERAL

- A. Members of the church are encouraged to submit articles for publication in the TRINITY PARISH, on the church website, and at social media outlets.
- B. This guideline sheet is provided to assist the contributor in preparing articles.
- C. Submitting articles, announcements and photos
 - 1. Submissions for TRINITY PARISH, shall be either typewritten to the church office or by email to parish@trinitycamphill.org, by the 10th of the month preceding the issue in which you want it to appear. Example:
Submit April 10 for publication in the May issue. Include your name, phone number, and email address on the article.
 - 2. Submissions to Trinity's web site shall be to the Trinity webmaster at webmaster@trinitycamphill.org. Include your name, telephone number, and email address on the submission.
 - 3. Posts on Trinity's Facebook page shall be permitted only by approved members of TRINITY EVANGELICAL LUTHERAN CHURCH-CAMP HILL Facebook group. All posts shall respect church policy, staff and congregation members. Posts shall not be for personal gain, nor political in nature.
 - 4. Submissions for TRINITY TODAY shall be to the Office Manager by noon Monday prior to the weekend of publication. Announcements shall be brief, timely and shall be limited to two successive appearances.
- D. Articles are to be written in the traditional news-writing style, using the 4 w's - who, what, when and where - in the lead or first graph. Articles may be edited for spelling, clarity, and length.

II. INSTRUCTIONS

A. Abbreviations

Do not assume that the reader knows as much as you do. Spell out first reference: Publicity and Communication. In the second reference you may use initial capitals. Example: P & C.

B. Capitalization

- 1. Keep capitalization to a minimum.
- 2. When referring to our newsletter use all capitals - TRINITY PARISH. Do likewise for other publications. Example: THE LUTHERAN.
- 3. Capitalize the formal name of committees. Example: Publicity and Communication or Art Subcommittee. Lowercase informal references. Example: the committee suggested.

4. According to ELCA (Evangelical Lutheran Church in America) guidelines, the church council should be referred to as the Congregation Council. Lowercase the second reference to council.
5. Capitalize specifically indicated rooms of the church. They are Fellowship Hall, Gathering Space, Nave, Narthex, Chapel and Library. Lowercase all other areas such as the church office.
6. Capitalize the word chairman when it is part of a title. Current thinking is that Chairperson is used in order to avoid gender reference. Example: Chairperson Mary Doe. Lowercase and spell out titles when not used with a full name if the position is temporary.
7. When referring to ethnic groups, capitalize Afro-American, Hispanic, Italian, Native America or American Indian.
8. Capitalize church when part of a formal name. Example: St. Mark Lutheran Church. Do not use the possessive as in St. Mark's Lutheran Church unless it is the proper name of the church. Lowercase church when used in an institutional sense. Example: separation of church and state.
9. Capitalize the proper names of monotheistic deities. Example: the Father, the Redeemer, the Spirit, Allah, Jehovah. Also capitalize pronouns referring to the deity.
10. Capitalize the major events in the life of Jesus Christ. Example: the Last Supper, the Crucifixion. When the events appear with His name use the lowercase. Example: The ascension of Jesus into heaven.
11. Capitalize proper names for rites of the church, such as the Last Supper, Lord's Supper, Holy Communion, Holy Eucharist, Word and Sacrament and Holy Baptism. Use the lowercase when referring to other rites or special orders of the church, or when the rites are written without the word Holy.
12. When referring to Bible passages, capitalize the Scriptures, the New Testament, the Old Testament, Gospels and the Holy Scriptures. Lowercase bible in non-religious references. Example: My dictionary is my bible.

C. Names and Titles

1. Confine capitalization to formal titles before an individual's name. Example: Bishop John E. Doe. Lowercase and spell out title references without the name. Example: The bishop issued a statement.

Lowercase and spell out titles in constructions that are set off by commas. Example: The Rev. John E. Doe, bishop of the Evangelical Lutheran Church in America.
2. When using a title which denotes a scope of authority use capitals. Example: Bishop Doe.
3. Lowercase titles serving primarily as occupational descriptions such as astronaut John Glenn or peanut farmer Jimmy Carter.

4. Do not capitalize "the" in the Evangelical Lutheran Church in America.
5. Religious Titles - First reference to an ordained minister is the Rev. Mary Doe. The second reference would be Pastor Doe or Pastor Mary if she is a member of the clergy at Trinity Church.
6. The title Reverend and Honorable are abbreviated and preceded by "the".
7. Avoid using "the Rev. Dr." Use only if the individual has an earned doctoral degree.
8. Include the first name of the spouse - the Rev. John and Mary Doe, not the Rev. and Mrs. John Doe.

D. Miscellaneous

1. Other names - On first reference use the entire name - Jane Smith or David Jones. On second reference use the last name only. For member of Trinity or others well known to our congregation, use the first name on the second reference.
2. Dates - Use month and day such as Feb. 19. Do not use 19th.
3. Numbers - spell out whole numbers below 10. Use figures for 10 and above. Never start a sentence with a figure. Rewrite the sentence. Exception: A year may be written to begin a sentence. Example: 1880 was the year of his birth.
4. Spelling - Be very careful in the spelling of names. People like to see their names spelled correctly in print. When in doubt, check the telephone book or church directory.
5. Time - Use figures except for noon and midnight. Use a colon to separate hours from minutes.

