

# **University Lutheran Church Business and Policy Manual**

1020 South Harrison  
East Lansing, MI 48823  
517-332-2559  
ulcel.org  
[ulc@ulcel.org](mailto:ulc@ulcel.org)

ULCPolicyandProcedureManual.doc  
Last modified: Draft – August 22, 2019

**Note:** Please check the Member Login section of the ULC web site, [ulcel.org](http://ulcel.org), for the most current version.

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## Mission

In response to God's unconditional love and grace, and in the name of Jesus, the mission of University Lutheran Church is to:

- *Nurture* in each other a life-changing faith.
- *Integrate* our faith into all aspects of our daily lives.
- *Engage* in vibrant worship, study and dialogue.
- *Serve*, care for, and welcome everyone in our campus and surrounding communities.
- *Support* our local and global neighbors in need.
- *Practice* stewardship of God's creation.

## Vision

An integrated family journeying faithfully together, inspired by God's grace, guided by Christ, and empowered and sustained by the Holy Spirit.

## Meta Goals

Develop a *multi-connected congregational system* (small groups with study, prayer, and outreach emphases).

Offer a variety of meaningful, Christ-centered *educational opportunities* for every member (a seamless faith journey).

*Equip/train leaders* for small group and educational ministries.

*Intentionally invite* people ("new" and "old") to worship and participation in ministry.

Increase *integration* in programming.

## Statement of Intentional Welcome

In response to the call to Romans 15:7, "Welcome one another, therefore as Christ has welcomed you, for the glory of God," we believe that every person has worth as an individual and every person is entitled to dignity and respect.

We, therefore, publicly proclaim that: We welcome people of any race, nationality, age, ability, sexual orientation, gender identity and gender expression into the membership of our church, and we encourage everyone to share their faith, gifts and talents in worship, service, study and leadership; We commit to remove all barriers that exclude people from full and active participation in our church; and We will continually strive to eliminate prejudice from our thoughts and actions and discourage prejudice by others at every opportunity.

*Adopted Nov. 18, 2001; amended Nov. 16, 2009; amended Nov. 16, 2014*

## Changes to ULC "congregationally approved statements" beyond the Constitution

"Ad hoc committees may be appointed to create or emend statements like the vision, mission, or welcoming statement. When such committees are not in existence, suggested revisions to these documents go first to Council. Council then chooses whether - and in what form - such revisions should go forward for a congregational vote."

# Constitution

## Preamble

We, baptized members of the Church of Christ, responding in faith to the call of the Holy Spirit through the Gospel, desiring to unite together to preach the Word, administer the sacraments, and carry out God's mission, do hereby adopt this Constitution and solemnly pledge ourselves to be governed by its provisions. In the name of the Father and of the Son and of the Holy Spirit.

## Chapter 1 – Name and Incorporation

- C1.01 The name of this congregation shall be University Lutheran Church.
- C1.02 For the purpose of this Constitution and the accompanying Bylaws, the congregation of University Lutheran Church is hereinafter designated as "this congregation."
- C1.03 In these governing documents, "Church" with a capitol letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church of America (ELCA), the words "church" and "this church" in lower case letters are employed.
- C1.04 This congregation shall be incorporated, not for profit, under the laws of the State of Michigan.

## Chapter 2 – Confession of Faith

- \*C2.01 This congregation confesses the Triune God, Father, Son, and Holy Spirit.
- \*C2.02 This congregation confesses Jesus Christ as Lord and Savior and the Gospel as the power of God for the salvation of all who believe.
  - a. Jesus Christ is the Word of God incarnate, through whom everything was made and through whose life, death, and resurrection God fashions a new creation.
  - b. The proclamation of God's message to us as both Law and Gospel is the Word of God, revealing judgment and mercy through word and deed, beginning with the Word in creation, continuing in the history of Israel, and centering in all its fullness in the person and work of Jesus Christ.
  - c. The canonical Scriptures of the Old and New Testaments are the written Word of God. Inspired by God's Spirit speaking through their authors, the Scriptures record and announce God's revelation centering in Jesus Christ. Through them God's Spirit speaks to us to create and sustain Christian faith and fellowship for service in the world.
- \*C2.03 This congregation accepts the canonical Scriptures of the Old and New Testaments as the inspired Word of God and the authoritative source and norm of its proclamation, faith, and life.
- \*C2.04 This congregation accepts the Apostles', Nicene, and Athanasian Creeds as true declarations of the faith of this congregation.
- \*C2.05 This congregation accepts the Unaltered Augsburg Confession as a true witness to the Gospel, acknowledging as one with it in faith and doctrine all churches that likewise accept the teachings of the Unaltered Augsburg Confession.
- \*C2.06 This congregation accepts the other confessional writings in the Book of Concord, namely, the Apology of the Augsburg Confession, the Smalcald Articles and the Treatise, the Small Catechism, the Large Catechism, and the Formula of Concord, as further valid interpretations of the faith of the Church.
- \*C2.07 This congregation confesses the Gospel, recorded in the Holy Scriptures and confessed in the ecumenical creeds and Lutheran confessional writings, as the power of God to create and sustain the Church for God's mission in the world.

## Chapter 3 – Nature of the Church

- \*C3.01 All power in the Church belongs to our Lord Jesus Christ, its head. All actions of this congregation are to be carried out under his rule and authority.
- \*C3.02 The Church exists both as an inclusive fellowship and as local congregations gathered for worship and Christian service. Congregations find their fulfillment in the universal community of the Church, and the universal Church exists in and through congregations. The ELCA, therefore, derives its character and powers both from the sanction and representation of its congregations

\* ELCA required provision

and from its inherent nature as an expression of the broader fellowship of the faithful. In length, it acknowledges itself to be in the historic continuity of the communion of saints; in breadth, it expresses the fellowship of believers and congregations in our day.

## **Chapter 4 – Statement of Purpose**

- \*C4.01 The Church is a people created by God in Christ, empowered by the Holy Spirit, called and sent to bear witness to God's creative, redeeming, and sanctifying activity in the world.
- \*C4.02 To participate in God's mission, this congregation as a part of the Church shall:
  - a. worship God in proclamation of the Word and administration of the sacraments and through lives of prayer, praise, thanksgiving, witness, and service;
  - b. proclaim God's saving Gospel of justification by grace for Christ's sake through faith alone, according to the apostolic witness in the Holy Scripture, preserving and transmitting the Gospel faithfully to future generations;
  - c. carry out Christ's Great Commission by reaching out to all people to bring them to faith in Christ and by doing all ministries with a global awareness consistent with the understanding of God as Creator, Redeemer, and Sanctifier of all;
  - d. 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;
  - e. nurture its members in the Word of God so as to grow in faith and hope and love, to see daily life as the primary setting for the exercise of their Christian calling, and to use the gifts of the Spirit for their life together and for their calling in the world;
  - f. manifest the unity given to the people of God by living together in the love of Christ and by joining with other Christians in prayer and action to express and preserve the unity which the Spirit gives.
- \*C4.03 To fulfill these purposes, this congregation shall:
  - a. provide services of worship at which the Word of God is preached and the sacraments are administered;
  - b. provide pastoral care and assist all members to participate in this ministry;
  - c. challenge, equip, and support all members in carrying out their calling in their daily lives and in their congregation;
  - d. teach the Word of God;
  - e. witness to the reconciling Word of God in Christ, reaching out to all people;
  - f. ensure the inclusion and involvement of students in the life, governance, and ministry of ULC;
  - g. minister in particular to people at Michigan State University and other institutions of higher learning in the greater Lansing area;
  - h. respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society;
  - i. motivate its members to provide stewardship of time, ability, possessions, and financial support for the congregation's ministry and the ministry of other parts of the ELCA;
  - j. foster and participate in interdependent relationships with other congregations, the synod, and the church-wide organization of the ELCA;
  - k. foster and participate in ecumenical relationships consistent with church-wide policy.
- \*C4.04 This congregation shall develop an organizational structure to be described in the Bylaws. Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational group and shall review their actions.
- \*C4.05 This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.

## **Chapter 5 – Powers of the Congregation**

- \*C5.01 The powers of this congregation are those necessary to fulfill its purpose.

- \*C5.02 The powers of this congregation are vested in the Congregational Meeting called and conducted as provided in this Constitution and Bylaws.
- C5.03 The governing body of this congregation shall be the University Lutheran Church Council hereafter referred to as “Council.”
- \*C5.04 Only such authority as is delegated to Council or other organizational units in this congregation's governing documents is recognized. All remaining authority is retained by the congregation. The congregation is authorized to:
  - a. call a pastor as provided in Chapter 9;
  - b. terminate the call of a pastor as provided in Chapter 9;
  - c. call or terminate the call of associates in ministry, deaconesses, and diaconal ministers in conformity with the applicable policy of the ELCA;
  - d. adopt amendments to the Constitution, as provided in Chapter 19, and amendments to the Bylaws, as specified in Chapter 18;
  - e. approve the annual budget;
  - f. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - g. hold title to and use its property for any and all activities consistent with its purpose;
  - h. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
  - i. elect its officers, Council, and committees, and require them to carry out their duties in accordance with the Constitution, Bylaws, and continuing resolutions;
  - j. terminate its relationship with the ELCA as provided in Chapter 6.
- \*C5.05 This congregation shall choose from among its voting members laypersons to serve as voting members of the Synod Assembly as well as persons to represent it at meetings of any conference, cluster, coalition, or other area subdivision of which it is a member. The number of persons to be elected by the congregation and other qualifications shall be as prescribed in guidelines established by the North/West Lower Michigan Synod of the ELCA.
- C5.06 This congregation shall have an endowment fund(s) that will operate as specified in this congregation’s continuing resolutions. The purpose of the endowment fund(s) is to provide for ministry beyond the operational budget of this congregation.

## **Chapter 6 – Church Affiliation**

- \*C6.01 This congregation shall be an interdependent part of the ELCA or its successor, and of the North/West Lower Michigan Synod of the ELCA. This congregation is subject to the discipline of the ELCA.
- \*C6.02 This congregation accepts the Confession of Faith and agrees to the Purposes of the ELCA and shall act in accordance with them.
- \*C6.03 This congregation acknowledges its relationship with the ELCA in which:
  - a. This congregation agrees to be responsible for its life as a Christian community.
  - b. This congregation pledges its financial support and participation in the life and mission of the ELCA.
  - c. This congregation agrees to call pastoral leadership from the clergy roster of the ELCA in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod.
  - d. This congregation agrees to consider associates in ministry, deaconesses, and diaconal ministers for call to other staff positions in the congregation according to the procedures of the ELCA.
  - e. This congregation agrees to file this Constitution and any subsequent changes to this Constitution with the synod for review to ascertain that all of its provisions are in agreement with the Constitution and Bylaws of the ELCA and with the Constitution of the synod.
- \*C6.04 Affiliation with the ELCA may be terminated as follows:
  - a. This congregation takes action to dissolve.
  - b. This congregation ceases to exist.
  - c. This congregation is removed from membership in the ELCA according to the procedures for discipline of the ELCA.



- d. This congregation follows the procedures outlined in \*C6.05.
- \*C6.05 This congregation may terminate its relationship with the ELCA by the following procedure:
- a. A resolution indicating the desire of this congregation to terminate its relationship must be adopted at a legally called and conducted special meeting of this congregation by a two-thirds majority of the voting members present.
  - b. The secretary of this congregation shall submit a copy of the resolution to the synodical bishop and shall mail a copy of the resolution to voting members of this congregation. This notice shall be submitted within 10 days after the resolution has been adopted.
  - c. The bishop of the synod shall consult with this congregation during a period of at least 90 days.
  - d. If this congregation, after consultation, still desires to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds majority of the voting members present, at which meeting the bishop of the synod or an authorized representative shall be present. Notice of the meeting shall be mailed to all voting members at least 10 days in advance of the meeting.
  - e. A certified copy of the resolution to terminate its relationship shall be sent to the synodical bishop, at which time the relationship between this congregation and the ELCA shall be terminated.
  - f. Notice of termination shall be forwarded by the synodical bishop to the secretary of this church and published in the periodical of this church.
- \*C6.06 If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

## **Chapter 7 – Property Ownership**

- \*C7.01 If this congregation ceases to exist, title to un-disposed property shall pass to the North/West Lower Michigan Synod of the ELCA.
- \*C7.02 If this congregation is removed from membership in the ELCA according to its procedure for discipline, title to property shall continue to reside in this congregation.
- \*C7.03 If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation votes to transfer to another Lutheran church body, title to property shall continue to reside in this congregation. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the North/West Lower Michigan Synod.
- \*C7.04 If a two-thirds majority of the voting members of this congregation present at a legally called and conducted special meeting of this congregation votes to become independent or relate to a non-Lutheran church body, title to property of this congregation shall continue to reside in this congregation only with the consent of the Synod Council. The Synod Council, after consultation with this congregation by the established synodical process, may give approval to the request to become independent or to relate to a non-Lutheran church body, in which case title shall remain with the majority of this congregation. If the Synod Council fails to give such approval, title shall remain with those members who desire to continue as a congregation of the ELCA.

## **Chapter 8 – Membership**

- \*C8.01 Members of this congregation shall be those baptized persons on the roll of this congregation at the time this Constitution is adopted and those who are admitted thereafter and who have declared and maintain their membership in accordance with the provisions of this Constitution and its Bylaws.
- \*C8.02 Types of membership:
- a. Baptized members are those persons who have been received by the Sacrament of Holy Baptism in this congregation, or, having been previously baptized in the name of the Triune God, have been received by certificate of transfer from other Lutheran congregations or by affirmation of faith.

- b. Confirmed members are baptized persons who have been confirmed in this congregation, those who have been received by adult baptism or by transfer as confirmed members from other Lutheran congregations, or baptized persons received by affirmation of faith.
  - c. Associate members are persons holding membership in other Christian congregations who wish to retain such membership, but who desire to participate in the life and mission of this congregation.
  - d. Voting members of this congregation are baptized and associate members who have been involved in the ministries of the church, communed twice per year, contributed to ULC, and who have been confirmed or are 18 years of age.
- \*C8.03 Membership in the congregation shall be by recommendation of the lead pastor with the approval of Council.
- \*C8.04 It shall be the privilege and duty of the members of this congregation to:
- a. make regular use of the means of grace, both Word and sacraments;
  - b. live a Christian life in accordance with the Word of God and the teachings of the Lutheran Church;
  - c. support the work of this congregation, synod, and the church-wide organization of the ELCA through contributions of their time, abilities and financial support as Biblical stewards;
  - d. regularly participate in the life of the congregation.
- \*C8.05 Membership in this congregation shall be terminated by any of the following:
- a. death;
  - b. resignation;
  - c. transfer or release;
  - d. disciplinary action by the Congregation Council;
  - e. removal from the roll due to inactivity. (A member who does not partake of Holy Communion for a period of one year and who does not participate in the life of the church and who does not appear to desire to participate will be contacted by a pastor and encouraged to participate. If the member does not participate the following year, his/her name shall be removed from the active roster of the congregation.)

## Chapter 9 – The Pastor

- \*C9.01 Authority to call a pastor shall be in this congregation by at least a two-thirds majority ballot vote of members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.02 Only a member of the clergy roster of the ELCA or a candidate for the roster of ordained ministers who has been recommended for the congregation by the synodical bishop may be called as a pastor of this congregation.
- \*C9.03 Consistent with the faith and practice of the ELCA:
- a. Every ordained pastor shall:
    - 1) preach the Word;
    - 2) administer the sacraments;
    - 3) conduct public worship;
    - 4) provide pastoral care;
    - 5) speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. The ordained pastors with a congregational call shall, within the congregation:
    - 1) offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    - 2) supervise all schools and organizations of this congregation;
    - 3) install regularly elected members of Council; and
    - 4) with Council, administer discipline.
  - c. Every ordained pastor shall:
    - 1) strive to extend the Kingdom of God in the community, in the nation, and abroad;
    - 2) seek out and encourage qualified persons to prepare for the ministry of the Gospel;

- 3) impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications;
- 4) endeavor to increase the support given by the congregation to the work of the church-wide organization of the ELCA and of the North/West Lower Michigan Synod of the ELCA.

\*C9.04 The specific duties of the pastor, compensation, and other matters pertaining to the service of the pastor shall be included in a letter of call, which shall be attested by the bishop of the synod. The pastoral staff shall consist of one lead pastor and as many associate pastors as this congregation chooses to call.

- \*C9.05
- a. The call of a congregation, when accepted by a pastor, shall constitute continuing mutual relationship and commitment, which, except in the case of the death of the pastor, shall be terminated only following consultation with the synodical bishop and for the following reasons:
    - 1) mutual agreement to terminate the call or the completion of a call for a specific term;
    - 2) resignation of the pastor, which shall become effective, unless otherwise agreed, 30 days after the date on which it was submitted;
    - 3) inability to conduct the pastoral office effectively in the congregation in view of local conditions, without reflection on the competence or the moral and spiritual character of the pastor;
    - 4) the physical or mental incapacity of the pastor;
    - 5) disqualification of the pastor through discipline on grounds of doctrine, morality, or continued neglect of duty;
    - 6) the dissolution of the congregation; or
    - 7) suspension of the congregation as a result of discipline proceedings.
  - b. When allegations of physical or mental incapacity of the pastor or ineffective conduct of the pastoral office have come to the attention of the bishop of the synod, the bishop in his or her sole discretion may, or when such allegations have been brought to the synod's attention by an official recital of allegations by the Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall investigate such conditions personally in company with a committee of two ordained ministers and one layperson.
  - c. In case of alleged physical or mental incapacity, competent medical testimony shall be obtained. When such disability is evident, the bishop of the synod with the advice of the committee as described in \*C9.05.b shall declare the pastorate vacant. Upon the restoration of a disabled pastor to health, the bishop of the synod shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another field of labor.
  - d. In the case of alleged local difficulties that imperil the effective functioning of the congregation, all concerned persons shall be heard, after which the bishop of the synod together with the committee described in \*C9.05.b. shall decide on the course of action to be recommended to the pastor and the congregation. If they agree to carry out such recommendations, no further action shall be taken by the synod. If either party fails to assent, the congregation may dismiss the pastor at a legally called meeting after consultation with the bishop, either (a) by a two-thirds majority vote of the voting members present and voting where the bishop and the committee did not recommend termination of the call, or (b) by a simple majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
  - e. If, in the course of proceedings described in \*C9.05.d., the committee concludes that there may be grounds for disciplinary action, the committee shall make recommendations concerning disciplinary action to the synodical bishop who may bring charges, in accordance with the provisions of the Constitution and Bylaws of the ELCA and the Constitution of this synod.
  - f. If, following the appointment of the committee described in \*C9.05.b. or \*C9.05.d., it should become apparent that the pastoral office cannot be conducted effectively in the

congregation being served by the ordained minister due to local conditions, the bishop of the synod may temporarily suspend the pastor from service in the congregation without prejudice, with pay provided through a joint synodical and church-wide fund, and with housing provided by the congregation.