11 a.m.

1 a.m.

3:30 p.m.

For listing meeting times or schedules use this format.

11:00 a.m.

11:30 a.m.

12:00 noon

1:00 p.m.

4:30 p.m.

10:00 p.m.

6. Note - Savior, not Saviour, is the correct spelling when referring to Jesus Christ.

APPENDIX A-8
BALLOT - NOMINATIONS FOR COUNCIL

6/11/2015

(Ballot will be pre-printed with selected slate.)

Nominations for Council – Date

Candidates shall be scored as follows:

- X - Candidate unknown**
- 0 - Candidate unsuitable for Council**
- 2 - Candidate acceptable**
- 3 - Candidate endorsed**
- 4 - Candidate strongly endorsed**
- 5 - Candidate enthusiastically endorsed**

*These are the only acceptable scores.
Any other scores for any candidate will invalidate the entire ballot
and no scores for that ballot will be considered*

Nominees

Score



APPENDIX A-9

NOTE

FOR VALUE RECEIVED, _____ (the "Maker"),
(Name of Maker)

promises to pay to the order of TRINITY EVANGELICAL LUTHERAN CHURCH OF CAMP HILL, PENNSYLVANIA (the "Payee"), Camp Hill, Pennsylvania, the aggregate principal amount of all sums advanced by Payee to Maker as set forth on the *Schedule of Advances* appearing hereon, or such lesser particular amount as shall represent the unpaid balance of such principal sums, upon conditions, in the manner and with the effect provided herein. The outstanding principal balance of the indebtedness evidenced by this Note may be prepaid in whole, or in part, at any time.

It is understood and agreed by and between Maker and Payee that if Maker completes seminary preparation for the ordained ministry or non-ordained ministry and enters into full-time employment in Christian service with a church affiliated with the Evangelical Lutheran Church in America, or affiliated agency, then twenty percent (20%) of the aggregate principal balance of this Note shall be forgiven by Payee and deemed to be paid for each year that Maker renders such service; otherwise, the aggregate principal amount outstanding on this Note, together

with interest thereon at the rate of six per cent (6%) per annum calculated from the date of each advance, shall become due and payable twelve months after withdrawal from seminary or vocational preparation or termination of such service, as applicable.

Maker hereby waives presentment for payment, demand, notice of demand, notice of nonpayment or dishonor, protest and notice of protest of this Note, and all other notices in connection with the delivery, acceptance, performance, default or enforcement of the payment of this Note, and agrees that Maker's liability shall not be affected in any manner by any indulgence, extension of time, renewal, waiver or modification granted or consented to by Payee. Maker consents to any and all extensions of time, renewals, waivers or modifications that may be granted by Payee with respect to the payment or other provisions of this Note.

Payee shall not be deemed, by any act of omission or commission, to have waived any of its rights or remedies hereunder unless such waiver is in writing and signed by Payee, and then only to the extent specifically set forth in said writing. A waiver of one event shall not be construed as continuing or as a bar to or waiver of any right or remedy to a subsequent event.

The Maker intends this to be a sealed instrument and to be legally bound hereby.

All issues arising hereunder shall be governed by the laws of the Commonwealth of Pennsylvania.

This Note shall be legally binding upon the Maker and his/her respective heirs, executors, administrators and assigns and the benefits hereof shall inure to the successors and assigns of the Payee.

SIGNED, SEALED AND DELIVERED
IN THE PRESENCE OF

SCHEDULE OF ADVANCES

AMOUNT	DATE	SIGNATURE OF MAKER
1. \$		
2. \$		
3. \$		
4. \$		
5. \$		
6. \$		
7. \$		
8. \$		
9. \$		
10. \$		
11. \$		
12. \$		
13. \$		
14. \$		
15. \$		

APPENDIX A-10

ELCA Vocation Support - Status Form

DIRECTIONS: Status reports shall be filed by loan applicants/recipients annually during the loan/repayment period. The report shall be completed, signed and returned to Trinity Lutheran Church to the attention of the chair of the ELCA Vocation Support committee. Reports shall be submitted by August 15 of each calendar year. Additional reports shall be submitted in the event of student/employment status change within one month of said change.

NAME _____ DATE _____

ADDRESS _____

E-mail _____ PHONE _____

CURRENT STUDENT STATUS: _____ FULL TIME _____ PART TIME _____

PLANNED FUTURE STATUS: (Student, Additional loan, Employment, On leave, Repayment)

COURSES PLANNED FOR: INTERIM _____ SPRING _____ FALL _____ OTHER _____

EXPECTED TUITION EXPENSES NEXT CALENDAR YEAR :

ANTICIPATED SCHOLARSHIPS/GIFTS: _____

LOAN REQUEST FOR NEXT CALENDAR YEAR: _____

CURRENT EMPLOYMENT STATUS: _____

(EXPECTED) DATE OF GRADUATION _____

CURRENT LOAN BALANCE:

(To be completed by Financial Administrator)

SIGNATURE _____

EFFECTIVE 9/22/11

APPENDIX A-11

TRINITY EVANGELICAL LUTHERAN CHURCH

ELCA VOCATION LOAN FUND
INFORMATION AND INSTRUCTIONS FOR APPLICANTS

Trinity Church maintains a loan fund to assist members of Trinity in the preparation for full-time church vocations in the ELCA. The administration of the loan fund is vested in the ELCA Vocation Support Committee.