- \*C9.06 At a time of pastoral vacancy, an interim pastor shall be appointed by the bishop of the synod with the consent of this congregation or Council.
- \*C9.07 During the period of service, an interim pastor shall have the rights and duties in the congregation of a regularly called pastor and may delegate the same in part to a supply pastor with the consent of the bishop of the synod and this congregation or Council. The interim pastor and any ordained pastor providing assistance shall refrain from exerting influence in the selection of a pastor.
- \*C9.08 This congregation shall make satisfactory settlement of all financial obligations to a former pastor before calling a successor. A pastor shall make satisfactory settlement of all financial obligations to this congregation before beginning service in a call to another congregation or employment in another ministry setting related to the ELCA.
- \*C9.09 When a pastor is called to serve in company with another pastor or pastors, the privileges and responsibilities of each pastor shall be specified in documents to accompany the call and to be drafted in consultation involving the pastors, Council and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.10 With the approval of the bishop of the synod, the congregation may depart from \*C9.05.a. and call a pastor for a specific term. Details of such calls shall be in writing, setting forth the purpose and conditions involved. Prior to the completion of a term, the bishop or a designated representative of the bishop shall meet with the pastor and representatives of the congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.05.a.
- \*C9.11 The lead pastor of this congregation shall:
  - a. keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
  - b. submit a summary of such statistics annually to the synod;
  - c. become a member of this congregation upon receipt and acceptance of the letter of call;
  - d. have the authority to retain, supervise, and dismiss non-rostered staff, and shall annually, in accord with position descriptions, evaluate all members of the staff.
- \*C9.12 The lead pastor shall submit a report of his or her ministry to the bishop of the synod at least 90 days prior to each regular meeting of the Synod Assembly.
- \*C9.13 The parochial records of this congregation shall be maintained by the pastor and shall remain the property of the congregation. The secretary of this congregation shall attest in writing to the bishop of this synod that such records have been placed in his or her hands in good order by a departing pastor before the installation of that pastor in another field of labor or the granting by the synod of retired status to the pastor.

## **Chapter 10 – Congregation Meeting**

- C10.01 The Annual Meeting of this congregation shall be held at a time specified in the Bylaws.
- C10.02 A special Congregation Meeting may be called by the pastor, Council, or the president of this congregation, and shall be called by the president of the congregation upon the written request of 25 voting members. The call for each special meeting shall specify the purpose for which it is to be held, and no other business shall be transacted.
- C10.03 Notice of all meetings of this congregation shall be given at the services of worship on the preceding two consecutive Sundays and by mail to all member households, postmarked at least 10 days in advance of the date of the meeting. The posting of such notice in the regular mail, with the regular postage affixed or paid, sent to the last known address of such members shall be sufficient.
- C10.04 Five percent (5%) of the voting members or 50 members, whichever is larger shall constitute a quorum.
- C10.05 Voting by proxy or by absentee ballot shall not be permitted.

\* ELCA required provision

- C10.06 All actions approved by the congregation shall be by majority vote of those members present and voting, except as otherwise provided in this Constitution.
- C10.07 Robert's Rules of Order, latest edition, shall govern parliamentary procedure of all meetings of this congregation.
- C10.08 The president shall appoint a parliamentarian prior to each Congregation Meeting.

## **Chapter 11 – Officers**

- C11.01 The officers of this congregation shall be a president, president-elect, past-president, secretary, and treasurer.
- a. Duties of the officers shall be specified in the Bylaws.
  - b. The officers shall be Baptized Members, as defined in Section 8.02.a of this Constitution, and voting members of the congregation.
  - c. Officers of this congregation shall serve similar offices of Council and shall be voting members of Council.
  - d. All official documents of the congregation shall be signed by the president and secretary.
- C11.02 Officers shall be elected by written ballot at the Annual Meeting. Their terms shall begin on January 1 following their election. The president-elect shall be elected yearly. The secretary shall be elected in even-numbered years for service to begin in odd-numbered years, and the treasurer shall be elected in the odd-numbered years for service to begin in even-numbered years.
- C11.03 The secretary and treasurer shall serve two-year terms. The president-elect, president, and past-president shall serve for one-year terms. Each year, the president-elect shall automatically move to the position of president, and the president shall move to the position of past-president.
- C11.04 No officer shall hold more than one office at a time. The secretary and treasurer may serve no more than two consecutive terms. A current past-president may not be elected to the office of president-elect.

## **Chapter 12 – Council**

- C12.01 The voting membership of Council shall consist of the lead pastor, officers of the congregation, and seven (7) at-large members elected by the congregation. At least one of the at-large members shall be a student of a college or university. Any voting member of the congregation may be elected as an at-large member of Council, subject only to the limitation on the length of continuous service.
- C12.02 The at-large members of Council shall be elected by written ballot at the Annual Meeting of the congregation. Their term of office shall be for two (2) years, with the term of office beginning on January 1 following their election and ending on December 31. The student member(s) of Council shall serve a one-year term. The terms of members of Council shall be staggered so that approximately half of the members of Council shall be elected each year. At-large Council members may serve no more than two consecutive terms.
- C12.03 Council shall declare a member's position vacant if the member a) ceases to be a voting member of this congregation, or b) is absent without excuse from four successive regular meetings of Council. The congregation may adopt procedures in the Bylaws for the removal of a member of Council in other circumstances.
- C12.04 Should a member's place on Council be declared vacant, Council shall elect, by majority vote, a successor until the next Annual Meeting. Individuals who have served less than one-half of a regular term shall be eligible for nomination and possible election to two full terms.
- C12.05 Council shall have general oversight of the life and activities of this congregation, drawing from its mission and vision, to the end that everything is done in accordance with the Word of God and the faith and practice of the ELCA. The duties of Council shall include the following:
- a. to lead this congregation in stating its mission, to do long-range planning, to set goals and priorities, and to evaluate its activities in light of its mission and goals;
  - b. to seek to involve all members of this congregation in worship, learning, witness, service, and support;

- c. to oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
  - d. to maintain supportive relationships with the lead pastor and staff;
  - e. to be examples, individually and corporately, of the style of life and ministry expected of all baptized persons;
  - f. to promote a congregational climate of peace and goodwill, and, as differences and conflicts arise, to endeavor to foster mutual understanding;
  - g. to arrange for pastoral service during the sickness or absence of the pastor;
  - h. to emphasize partnership with the synod and church-wide organization of the ELCA as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the ELCA;
  - i. to recommend and encourage the use of program resources produced or approved by the ELCA;
  - j. to seek out and encourage qualified persons to prepare for the ministry of the Gospel.
- C12.06 Acting on behalf of this congregation, Council shall have overall responsibility for the financial and property matters of this congregation. Council shall:
- a. have the powers and be subject to the obligations that pertain to such organizations under the laws of the State of Michigan, except as otherwise provided herein;
  - b. establish financial policies including those for appropriate expenditure limits, investments, and designated funds;
  - c. present an annual budget for adoption by this congregation and supervise the expenditure of funds accordingly after its adoption;
  - d. not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the Congregation;
  - e. submit to the congregation for approval any major unbudgeted expenditure as defined in the Bylaws.
- C12.07 Council shall establish congregational policies.
- C12.08 Council shall see that the provisions of this Constitution, Bylaws, and Continuing Resolutions are carried out.
- C12.09 Council shall provide for an annual review of the membership roster.
- C12.10 Council shall annually evaluate the lead pastor in performance of duties outlined in the letter of call, Constitution, and Bylaws. The review team is chaired by the past-president.
- C12.11 Council shall retain non-rostered staff—with duties and terms of service are defined in written position descriptions—upon recommendation of the lead pastor.
- C12.12 Council shall appoint delegates or representatives as appropriate.
- C12.13 Council shall announce regularly scheduled meetings, report a summary of business conducted, and submit an annual report to this congregation at the Annual Meeting.
- C12.14 Council shall meet at least quarterly each year. Special meetings may be called by the lead pastor or the president, and shall be called by the president at the request of at least five (5) of its members. Reasonable notice of each special meeting shall be given to all members of Council. Council may meet by conference call or other means of electronic communication.
- C12.15 A quorum for the transaction of business shall consist of a majority of the members of Council.

## Chapter 13 – Council Committees

- C13.01 The *Members in Ministry Committee* shall consist of six voting members of this congregation and be elected at the Annual Meeting for a term of two years. The past-president shall serve as chair of the Members in Ministry Committee. Each year, half of the members of the Members in Ministry Committee shall be elected during the Annual Meeting. The lead pastor or designate shall be an *ex officio* member of the committee. Members of the Members in Ministry Committee may not serve longer than two consecutive terms. The Members in Ministry Committee shall consult with ULC leadership to match member gifts with ministries, including elected and appointed positions.
- C13.02 The *Finance Committee* shall consist of the treasurer and six additional voting members of the Congregation. The treasurer shall serve as chair of the Finance Committee. The six other

members shall serve for two-year terms. Each year, half of the members of the Finance Committee shall be elected during the Annual Meeting. Finance Committee members may serve no more than two consecutive terms. The Finance Committee shall be responsible for the general management of all legal, corporate, and financial affairs of the congregation and for supervision of the maintenance of this congregation's property.

- C13.03 The *Audit Committee* shall consist of three voting members appointed by the president with the concurrence of Council. Audit Committee members shall not be members of Council. The term of office shall be three years, with one member appointed each year. Members shall be eligible for reappointment.
- C13.04 A *Mutual Ministry Committee* shall consist of four voting members appointed jointly by the president and the lead pastor with the concurrence of Council. The term of office shall be two years, with two members appointed each year. Mutual Ministry Committee members are eligible for reappointment.
- C13.05 A *Call Committee* shall be appointed by the president with the concurrence of Council, when a pastoral vacancy occurs. The Call Committee shall consist of six voting members; one shall be a student of a college or university. The president and lead pastor shall serve as advisory members without vote. The term of office will terminate upon installation of the newly called pastor.
- C13.06 A *Personnel Committee* shall consist of four voting members appointed by the president with the concurrence of Council. The term of office shall be two years, with two members appointed each year. Members shall be eligible for reappointment. The past-president is a member, with vote, of the committee. The lead pastor shall serve ex-officio as a member of the committee without vote.
- C13.07 Other committees of this congregation may be formed, as the need arises, by decision of Council. Duties of committees shall be specified in the Bylaws or continuing resolutions.
- C13.08 Council shall declare a member's position on an elected or appointed committee vacant if the member a) resigns, b) ceases to be a voting member of this congregation, or c) is absent without excuse from four successive regular meetings of the committee.
- C13.09 Should a member's place on an elected committee be vacant, Council shall elect, by majority vote, a successor until the next Annual Meeting.
- C13.10 Should a member's place on an appointed committee be declared vacant, the President shall appoint a replacement with concurrence by Council.

## **Chapter 14 – Lead Management Team**

- C14.01 The Lead Management Team shall coordinate, facilitate, direct, and encourage the implementation of ULC's mission.
- C14.02 The Lead Management Team shall coordinate the budgets and work of the ministry teams.
- C14.03 The Lead Management Team shall consist of the lead pastor, president, president-elect, and two individuals responsible for spiritual formation coordination, two individuals responsible for resource coordination, and two individuals responsible for ministry coordination, and others as deemed necessary by Council. Coordinators may be members of staff.
- C14.04 The individuals involved in the coordination of spiritual formation, resources, and ministry shall be selected by the lead pastor, in consultation with the president and president-elect, and with the concurrence of Council.
- C14.05 Council shall approve the appointment of the Lead Management Team at the first Council meeting of the year.
- C14.06 Each position on the Lead Management Team shall have a specific job description developed by the lead pastor, in consultation with the president and president-elect, and with the approval of Council.
- C14.07 The Lead Management Team shall annually propose to Council a plan to define and evaluate the structure, staffing, and effectiveness of ULC ministry teams.

## Chapter 15 – Ministry Teams

- C15.01 Council shall create and define ministry teams to carry out the mission of ULC. Each ministry team shall have a defined purpose and set of responsibilities and shall work cooperatively with the Lead Management Team.
- C15.02 The standing teams shall be identified in the Bylaws.
- C15.03 The responsibilities of the standing teams shall be provided in the Bylaws.
- C15.04 Other teams of this congregation may be formed, as the need or opportunity arises, by decision of Council. These ministry teams shall be reviewed annually by the Lead Management Team and Council.

## Chapter 16 – Organizations within the Congregation

- C16.01 Interest groups, other than those of the official organizations of the ELCA, may be organized only after authorization has been given by Council.
- C16.02 All organizations within this congregation shall exist to aid it in ministering to the members of this congregation and to all persons who can be reached with the Gospel of Christ. All organizations must be consonant with the established purposes of this congregation and agree to abide by its established policies. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation shall receive reports concerning their membership, work, and finances at the Annual Meeting.

## Chapter 17 – Discipline of Members and Adjudication

- \*C17.01 Denial of the Christian faith as described in this Constitution, conduct grossly unbecoming a member of the Church of Christ, or persistent trouble-making in this congregation are sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation will be attempted following Matthew 18:15-17, proceeding through these successive steps: a) private admonition by the pastor, b) admonition by the lead pastor in the presence of two or three witnesses, and c) citation to appear before Council. If for any reason, the lead pastor is unable to administer the admonitions required by a. and b. hereof, the president (if not the lead pastor) or president-elect shall administer such admonitions.
- \*C17.02 The process for discipline of a member of the congregation shall be governed as prescribed by the chapter on discipline in the *Constitution, Bylaws, and Continuing Resolutions of the ELCA*. If discipline against a member proceeds beyond counseling and admonition by the lead pastor, charges against the accused member(s) that are specific and in writing shall be prepared by member(s) of the congregation who shall sign the charges as the accuser(s). The written charges shall be filed with the lead pastor, who shall advise Council of the need to issue a written citation to the accused and the accusers that specifies the time and place of the hearing before Council. The written charges shall accompany the written citation to the accused. A member charged with the offense shall appear before Council after having received a written citation, at least ten days prior to the meeting. If the member charged with the offense fails to appear at the scheduled hearing, Council may proceed with the hearing and may pass judgment in the member's absence.
- \*C17.03 Members of Council who participate in the preparation of the written charges or who present evidence or testimony in the hearing before Council are disqualified from voting upon the question of the guilt of the accused member. Should the allegations be sustained by a two-thirds majority vote of the members of Council who are not disqualified but who are present and voting, and renewed admonition prove ineffectual, Council shall impose one of the following disciplinary actions:
- censure before Council or congregation;
  - suspension from membership for a definite period of time;
  - exclusion from membership in this congregation.
- Disciplinary actions (b) and (c) shall be delivered to the member in writing.
- \*C17.04 The member against whom disciplinary action has been taken by Council shall have the right to appeal the decision to the Synod Council. Such right may not be abridged and the decision of the Synod Council shall be final.

\* ELCA required provision



- \*C17.05 Disciplinary actions may be reconsidered and revoked by Council upon receipt of a) evidence that injustice has been done or b) evidence of repentance and amendment.
- \*C17.06 For disciplinary actions in this congregation, "due process" shall be observed as specified in 20.41.04. in the *Constitution, Bylaws, and Continuing Resolutions of the ELCA*.
- \*C17.07 No member of this congregation shall be subject to discipline for offenses that Council has previously heard and decided, unless so ordered by the Synod Council after an appeal.
- \*C17.08 When there is disagreement among factions within this congregation on a substantive issue that cannot be resolved by the parties, members of this congregation shall have access to the synodical bishop for consultation after informing the president of Council of their intent. If the consultation fails to resolve the issue(s), the Consultation Committee of the synod shall consider the matter. If the Consultation Committee of the synod shall fail to resolve the issue(s), the matter shall be referred to the Synod Council, whose decision shall be final.

## Chapter 18 – Bylaws

- \*C18.01 This congregation may adopt Bylaws. No bylaw may conflict with this Constitution.
- \*C18.02 Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a majority vote of those voting members present and voting. The amendments become effective after approval by the congregation.
- \*C18.03 Amendments to the Bylaws may be proposed by any voting member. Amendments shall be submitted in writing to Council at least 60 days prior to a legally called congregational meeting. Council shall notify members of the congregation of the proposal and of Council's recommendations at least 30 days before the congregational meeting.
- \*C18.04 Approved changes to the Bylaws shall be sent by the secretary of this congregation to the synod and ELCA Lutheran Campus Ministry.