Applicants for educational loans must be active, confirmed members in good standing of Trinity Lutheran Church for a minimum of one year prior to application and shall have demonstrated an active interest in the work of the Church. Applicants shall be graduates from a high school or college with a record acceptable to the college, seminary, or other institution in which the applicant will enroll.

Applicants must provide evidence that they have applied for assistance from the financial aid officer of the institution to which they are enrolled.

Loans will be considered on the basis of a written application (Form A-11). Loans may be requested for periods up to one year, requests may be made for renewal. A personal statement of faith and interview before the ELCA Vocation Support Committee shall be completed prior to loan consideration.

Applicants are expected to enroll in Lutheran colleges and seminaries. A minimum of one year in a Lutheran seminary is required for all applicants studying for rostered ministry.

An annual status report (Form A-10) shall be filed by the loan recipient during the loan period. For each year of full-time Christian service following completion of the educational program, 20% of the total amount of the loan will be forgiven. A promissory note shall be signed by the recipient at the time a loan is made containing terms of the loan and its repayment. In the event of withdrawal from the educational program, the loan shall become repayable at once with interest in accordance with the loan document.

FORM A-11

APPLICATION TO TRINITY LUTHERAN CHURCH, CAMP HILL, PA
FOR ELCA VOCATION FINANCIAL AID

Date _____

Name of applicant _____
last first middle

Application for aid for period from _____ to _____

while a student at _____
college or seminary

in _____, _____
city state zip code

I am enrolling in the following program of studies,

A. Master of Divinity ____

B. Master of Arts in Religion ____

1. Christian Education ____

2. Theological Disciplines ____

3. Church Music ____

4. Church Music and Christian Education ____

C. Other _____

D. Non-degree Program (Explain) _____

Date of admission _____

Anticipate degree of _____ in _____
mo./yr.

Present year or class _____

Church occupation you plan to enter _____

Amount of Financial Aid Requested _____ Date assistance required _____

Other Financial Aid requested/received _____

1. Personal Data

a. Home address _____
street and number

_____ town state zip code

Phone number: Home _____ Work _____

b. Address at school _____

(if resident student) street and number

_____ town state zip code

c. Date of Birth _____

d. Marital Status: Single ___ Married ___

Number of Dependents ___

If married, name of spouse _____

Names and ages of dependent children _____

Other dependents for whom you are financially responsible

2. Education

a. High School _____
name location year graduated

b. College _____
name location present class or year graduated

Degree expected _____ or obtained _____

Major field of study _____

3. List employment (including summer employment) you have held in the past two years:

Job Title or Type of Work	Employer	Dates of Employment	Full or Part time	Amount Earned

- a. Do you plan to work during the time for which you are requesting aid? _____

If so, what will be the nature of that work? _____

- b. Does your spouse plan to work during the time for which you are requesting aid? _____

4. Christian Activities (last 3 years)

Please feel free to include all activities both in and outside the church that indicate your willingness and ability to serve the needs of the church, and your adherence to the confession of faith of this church.

5. Please attach your personal statement of faith.
6. A personal financial statement may be requested by the committee. If requested, can you make one available? yes ___ no ___
7. I plan to be a full-time ___ part-time ___ student in these educational activities. Student in residence ___ or commuting ___
8. Please attach copy of your Student Aid Report.

Signature: _____ Date: _____

Effective Date: 06/17/1996
Administrative Update: 2/24/2015

This appendix page describes specific responsibilities of Trinity Lutheran Church and the tenant of 1959 Market Street.

1. Specific responsibilities of Trinity Lutheran Church under the direction of the Property Committee:
 - a. Pay taxes and insurance on real property.
 - b. Conduct periodic inspections of the property to assess needed maintenance and discuss specific needs with the tenant.
 - c. Provide periodic interior care.
 - d. Trim large trees as required.
 - e. Replace shrubbery as required.
 - f. Paint exterior.
 - g. Maintain heating system.
 - h. Maintain plumbing system.
 - i. Maintain electrical service.
 - j. Provide a stove, oven, water heater, and dish washer.
 - k. Mow grass, prune shrubs, etc.
 - l. Remove ice/snow from walk ways.
2. Specific responsibilities of the tenant:
 - a. Perform all interior housekeeping chores.
 - b. Report to the Ministry Director for Finance and Property immediately any maintenance problems that may occur.
 - c. Provide household equipment used for occupant's responsibilities (i.e. snow shovel, vacuum cleaner, etc.).
 - d. Wash windows.
 - e. Remove ice/snow from exterior steps and/or porch.
 - f. Provide own furnishings.
 - g. Provide insurance on contents which are personal property of the tenant.
 - h. Pay water, electric, gas, fuel and phone.

APPENDIX A - 13

GUIDELINES FOR DISPLAY OF ART

1. Art Display Coordinator will provide an agreement form (below) for artist to sign before exhibition is hung. Signed agreement form should be in the office before the show is hung.
2. All artists exhibiting works in Trinity Lutheran Church shall agree to notify the Art Display Coordinator (or church office) the exact time he/she will hang exhibit. A minimum time notification should be (3) three days prior to the opening and (3) three days prior to the last Sunday of the month.
3. Exhibit must be in place before the first Sunday of the month and remain until after the final Sunday of the month. Art work is not to be removed until after the final Sunday of the month.
4. Chains and hooks on which to hang artwork are stored in cabinets in the storage room to the right of the stage in Fellowship Hall. The plastic rods that are used for the display are stored on the wall in the closet under the steps in the Gathering Space.
5. Fire laws state that work must be hung at least 1 1/2-feet away from either side of a fire extinguisher.
6. No stickers or titles may be taped on walls.
7. Artwork that is not in good taste or is not in keeping with church policy in terms of Christian ethics and morality will be removed. The final decision will be made by the church's program staff and the Arts Ministry Team Facilitator.
8. The bulletin board outside the Library and a table in the Gathering Space may be used to tack resume, photography and promotion material. No prices are to be displayed.
9. Inquiries regarding the prices or availability of a piece of artwork will be referred to the artist.
10. The agreement form below will be signed by all exhibiting artists:

Exhibiting Artist Agreement Form

It is understood and agreed that the undersigned and exhibitor in the display of his or her works of art, exhibits with the understanding that Trinity Evangelical Lutheran Church, Camp Hill, Pennsylvania will in no way be responsible for damage that may occur to said work of art, whether it is due to negligence of said church, its employees or agents, or any other person or persons; and does further agree to hold said church harmless for any loss resulting to undersigned.

In witness whereof I have here unto set my hand and seal this _____ day of _____, 20____.

Signature _____



**2000 Chestnut Street Camp Hill, PA 17011
(717) 737-8635**

APPLICATION FOR CERTIFICATE OF RIGHT OF INURNMENT

*I hereby apply to the columbarium committee of Trinity Lutheran Church
of Camp Hill for a Certificate of Inurnment in their columbarium:*

1. Name of Applicant:
2. Residence Address:
3. Telephone: home - business
4. Church Affiliation:.....
5. Name, address, telephone number, and relationship of next of kin or legal representative:
.....
.....
.....
.....
6. The niche in the columbarium is designated for the cremated remains of the following:
1 - Date of birth Death
2 - Date of birth Death.....

*(Use name as it is to appear on plaque, not to exceed 22 spaces.
Give date of birth and, where applicable, year of death.)*

SIGNATURE:

Payment - _____ Date - _____

A Congregation of the Evangelical Lutheran Church in America

Application # _____



trinity | camp hill
LUTHERAN CHURCH

2000 Chestnut Street
Camp Hill, PA 17011
717-737-8635

**COLUMBARIUM
RIGHT OF INURNMENT**

This certifies that the right of inurnment in a niche at the columbarium of Trinity Lutheran Church of Camp Hill is vested in:

The right to use a niche is granted subject to the conditions and limitations and with the privileges specified in the policy and regulations adopted by Trinity's Congregation Council and all other rules and regulations of the church reasonably applicable thereto and not inconsistent therewith, as well as other rules and regulations as may from time to time be adopted by the Congregation Council of Trinity Evangelical Lutheran Church.

Trinity Evangelical Lutheran Church

Pastor

Council President

Received the amount of \$ _____

Date _____

Certificate number _____

A Congregation of the Evangelical Lutheran Church in America

GUIDE FOR PREPARING POLICY PAGES

I. CONTENT: MANUAL AND PAGE STRUCTURE

A. ORGANIZATION

1. The opening portion of the policy manual shall provide information on structure and use of the manual, responsible entities and process utilized to keep the manual current as regards the overall organizational structure and policies of Trinity Church.
2. Job Descriptions shall be formatted in the following three categories:
 - a. Section I ORGANIZATIONAL RELATIONSHIPS describes relationships in terms of church organizational structure.
 - b. Section II GENERAL RESPONSIBILITIES describes the job in very general terms.
 - c. Section III SPECIFIC RESPONSIBILITIES describes in detail the responsibilities of the particular job/position.

B. COMMITTEE FUNCTIONS AND POLICIES

1. Provides information on committee purpose/mission, structure, ministry responsibilities and relationship to other church committees.
2. Committee pages shall be formatted in the following four categories:
 - a. MISSION STATEMENT
 - b. ORGANIZATION
 - c. RESPONSIBILITIES
 - d. RELATIONSHIPS

C. PERSONNEL ADMINISTRATION, USE OF FACILITIES, CHURCH ACTIVITIES, MISCELLANEOUS AND PASTORAL ACTS

1. Pages shall be formatted in two sections
 - a. I. GENERAL
 - b. II. INSTRUCTIONS
2. Section I: GENERAL covers the reason why the policy is required (this is usually "I. Paragraph A"), states church policy, if applicable, and a definitive statement as to who is responsible for doing what (usually "I. Paragraph B").
3. Section II: INSTRUCTIONS contains a brief statement of what is done, who does it, where copies go (when paperwork is involved), and other pertinent information.