## Chapter 19 – Amendments

- \*C19.01 Those sections of this Constitution that are not required, in accord with the *Model Constitution for Congregations of the ELCA*, may be amended in the following manner. Amendments may be proposed by at least 10 (ten) voting members or by Council. Proposals must be filed in writing with Council 60 days before formal consideration by this congregation at a regular or special congregation meeting called for that purpose. Council shall notify the congregation's members by mail of the proposal, together with Council's recommendations, at least 30 days before the meeting.
- \*C19.02 An amendment to this Constitution, proposed under \*C19.01, shall:
  - a. be approved at a legally called congregation meeting according to this Constitution by a majority vote of those present and voting;
  - b. be ratified without change at the next Annual Meeting by a two-thirds majority vote of those present and voting;
  - c. have the effective date included in the resolution<sup>1</sup> and noted in the Constitution.
- \*C19.03 Any amendments to this Constitution that result from the processes provided in \*C19.01. and \*C19.02. shall be sent by the secretary of this congregation to the synod. The amendment shall become effective within 120 days from the date of the receipt of the notice by the synod unless the synod informs this congregation that the amendment is in conflict with the *Constitution and Bylaws of the ELCA or the Constitution of the North/West Lower Michigan Synod of the ELCA*.
- \*C19.04 Whenever the *Model Constitution for Congregations* is amended by the Church-wide Assembly, this Constitution may be amended to incorporate any such amendment by the following process:
  - a. a simple majority vote of those voting members present and voting at any subsequent meeting of the congregation without presentation at a prior meeting of the congregation, provided that Council has submitted by mail notice to the congregation of such an amendment or amendments, together with Council's recommendations, at least 30 days prior to the meeting.

<sup>1</sup> Such an effective date must be stated in relation to the requirements of \*C19.03 to allow time for synodical review of the amendment.

\* ELCA required provision

- b. following the adoption of an amendment, the secretary of the congregation shall submit a copy thereof to the synod. Such provisions shall become effective immediately following a vote of approval.

## **Chapter 20 – Continuing Resolutions**

- \*C20.01 Council may enact continuing resolutions. Such continuing resolutions may not conflict with the Constitution or Bylaws of this congregation.
- \*C20.02 Continuing resolutions shall be enacted or amended by a two-thirds vote of all voting members of Council.

## **Chapter 21 – Indemnification**

- C21.01 No person serving on Council who is a volunteer member, and no officer of ULC who is a volunteer officer, as these terms are defined in the Michigan Non-Profit Corporation Act (“Act”) shall be personally liable to ULC or any of its members for monetary damages for breach of the Council members’ or officers’ fiduciary duty; provided, however, that this provision shall not eliminate or limit the liability of a member of Council or an officer for any of the following:
  - a. a breach of the member of Council’s or officer’s duty of loyalty to ULC or to members;
  - b. acts or omissions not in good faith or that involved intentional misconduct or in knowing violation of the law;
  - c. a violation of Section 551(1) of the Act;
  - d. a transaction from which the member of Council or officer derived an improper personal benefit;
  - e. any act or omission that is grossly negligent.
- C21.02 ULC hereby assumes all liability to any person other than ULC or its members for all acts and omissions of a member of Council who is a voluntary member of Council as defined in the Act occurring on or after March 2000, incurred in the good faith performance of the member of Council’s duties as such; provided, however, that ULC shall not be considered to have assumed any liability to the extent such assumption is inconsistent with the status of ULC as an organization described in Section 501(c)(3) of the Code or results in the imposition of tax under Section 4958 of the Code.
- C21.03 ULC hereby assumes the liability for all acts and omissions of a volunteer officer or other volunteer if all of the following are met:
  - a. the volunteer officer or other volunteer was acting or reasonably believed he or she was acting within the scope of his or her authority;
  - b. the volunteer officer or other volunteer was acting in good faith;
  - c. the volunteer officer or other volunteer’s conduct did not amount to gross negligence or willful and wanton misconduct;
  - d. the volunteer officer or other volunteer’s conduct was not an intentional tort;
  - e. the volunteer officer or other volunteer’s conduct was not a tort arising out of the ownership, maintenance, or use of a motor vehicle for which tort liability may be imposed as provided in Section 3135 of the Insurance Code of 1956, Act No. 218 of Public Acts of 1956, being Section 500.3135 of the Michigan Compiled Laws;
  - f. provided, however, that ULC shall not be considered to have assumed any liability of a volunteer to the extent such assumption is inconsistent with the status of ULC as an organization described in Section 501(c)(3) of the Code or results in the imposition of tax under Section 4968 of the Code.
- C21.04 If the Act is amended after adoption of this Constitution to authorize the further elimination or limitation of the liability of directors (Council members), officers or other volunteers of non-profit corporations, then the liability of members of Council, officers and volunteers of the Corporation, in addition to the limitation, elimination and assumption of personal liability contained in this Chapter, shall be amended, except to the extent such limitation, elimination or assumption of liability is inconsistent with the status of ULC as an organization described in Section 501(c)(3) of the Code or resulting in the imposition of a tax under Section 4958 of the Code. No amendment or repeal of this Chapter shall apply to or have any effect on the liability

\* ELCA required provision

or alleged liability of a member of Council, officer or other volunteer of ULC for or with respect to any acts or omission of such member of Council, officer or other volunteer occurring prior to the effective date of such amendment or repeal.

C21.05 No amendment or repeal of this Chapter shall apply to or have any effect on the liability or alleged liability of any member of Council, officer or other volunteer of ULC for or with respect to any acts or omission of such member of Council, officer or other volunteer occurring prior to the effective date of such amendment or repeal.

## **Revised Bylaws for University Lutheran Church - November 2006**

The purpose of these Bylaws is to enlarge and define the Chapters in the ULC Constitution. Chapters 1 (Name and Incorporation), 2 (Confession of Faith), 3 (Nature of the Church), 4 (Statement of Purpose), 5 (Powers of the Congregation), 6 (Church Affiliation), 7 (Property Ownership), 8 (Membership), 9 (Pastoral Staff), 12 (Council), 14 (Lead Management Team), 16 (Organizations within the Congregation), 17 (Discipline of Members and Adjudication), 18 (Bylaws), 19 (Amendments), 20 (Continuing Resolutions) and 21 (Indemnification) are sufficient unto themselves and do not require additional clarification. The Bylaw article has the same number as the Constitution chapter for convenience in locating like subjects.

### **Article X - The Congregational Meeting (Constitution - Chapter 10)**

- A. The congregation shall hold its Annual Meeting on a Sunday between November 1 and December 15, as determined by the Council.
- B. At the Annual Meeting, the following business is to be conducted:
  1. The congregation shall receive the report of the Members in Ministry Committee.
  2. Elections of officers, Council and designated committees shall be conducted in accordance with the Constitution and these Bylaws.
  3. A budget for the upcoming calendar year, as recommended by Council, shall be heard and considered for adoption.
  4. Written reports shall be received from each pastor, officer, Council committee, ministry team identified in the Constitution or Bylaws, the Lead Management Team, and the ULC Endowment Committee. Additional reports may be provided as directed by Council. These reports shall be made available to this congregation by the Sunday before the Annual Meeting.
  5. The congregation may consider other topics of concern.

### **Article XI - Officers (Constitution - Chapter 11)**

- A. Nomination, election, and installation of officers and Council members:
  1. Election shall be from a slate of nominees prepared by the Members in Ministry Committee according to Article XIII(A)(6) of these Bylaws or by nominations from the floor.
  2. Election shall be by written ballot. The president shall appoint three tellers at the beginning of the Annual Meeting. They shall count the ballots and announce the results of the election by the close of the Annual Meeting. A majority of ballots cast by the voting members present and voting at the meeting is required for election of officers and at-large Council members. Other positions shall be filled by the candidate or candidates with a plurality of votes.
  3. Officers assume their duties on January 1 following their election. Installation of officers and members of Council shall be held as soon as possible, but before January 15 after their election.
- B. Duties of the officers
  1. The president:
    - a. presides at all meetings of this congregation and of Council;
    - b. represents this congregation in negotiations with the synod, the ELCA, and with the ELCA Lutheran Campus Ministry or its successor;
    - c. is authorized to sign checks and all official documents of this congregation;
    - d. makes all appointments with the approval of Council;
    - e. serves on the Lead Management Team;
    - f. assumes the office of past-president as indicated in C11.03 of the Constitution.
  2. The president-elect:
    - a. acts as president in the absence of the president;
    - b. serves on the Lead Management Team;
    - c. assumes the office of president as provided in C11.03 of the Constitution.
  3. The secretary:
    - a. takes and maintains the minutes of the meetings of this congregation and of Council;
    - b. is responsible for the appropriate announcement of special meetings and for correspondence as directed by the president and Council;
    - c. initiates and compiles an annual report to the congregation;

- d. maintains and secures congregational documents;
  - e. is authorized to sign all official documents of this congregation.
4. The treasurer:
- a. is responsible for all funds of this congregation and shall cause them to be kept, in this congregation's name, in checking accounts, savings accounts, and other investments as are required to protect such funds adequately and prudently;
  - b. disburses the funds in accordance with policies established by the congregation and Council;
  - c. makes reports to Council and Lead Management Team monthly and to the membership as required by Council;
  - d. issues offering envelopes;
  - e. is authorized to sign checks for this congregation;
  - f. maintains, or causes to be maintained, a complete set of account books in accordance with recognized accounting procedures as required to record and account for all funds;
  - g. serves as chair of the Finance Committee.
5. The past-president:
- a. chairs the Members in Ministry Committee;
  - b. chairs the team that annually reviews the lead pastor;
  - c. initiates, with the Lead Management Team, the process of creating and staffing ministry teams;
  - d. serves on the Personnel Committee;
  - e. may serve in other roles as determined by Council.