D. APPENDICES

1. If detailed instructions are required they should be included in TOPICAL AREA 7, the Appendices.
2. Instructions of short-term applicability shall not be included.

II. STYLE: Properly written policy pages are designed for easy reading and comprehension by the people who use them.

- A. Always use a positive active sentence structure.
- B. Employ short sentences. Be clear, concise and to the point.
- C. Be brief, usually not more than two pages. Detailed attachments, forms, or instructions, if required, may exceed two pages in length.

Keeping Kids Safe

Guidelines for Working with Children and Youth

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

Two-Adult Rule: Two approved adults must be present during any church activity involving the supervision of anyone under the age of 18. One of these adults must be someone over 21 years of age. The exception shall be only with the signed waiver for individual instruction or training (Appendix A-23)

Open-Door Rule: When possible, doors shall be left open so that ***the interior of the room is visible***.

If the doors are closed, persons ***outside the room*** must be able to see into the room.

Empty-Room Rule: When leaving an empty room after an activity, the door shall be left open. The receptionist will check the room, close, and lock the door.

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

<u>Appropriate Displays of Affection</u>	<u>Inappropriate Displays of Affection</u>
Asking permission before touching	Any form of unwanted affection
Side (one-arm) hugs	Full frontal or "bear hugs"
Pats on shoulder or back	Touching bottoms, chests or genital areas
Hand shakes	Lying down beside children
High fives and fist bumping	Kisses or Massages
Verbal praise	Patting children on thigh, knee or leg
One arm around shoulders	Tickling or Wrestling
Holding hands while walking or during prayer	Touching or hugging from behind
Kneeling or bending down for hugs with a child	Compliments related to physique or body development

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

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

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

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

Reporting Suspected Abuse: If in the course of working with children or youth, you have reasonable cause to suspect that a child is being abused, either at home or at church, it is required that your concerns be brought to the Director of Children's Ministry, Director of Youth Ministry, Lead Pastor or Congregation Council President.

Covenant for Keeping Kids Safe

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

Trinity Staff Member or Volunteer date

Supervisor of the Signatory date

Printed name of signatory

date

Printed name of Supervisor

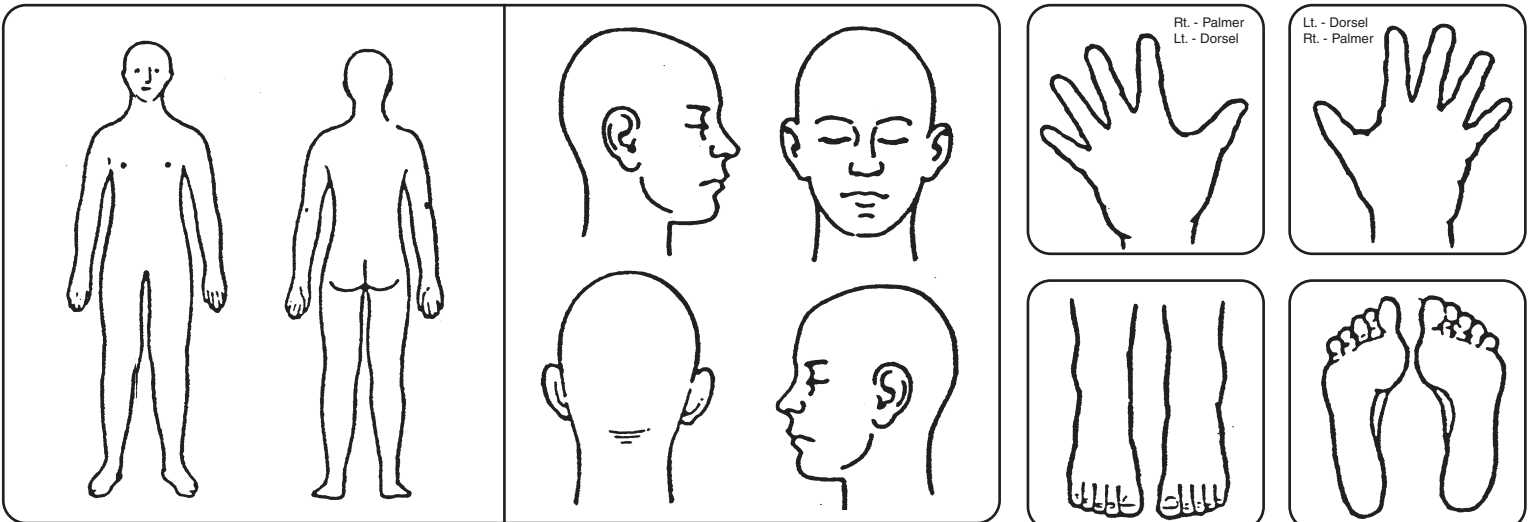
date

REPORT OF SUSPECTED CHILD ABUSE

(CHILD PROTECTIVE SERVICE LAW - TITLE 23 PA CSA CHAPTER 63)

PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE. EXCEPT FOR SIGNATURE. PLEASE PRINT OR TYPE

1. NAME OF CHILD (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)			COUNTY	
1A. PRESENT LOCATION IF DIFFERENT THAN ABOVE			COUNTY	
2. BIOLOGICAL/ADOPTIVE MOTHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
3. BIOLOGICAL/ADOPTIVE FATHER (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	TELEPHONE NO.
ADDRESS (Street, City, State & Zip Code)			COUNTY	
4. OTHER PERSON RESPONSIBLE FOR CHILD		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)		COUNTY	TELEPHONE NO.	
5. ALLEGED PERPETRATOR (Last, First, Initial)		SOC. SEC. NO.	BIRTHDATE	RELATIONSHIP TO CHILD SEX <input type="checkbox"/> M <input type="checkbox"/> F
ADDRESS (Street, City, State & Zip Code)		COUNTY	TELEPHONE NO.	
6. FAMILY HOUSEHOLD COMPOSITION (Excluding Above Names) NAME (Last, First, Initial)	RELATIONSHIP TO CHILD	NAME (Last, First, Initial)		RELATIONSHIP TO CHILD
A.		D.		
B.		E.		
C.		F.		
DESCRIBE INJURIES/CONDITION AND WHY YOU SUSPECT ABUSE/NEGLECT. INCLUDE EVIDENCE OF PRIOR ABUSE TO THIS CHILD, SIBLING OR PERPETRATOR. (PLEASE REFER TO OPPOSITE SIDE FOR ADDITIONAL INFORMATION). PLEASE NOTE EXACT LOCATION OF THE INJURY(S) ON MODEL BELOW.		COUNTY WHERE ABUSE OCCURRED		DATE OF INCIDENT



7. ACTIONS TAKEN OR ABOUT TO BE TAKEN BY REPORTER, COUNTY AGENCY, LAW ENFORCEMENT, SCHOOL OFFICIAL, OR OTHERS.			
<input type="checkbox"/> NOTIFICATION OF CORONER	<input type="checkbox"/> X-RAYS	<input type="checkbox"/> PHOTO-GRAPHS	<input type="checkbox"/> HOSPITAL-IZATION
<input type="checkbox"/> POLICE NOTIFIED	<input type="checkbox"/> MEDICAL EXAMINATION	<input type="checkbox"/> EMERGENCY CUSTODY TAKEN	<input type="checkbox"/> OTHER (Specify) _____
8. RISK FACTORS, CHILD:			
A. DESCRIBE ANY PHYSICAL, MENTAL OR BEHAVIORAL FACTORS THAT MAY PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DOES THE CHILD APPEAR TO NEED IMMEDIATE MEDICAL ATTENTION?		<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES	IF YES, PLEASE EXPLAIN :
C. LEVEL OF PAIN CHILD EXHIBITS		<input type="checkbox"/> MILD <input type="checkbox"/> MODERATE <input type="checkbox"/> SEVERE	PLEASE DESCRIBE:
D. DOES THE CHILD APPEAR TO BE FEARFUL, SUICIDAL OR WITHDRAWN? IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
9. RISK FACTORS, FAMILY:			
A. DESCRIBE ANY CARETAKER/PERPETRATOR CHARACTERISTICS THAT PLACE THE CHILD AT RISK:			<input type="checkbox"/> UNKNOWN
B. DESCRIBE THE EXTENT OF PERPETRATOR(S) ACCESS TO CHILD:			<input type="checkbox"/> UNKNOWN
C. IS THERE ANY SUBSTANCE ABUSE IN THE HOUSEHOLD?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
D. DOES THE CARETAKER/PERPETRATOR HAVE A HISTORY OF VIOLENCE OR SEVERE EMOTIONAL PROBLEMS? IF YES, PLEASE EXPLAIN:			
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
E. WHAT IS THE ENVIRONMENTAL (HEALTH AND SAFETY) CONDITION OF THE HOME?			
<input type="checkbox"/> UNKNOWN			
F. WILL CHILD BE AT RISK DUE TO COUNTY AGENCY INVOLVEMENT?			IF YES, PLEASE EXPLAIN:
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			
G. ARE THERE WEAPONS IN THE HOME?		IF YES, PLEASE EXPLAIN:	
<input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN <input type="checkbox"/> YES			

INSTRUCTIONS TO MANDATED PERSONS: Any persons who, in the course of their employment, occupation, or practice of their profession come into contact with children shall report or cause a report to be made to Childline (800-932-0313) when they have reasonable cause to suspect, on the basis of their medical, professional or other training and experience, that a child coming before them in their professional or official capacity is a victim of child abuse. Within 48 hours after making the oral report, send one copy of this report to the county children and youth agency.

NOTE: If the child has been taken into custody, you must also immediately contact the county children and youth agency where the abuse occurred. Except for confidential communications made to an ordained member of the clergy, the privileged communication between any professional person required to report and the patient or client of that person shall not apply to situations involving child abuse and shall not constitute grounds for failure to report suspected abuse.

REPORTING SOURCE			
SIGNATURE		TITLE OR RELATIONSHIP TO CHILD	
ADDRESS		FACILITY OR ORGANIZATION	
		DATE OF REPORT	

Trinity Lutheran Church Camp Hill

Keeping Kids Safe Volunteer Information Form

Name _____ Email _____

Address _____ City/Zip _____

Cell Phone # _____ Home Phone# _____

Occupation _____ Employer _____

Work Phone # _____ Employer City/Town _____

Church Activity

1. Are you a member of Trinity? _____ If not, please list your current congregation _____

Do you regularly attend Trinity worship? _____ Which service? _____

What ministries and/or Sunday school classes are you currently involved in at Trinity?