### **Article XIII - Council Committees (Constitution - Chapter 13)**

- A. The Members in Ministry Committee shall:
- 1. be chaired by the past president;
  - 2. throughout the year, encourage more complete participation in the life of the congregation by all members in accordance with their various gifts;
  - 3. annually maintain and update an inventory of members and their gifts for ministry;
  - 4. initiate and work with the Lead Management Team to match members and their gifts with the various ministry teams;
  - 5. connect students with opportunities to serve on ministry teams and in other elected and appointed positions;
  - 6. recommend candidates for appointments made by the president or Council;
  - 7. secure the consent of and nominate at least two candidates for every vacant elected position. The names of the nominees, together with biographical information, shall be announced to the congregation at least two consecutive Sundays prior to the Annual Meeting by posting in a conspicuous location in the place of worship, and by inclusion with the mailed notice of the annual congregational meeting;
  - 8. meet at the call of the chair, president, or lead pastor.
- B. The Finance Committee shall:
- 1. have the Treasurer serve as chair;
  - 2. formulate a congregational budget and submit it to Council at its September meeting;
  - 3. ensure that adequate insurance coverage is obtained for officers, staff, property, and the congregation;
  - 4. ensure that adequate bonding is obtained for all who have access to congregational funds;
  - 5. maintain or cause to be maintained receipt of all funds, records the source, and deposits said funds in designated accounts;
  - 6. record, or cause to be recorded, all individual offerings of members and provides records of contributions to members;
  - 7. receive reports monthly from the treasurer to determine that the expenditures are within the budget approved by the congregation;
  - 8. recommend to Council any unbudgeted expenditure in excess of two percent (2%) of the total current budget, which shall also require approval by the congregation;

9. review annually the salary of the pastor(s) and make adjustments from time to time within the limits of the budget approved by the congregation.
- C. The Audit Committee shall:
1. select a chair from among its members;
  2. shall assure that the fiscal records of the congregation are audited;
  3. report its findings in writing at the Annual Meeting of the congregation.
- D. The Mutual Ministry Committee shall:
1. select a chair from among its members and shall meet at least semi-annually;
  2. meet at the request of members of the congregation or staff;
  3. hear concerns and, as the members of the committee deem appropriate, work toward building greater harmony, trust, understanding, compassion, and Christian love within this congregation;
  4. meet at the call of the president or the chair;
  5. maintain confidentiality with all matters brought before it.
- E. The Call Committee
1. When a pastor is to be called and a call committee formed, the membership of the committee shall be representative of the congregation. Members of the congregation shall be invited to submit, to Council, names for consideration as members of the Call Committee.
  2. The first meeting of the call Committee shall be called by the president at a time when the bishop of the North/West Lower Michigan Synod can attend. The Call Committee shall coordinate the call process with the official representative of the ELCA Lutheran Campus Ministry or its successor. The protocol of the ELCA shall be discussed, and plans for implementation shall be made.
  3. Members of the congregation shall be invited to submit names of appropriate pastoral candidates to the Call Committee chair.
  4. The Call Committee chair shall maintain regular contact with the synodical bishop to arrange interviews with candidates.
  5. The Call Committee shall submit its recommendations for the call to the congregation for approval.
  6. After the congregation has voted to call a pastor, it shall issue a letter of call to the pastor-elect in a form approved by the ELCA. It shall be signed by the president and the secretary of the congregation and shall be attested by the signature of the bishop of the synod. A call to a member of the clergy to be an associate pastor shall be issued only with the concurrence of the lead pastor in accordance with the provision of this paragraph.
- F. The Personnel Committee shall:
1. select a chair from among its members;
  2. review and revise personnel policies for approval by Council;
  3. analyze existing positions and develop position descriptions in consultation with the lead pastor;
  4. review staff working conditions;
  5. receive staff evaluations and salary recommendations from the lead pastor prior to making recommendations to Council for action.

## **Article XV – Ministry Teams (Constitution – Chapter 15)**

- A. Definition of ministry teams
1. A ministry team functions together to implement a defined portion of the ULC mission.
  2. A standing team performs core functions in carrying out the mission of ULC and has its duties defined within these bylaws.
  3. Other ministry teams carry out additional aspects of the mission of ULC.
- B. General responsibilities and duties of ministry teams
1. Each ministry team shall:
    - a. have an identified team leader;
    - b. communicate regularly with the Lead Management Team, and submit written reports as requested;
    - c. annually develop and submit a budget, if necessary, to the Lead Management Team;
    - d. submit an annual report to the Lead Management Team.

2. A ministry team meeting may be called by the team leader or respective program coordinators from the Lead Management Team.

C. Specific responsibilities and duties of standing teams

Standing teams work with pastors, staff and their coordinators on the Lead Management Team to fulfill their specific responsibilities. Standing teams shall include the Fellowship Team, Worship Planning Team, Sunday School Team, *Youth Ministry Team*, Grounds Team, Facilities Team, Evangelism Team, Stewardship Team, Campus Ministry Team, and the Social Action Team. The responsibilities of these standing teams are as follows:

1. Spiritual Formation

a. Fellowship

1. provide for congregational fellowship activities.

b. Worship Planning

1. plan worship services of the congregation.

2. *Communicate with and support the altar guild.*

3. *Recruit, train, and schedule ushers, readers, acolytes, et al.*

4. *Involve students in the worship life of the congregation.*

c. Sunday School

1. *Provide school year and Sunday morning education opportunities for all youth during the Education hour and related activities as planned.*

d. Youth Ministry

1. *Responsible for the faith formation of middle and high school youth and youth families;*

2. *Works to establish programming that emphasizes fellowship, service, Bible study, leadership development, and fundraising.*

2. Resources

a. Grounds

1. assess the needs and resources required to maintain the grounds;

2. coordinate, train, and recruit individuals to maintain the grounds;

3. propose policies, for consideration by Council, related to the use of the grounds.

b. Facilities

1. assess the needs and resources required to maintain the facilities;

2. coordinate, train, and recruit individuals to maintain the facilities;

3. propose policies, for consideration by Council, related to the use of the facilities.

c. Stewardship

1. promote Christian stewardship through the proper use of time, abilities, and possessions;

2. plan and implement programs to encourage commitment to mature and responsible stewardship;

3. plan and conduct the annual stewardship campaign;

4. identify and coordinate special congregational benevolences;

5. propose fundraising-related policies, for consideration by Council.

3. Outreach

a. Evangelism

1. *Educate and involve all ULC members in proclaiming the Good News of Christ;*

2. *Inviting and welcoming all people into an active relationship with the Triune God and other Christians;*

3. *Develop evangelism materials for and staff community events that are opportunities for proclaiming the Good News and for inviting all to participate;*

4. *Determine the best means of communicating the message of Good News and invitation;*

5. *Follow-up with worship guests.*

b. Campus Ministry

1. Promote the visibility of church and congregation to the students, staff, and faculty at Michigan State University and other institutions of higher learning in the greater Lansing area;

2. ensure that students are involved in the life of the congregation;

3. ensure that students are engaged in meaningful relationships within the congregation;

4. work with the student associates in developing and implementing programs;

- 5. consult with the ELCA Lutheran Campus Ministry or its successor;
- c. Social Action
  - 1. educate the congregation about existing social needs in the congregation, neighborhood, local, regional, national, and global communities;
  - 2. coordinate congregational efforts to alleviate human suffering;
  - 3. advocate changes in social systems, structures, and institutions to bring about a higher degree of justice;
  - 4. recommend to Council disbursement of budgeted local benevolence funds;
  - 5. consult with the ELCA Lutheran Campus Ministry or its successor;
- d. Vacation Bible School
- e. Welcome
  - 1. recruit, train, and schedule greeters and coffee hosts

Amendments Approved: 11-16-08

- 1. Amendment to section C13.02 of the Constitution to read:

The Finance Committee shall consist of the treasurer and six additional voting members of the Congregation. The treasurer shall serve as chair of the Finance Committee. The six other members shall serve for two-year terms. Each year, half of the members of the Finance Committee shall be elected during the Annual Meeting. Finance Committee members may serve no more than two consecutive terms. The Finance Committee shall be responsible for the general management of all legal, corporate, and financial affairs of the congregation and for supervision of the maintenance of this congregation's property.

- 2. Addition of new sections C13.08, C13.09 and C13.10 of the Constitution to read:

C13.08 Council shall declare a member's position on an elected or appointed committee vacant if the member a) resigns, b) ceases to be a voting member of this congregation, or c) is absent without excuse from four successive regular meetings of the committee.