2. List the name of other churches you have attended regularly during the past five years.

Previous Experience Working with Children or Youth

1. List any training, education, or other experiences that are relevant or have prepared you for working with children/youth.

2. List all previous work (volunteer or paid) involving children or youth, including the name of the organization.

Type of Work	Name of Organization
_____	_____
_____	_____
_____	_____
_____	_____

Ministry at Trinity

1. What is the area of Children/Youth work for which you would like to volunteer?
2. What special skills or abilities would you like to offer?

Personal References (not relatives)

1. Name _____ Day Phone# _____
 Address _____ Evening Phone # _____
 _____ Relationship to you _____
2. Name _____ Day Phone# _____
 Address _____ Evening Phone # _____
 _____ Relationship to you _____

Personal Background

1. Do you have any physical conditions that would prevent you from performing certain types of activities relating to youth or children's work? _____ If yes, please explain.
2. Have you ever been charged with any misdemeanor or felony relating to physical contact with another person, child abuse, or actual or attempted molestation? _____ If you prefer, you may discuss your answer with a pastor rather than answering it on the form.

Applicant's Statement

The information contained in this application is correct to the best of my knowledge. I authorize any references or churches listed in this application to give you any information (including opinions) that they may have regarding my character and fitness for children/youth work. I release all such references from any liability for furnishing such evaluations to you, provided they do so in good faith and without malice. I waive any right that I may have to inspect references provided on my behalf.

If given a volunteer placement I agree to be bound by the bylaws and policies of Trinity Evangelical Lutheran Church.

 Applicant's Signature

 Date

 Witness

 Date



Background Check Information Form

Pennsylvania State Criminal Record & Sex Offender Registry

Please fill out ENTIRE form

Full Legal Name _____ Gender _____

Maiden/Former Name (if applicable) _____

Preferred Name _____

Social Security Number _____ - _____ - _____ Date of Birth _____ - _____ - _____

I hereby authorize Trinity Evangelical Lutheran Church to conduct a criminal background check using the information on this form. I further agree that I am not disqualified from employment or service related to working with children, due to a prior conviction in any other jurisdiction. I understand that should that status change during the course of my service I am required by law to notify Trinity Lutheran Church within 72 hours. I affirm that all information provided here is true and correct.

Signature _____ Date _____

Current Address _____

City/State/Zip _____

Home# _____ - _____ - _____

Cell# _____ - _____ - _____

Work# _____ - _____ - _____

Email _____

Previous Addresses:

You must provide all previous address(es) for past 10 (ten) years. If current address has been the same for 10 (ten) or more years, list one prior address. Use back of form if necessary, or attach a separate sheet.

Previous Address _____

City/State/Zip

Trinity Evangelical Lutheran Church
Consent for a minor child to receive individual training or instruction

I hereby acknowledge that there is a policy at Trinity Lutheran Church that requires the presence of more than one adult during any experience with children under the age of 18. I am requesting a waiver of that policy. I give my consent for my child to be with the following staff member for the stated purpose and time. I acknowledge that this consent must be renewed each year.

Activity for which exception is requested:_____ Today's date_____

Staff member:_____ Dates and time of activity:_____

Child's name:_____ Child's age:_____

Parent name:_____

	Signature	Date
--	-----------	------

A copy of this form shall be kept in the Keeping Kids Safe file in the Director of Children's Ministries office.

Trinity Evangelical Lutheran Church
Consent for a minor child to receive individual training or instruction

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Activity for which exception is requested:_____ Today's date_____

Staff member:_____ Dates and time of activity:_____

Child's name:_____ Child's age:_____

Parent name:_____

	Signature	Date
--	-----------	------

A copy of this form shall be kept in the Keeping Kids Safe file in the Director of Children's Ministries office.

Trinity Lutheran Church Incident/Accident Report

Name: _____ (of person(s) involved)

Date of Incident/Accident: _____ Time: _____ (a.m./p.m.)

Location of Incident/Accident: _____

Status of Person Involved: _____

Address: _____

Phone No: _____

Description of Incident/Accident by Person Involved: _____

Name/s of Witnesses: _____

Witness Statements to be completed on attached form

Describe nature and extent of injury in your own words: _____

Was EMS/Ambulance/Physician called: _____ Yes _____ No Time: _____ (a.m./p.m.)

If Child, was Parent notified: _____ Yes _____ No Time: _____ (a.m./p.m.)

If not, explain why not: _____

What steps could be taken to prevent this incident/accident from recurring? _____

Date: _____ Person making report: _____

Date: _____ Reviewed by Ministry Director for Finance/Property: _____

Distribution of completed form:

Original to Incident/Accident file in church office; copy to Church Property Committee Chair

Trinity Lutheran Church Incident/Accident Report
Witness Statement

Name: _____ (of person(s) involved)

Date of Incident/Accident: _____ Time: _____ (a.m./p.m.)