C13.09 Should a member's place on an elected committee be vacant, Council shall elect, by majority vote, a successor until the next Annual Meeting.

C13.10 Should a member's place on an appointed committee be declared vacant, the President shall appoint a replacement with concurrence by Council.

- 3. Amendment to Article XI, B(4)(g) of the Bylaws to read:

g. (The Treasurer) serves as chair of the Finance Committee.

- 4. Amendment to Article XIII, B(1) of the Bylaws to read:

(The Finance Committee shall:)

- 1. have the Treasurer serve as chair;



Figure 1: Organizational structure

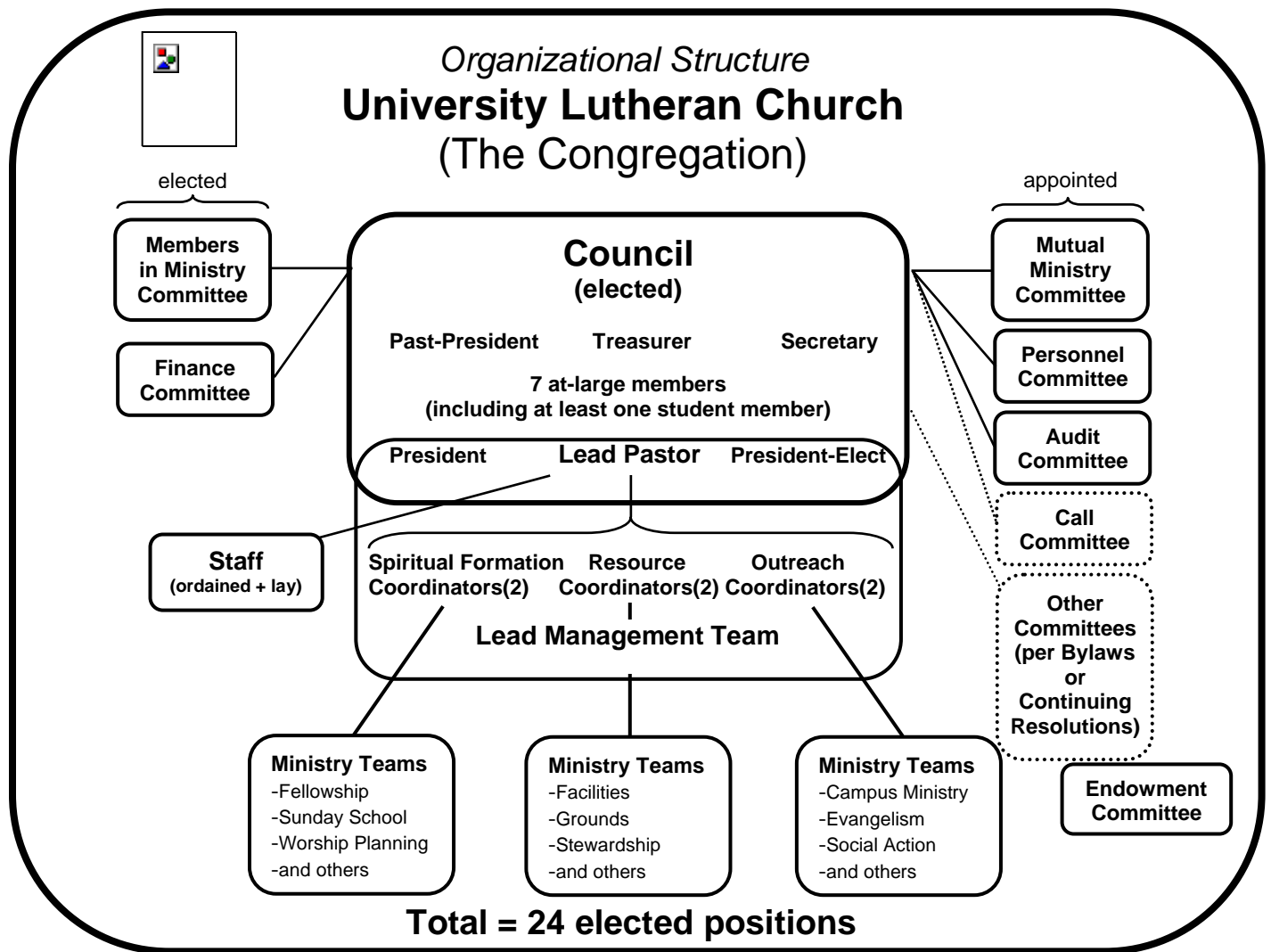


Figure 1 graphically shows the organizational structure of 24 elected positions as approved on November 2006. Table 1 is a listing of the Council approved teams as of January 2013

**Table 1: Teams as of July 3, 2014 draft**

*Outreach*

1. Bicycle Ministry (created per Council October 2008)
2. Campus Ministry\*
3. Evangelism\* (By-law change needs congregational approval at Nov. 16, 2014 Annual Meeting)
4. Mission Building
  - Rebuilding Together
  - Thrivent/Habitat Builds
5. Prayers and Squares
6. Social Action\*
7. Vacation Bible School
8. Welcome

### *Resources*

1. Electronic Resources
2. Facilities\*
  - Earthkeeping
3. Grounds\*
4. Library
  - Archives
5. LUX
6. Memorial Garden
7. Nursery
8. Office Helpers
9. Stewardship\*
10. Visual Arts

### *Spiritual Formation*

1. Altar Guild
2. Bell Choir
3. Choirs
4. Eucharistic Ministers
5. Fellowship\*
6. Health Ministries
7. Liturgical Deacons
8. Seminarian Support
9. Small Groups
10. Sunday Education (changed to Sunday School by congregational vote at Nov. 16, 2014 Annual Mtg.)
11. Worship Planning\*
12. Youth Ministry
  - Affirmation of Baptism
  - High School

### *Council "liaison"*

1. International Student Ministry
2. LSSM
3. Thrivent
4. Love Inc.

\* Denotes standing teams/ all other teams are by continuing resolution of council.

## Financial policies

### Operational

1. The Treasurer shall establish procedures for the implementation of these policies.
2. It is the responsibility of the Coordinator(s) and/or their designate(s) as determined by the Lead Management Team, to authorize team expenditures. The Lead Management Team shall notify the Treasurer, in writing, regarding a designee's identity and limits of authority.
3. The Coordinator(s) shall ensure that the total amount of funds expended does not exceed the amount budgeted for the team although individual line items may be exceeded. Such changes are to be communicated promptly to the Treasurer.
4. Church Council, or its designate, shall be responsible for authorizing expenditure of "non-team" operational funds.
5. Expenditures are to be charged to the budget account that is consistent with the purpose of the expense.
6. Non-Team expenses, which exceed budgeted line items, shall not be paid unless and until approved by Council. \*
7. Individual members of the Lead Management Team, where he/she deems it to be an emergency situation, may authorize expenditures. To the extent that such expenditures exceed the budget, such expenditures shall be reported to Church Council at its next meeting.
8. Article XIII.B.8. of the Bylaws, as regards the need for congregational approval of any expenditure in excess of 2% of the total current budget, shall be interpreted to mean: a) 2% of the total amount of budgeted expenses; b) this rule applies to each instance of an over expenditure and not to the sum of over expenditures.
9. If the total yearly budget is met and a surplus exists, any balance available from the building maintenance contingency line item shall be transferred to the Cap. Reserves >\$10K Designated Fund for long term capital repairs and maintenance.
10. Money collections should be counted and deposited (in the MSU Federal Credit Union night deposit box during non-business hours) on the same day as collected. Counting should involve two non-related individuals.
11. ULC facilities and resources are only to be used for ULC or ULC-sponsored fundraising activities and functions.
12. Any check issued by the church, in excess of \$5,000 (except mortgage payment), is required to have two authorized signatures.
13. Continuing education and book allowance budget line item balances may be carried forward by rostered and non-rostered staff. The Financial Administrator shall account for yearly carry over, if any, through notes attached to the monthly financial statements. Per the intent of the funds, staff is encouraged to spend these funds in a timely manner to enhance their skills to limit carry over. No cash value exists for continuing education or book allowance budget balances upon employment status change.

\* Note: This authority is limited to a maximum 2% of the total expense budget (see Bylaws XIII.B.8).

## Credit Card Use Policy

### Objectives

1. To allow ULC staff personnel access to efficient and alternative means of payment for allowable expenses, especially expenses related to business travel and office supplies.
2. To improve managerial reporting related to credit card purchases.

### Policy

1. Credit cards will be issued to pastors and staff, only with approval of the Finance Committee.
2. Credit cards will only be used for church business purposes. Personal purchases of any type are not allowed.
3. Individual credit card limits should be set for each cardholder.