Location of Incident/Accident: _____

Description of Incident/Accident by witness: _____

What steps should be taken to prevent this incident/accident from recurring? _____

Date: _____ Witness Making Report: _____

Date: _____ Reviewed by Ministry Director for Finance/Property: _____

Distribution of completed form:

Original to Incident/Accident file in church office; copy to Church Property Committee Chair

Note: *If there is more than one witness, this form is to be copied and completed by all witnesses.*

Roles and Responsibilities of Congregation Council President, Committee Chairs, Council Committee Representatives, and Staff Advisors	Committee Chair	Council Committee Representative	Staff Advisor	Congregation Council President
Convenes and chairs committee meetings/Congregation Council	X			X
Appoints Committee and Task Force chair persons				X
Attends Committee Meetings (President serves as ex-officio on all committees)	X	X	X	
Maintains an active committee membership regularly recruiting and orienting new members	X			
Assures accuracy of all meeting minutes	X			X
Prepares committee reports to Council	X			
Clarifies committee reports at Council meetings, as necessary		X	X	
Represents the assigned committee and brings committee business before Council (Council Rep. includes committee voting rights)	X	X		
Oversees the activities of sub-committees and committee task forces	X			
Provides guidance concerning Council policies and procedures	X	X	X	X
Provides guidance concerning budget preparation		X	X	X
Prepares and submits committee budget requests on time	X			
Oversees the assigned committee budget and approves expenditures as applicable and/or required	X			
Monitors expenditures of special projects as related to assigned committee or other responsibilities	X	X		X
Communicates ministry opportunities to the committee and congregation	X	X	X	X
Prepares and submits an annual committee report	X			X
Provides theological guidance and pertinent denominational information			X	
Consults lead pastor when appropriate and necessary	X	X	X	X
Keeps vision of congregation goal moving forward	X	X	X	X
Accountable to the Congregation Council	X	X	X	X
Evaluates committee program for effectiveness and relationship to committee/Council goals	X	X	X	X
Ensures regular update and review of all committee/Council related policies	X	X	X	X
Participates in ongoing leadership training	X	X	X	X

Guidelines for Use of the Gathering Space for Publicity

The Gathering Space at Trinity is an excellent place to meet, greet and socialize with members and visitors. Committees and groups have found that it is also an excellent place to advertise activities or have sign-up sheets for scheduled events. Therefore, basic guidelines have been developed for such use of the Gathering Space.

1. **Sign-Up Tables:** When there is only one group for sign-ups, a smaller table is to be used. When there are several groups requiring space, a large table will be used with two groups per table and a limit of two tables per Sunday. The Facilities Supervisor can make exceptions to this limit. If an exception is made, the additional tables will be placed at the main entrance doors (near the large bulletin board) to avoid crowding in the Gathering Space.
2. **Easels:** When advertising an event with a Poster on an Easel, it may not be in the Gathering Space more than three weeks (i.e., two weeks prior to and the week of an event). After the event, the display must be removed promptly.
3. **Poster Size:** Posters are to be 2 feet by 3 feet, or smaller. If flyers or brochures are used for additional publicity, they are to be placed in a pocket on the poster. The tract rack is also available for flyers and brochures.
4. **Sign-up Sheets:** Sign-up Sheets may be made available at the Reception Desk for advertised events.
5. **Requests for Space:** Requests for tables and/or easels are to be made to the Facilities Supervisor at least 2 weeks in advance to assure availability. The number of tables and/or easels will be determined by the Facilities Supervisor.
6. **Removal of Publicity Items:** Displays are to be removed promptly after an event. The Facilities Supervisor has the authority to remove items that are out of date or do not comply with these guidelines.

Publicity and Communications Committee Approval: 12/14/2004

Congregation Council Approval: 1/10/05

A-31

Guidelines for the Donation of Art and Objects of Value

Organization:

Prospective gifts of Art will be under the purview of the Arts Ministry Team.

Prospective gifts or other objects of value will be under the purview of the Property Committee.

Prospective donors will be requested to complete a donor's worksheet to facilitate the church's decision making process.

Responsibilities:

Consider the appropriateness for donations of art and other objects of value to Trinity Church. Donors should have the opportunity to meet with members of the appropriate committee to discuss their gift, any restrictions and any expectations concerning how the object will be displayed.

After the donor has met with the appropriate committee/team, committee/team members will meet in private to discuss the information presented. The committee may recommend the acceptance of the gift to Congregation Council or decline the gift.

Congregation Council will consider gift recommendations at their next regularly scheduled meeting. Donors will be notified in writing as to the decision to accept or decline the gift

The Arts Ministry Team and Property Committee will collaborate to determine the appropriate use/location to display gifts.

An article may be prepared by the appropriate committee/team for the Trinity Parish announcing the donation.

Trinity Church reserves the right to convert gifts for their cash value.

(Note –Opposite Side)

Donation Information

Name:

Date:

Address:

Phone Number

Item Description:

Display requirements (heat, light, security, etc) and suggested placement:

Restrictions:

Estimated Value:

Basis for Valuation (cost, appraisal, etc)

I have read and understand the Guidelines for the Donation of Art and Objects of Value.

Signature

(Note – Opposite Side)