### Procedures

1. Detailed receipts must be retained and attached to the credit card statement. Monthly statements, with attached detailed receipts, must be submitted to the Financial Administrator within ten days of receipt to enable timely payment of amounts due.
2. All monthly statements submitted for payment must have the appropriate budget account clearly written on the statement.
3. Cardholders should make every effort to ensure that purchases do not include sales tax.
4. Lost or stolen credit cards must be reported to the Lead Pastor immediately.
5. The Lead Pastor will enforce these policies and procedures:
  - a. First offense – verbal warning.
  - b. Second offense – written warning and surrender of card for a length of time to be determined by the Lead Pastor.
  - c. Third offense – referred to Personnel Committee and surrender of card for a length of time to be determined by the Lead Pastor.
6. The Treasurer or his/her designee should review the credit card expenses of the Lead Pastor to ensure that those expenses comply with this policy.

June 15, 2014

## Designated funds

1. Only the Church Council shall have the authority to establish designated funds.
2. The Church Council, or its designate, shall have the authority to expend or discontinue designated funds.

## Memorial/bequest, designated and endowment funds and designated benevolences

### Designated funds

Designated funds are freely given except when solicited for specific needs as approved by the ULC Church Council. Current active designated funds with accountability responsibility are listed in Table 2.

**Table 2: Active Designated Funds with responsible party**

Status	Responsibility	Fund	Primary Source	Description	Established	Terminated	\$ Transfer to
A	Council	Capital Reserve-Items > \$10,000	Donations - Contingency line item	Cover large unforeseen capital expd.	1/1/2007		
A	Council	General Memorial/Bequest	Memorial	Holds \$ till funding directive recd.	10/15/1996		
A	Council	Special Gifts	Special not		1/1/1998		

<u>Status</u>	<u>Responsibility</u>	<u>Fund</u>	<u>Primary Source</u>	<u>Description</u>	<u>Established</u>	<u>Terminated</u>	<u>\$ Transfer to</u>
			designated/future pledges				
A	Council	Van Replacement Fund	Donations and designations	Future van replacement funds	1/19/2008		
A	Endowment	ULC CM Endowment Funds	Campus Ministry Funds and Donations		1/1/2002		
A	Endowment	ULC ELCA General Endowment Fund	House donation and Donations		1/1/2002		
A	Outreach	Campus Ministry: General	Donations	Support Campus Ministry	1/1/2007		
A	Outreach	Evangelism	Donations		1/1/2007		
A	Outreach	Health Ministries	Donations	Support health ministry	1/1/2007		
A	Outreach	Prayers & Squares	Donations	Support quilt ministry	1/1/2007		
A	Outreach	Social Action	Donation	Support social actions	1/1/2007		
A	Resources	Electronic Resources	Endowment	Computer, WWW, digital support	1/1/2007		
A	Resources	Facility: Kitchen	Contribution	Kitchen expenses	1/1/2007		
A	Resources	Grounds: Landscape	Donations	Cover costs assoc. w/ landscaping	1/1/2007		
A	Resources	Grounds: Parking Lot Maintenance	10% Tithe from parking receipts	Parking lot repair and maintenance	1/1/2007		
A	Resources	Grounds: Playground	Donations	Cover costs assoc. w/ play struct.	1/1/2007		
A	Resources	Library	Donations	Library expenses	1/1/2007		
A	Resources	Memorial Garden	Internment fees & Donations	Covers exp. Re. to Mem. Garden	1/1/2007		
A	Resources	Stewardship	Donations/Envelope Reimbursement	Support stewardship beyond budget	1/1/2007		
A	Spiritual Formation	Bell Choir	Donations	Bell choir support	1/1/2007		
A	Spiritual Formation	Choir: General Choir Fund	Donations	Support choirs	1/1/2007		
A	Spiritual Formation	Choir: Scholarship	Donations /CD sales	Fund choir scholarships	1/1/2007		
A	Spiritual Formation	Choir: Youth/Cherub/Camarata	Donations		1/1/2007		
A	Spiritual Formation	Lutheran Youth Ministry	Donations and parking	Support youth ministry	1/1/2007		
A	Spiritual Formation	Seminarian Support	Donations	Funds seminary exp. for members	1/1/2007		
A	Spiritual Formation	Small Group: Continuing Education	Donations		1/1/2007		
A	Spiritual Formation	Small Group: General	Donations		1/1/2007		
A	Spiritual Formation	Sunday School	Donations	Misc. related expenses	1/1/2007		
A	Spiritual Formation	Worship Resources: General	Donations		1/1/2007		
A	Spiritual Formation	Worship Resources: Music Instrument Maint.	Donations	Music Instrument Maintenance	1/1/2007		
A	Spiritual Formation	Worship Resources: Sanctuary Arts	Donations	Sanctuary arts	1/1/2007		

- a. The Finance Committee, or the Treasurer on its behalf, shall advise all Coordinators and Team Leaders at least on an annual basis of the amounts of the various Designated Funds and their availability for appropriate usage.
- b. The Finance Committee, on an annual basis, shall review the Designated Funds. If, in the opinion of the Finance Committee, any Designated Fund has remained substantially inactive for a period of at least 12 months, the Committee may request that Church Council transfer all or part of such funds to the General Operating Funds of the Church.
- c. Table 2 lists active Designated Funds established and maintained by University Lutheran Church together with the purposes for which they may be used. The funds may be used at the discretion of the responsible entity or Team, as indicated, and must be approved by a Team Coordinator or lead pastor. The Church Council may add other Designated Funds, as it deems necessary.

## **Memorials and bequests**

### **Memorial Gifts**

Memorial gifts designated to University Lutheran Church will be sent to the church and recorded by the Financial Administrator according to the wishes of the family.

Anyone receiving memorial gifts directed to ULC in honor of a relative or friend are asked to turn the funds over to the church as soon as possible. Copies of all non-member gift checks are maintained by the Financial Administrator, who compiles a list of all donors and their addresses. A copy of this list is sent to the family of the memorialized person as soon as practical. Since donations frequently arrive several weeks following a memorial service, it may be some time before the family receives the total list. If necessary, several lists will be sent to the family. All memorial gifts are acknowledged in writing to the donor by the church. This is usually done by an experienced office volunteer aware of personal sensitivities.

The church handles all gifts, memorial or other through the Financial Administrator. It is helpful if a specific family member is designated to handle the gifting and contact information is provided to the Church Office.

### **Endowment funds**

Listed below are the current policies with regard to Endowment Funds and a listing of those funds.

- a. It is the policy of University Lutheran Church that Endowment Funds be established for a specific use. The donor or group contributing the funds shall designate the use for which interest from the fund is intended.
- b. Interest from Endowment Funds may be spent only as specified in the endowment documents. The donor, Coordinator(s) or the Church Council may authorize expenditure of Endowment Fund interest unless otherwise specified in the endowment documents.

### **Campus Ministry Endowment Fund**

Monies that were pledged by ULC members, alumni and friends as the result of a special drive in 1986. Funds may still be contributed. Receipts are forwarded to the Education Division, ELCA, which administers the endowment. See disposition of interest below.

### **Campus Ministry Endowment Interest**

This account contains interest earned by the Campus Ministry Endowment Fund and is paid quarterly to ULC by the ELCA. This interest can be granted to: 1) Student scholarships or student grants; 2) Special seminars and campus events; 3) Grants to NLCM and MLCM. Expenditure of these funds shall be deliberated annually and authorized by the Campus Ministry Team through a majority vote.

### **Sample monthly designated benevolences**

These monies are given freely and immediately sent to the appropriate recipient.

Greater Lansing Food Bank  
Habitat for Humanity

Lutheran Social Services of Michigan  
Lutheran Student Movement  
Lutheran World Relief  
Other miscellaneous designated benevolences

### **Endowment fund resolution<sup>2</sup>**

Whereas, University Lutheran Church of 1020 South Harrison Road, East Lansing, Michigan 48823, is desirous of maintaining and growing the endowment fund with the purpose of providing a vehicle for faithful members to glorify God and to serve the world through gifts of long range financial support;

Now, therefore, the following shall govern the management of the University Lutheran Church endowment fund

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<sup>2</sup> Congregational approval 2/14/2000, revision 11/18/2007

## **I. Endowment committee**

- A. The congregational voting members shall elect the members of the endowment fund at the congregational annual meeting. The Endowment directors shall be elected from a slate of nominees put forth by the congregational Members in Ministry Committee. The election shall be held under the ordinary election protocols of the congregation as set forth in the Constitution and Bylaws.
- B. There shall be six Endowment Directors elected from the resident voting members of the congregation. Initially, two of the Endowment Directors were elected to a three year term, two of the Endowment Directors were elected to a two year term, and two of the Endowment Directors were elected to a one year term. Thereafter, at the Annual Congregation Meeting, the congregation shall elect two Endowment Directors to a regular three-year term.
  - 1. In addition, there shall be one student member of the congregation elected to a one-year term as an Endowment Director with full voting rights.
  - 2. Endowment directors may not simultaneously serve as endowment directors and hold another position on the Finance Committee.
  - 3. Endowment directors may not serve more than two consecutive terms.
  - 4. Additional members to the Endowment Committee shall include the lead pastor without vote and the President of the congregation without vote.
  - 5. All Endowment Committee members shall endeavor to maintain a high degree of communication with the Church Council, other ministry teams within the Church and members of the congregation to nurture the total life and mission of the church and of the Endowment Fund.
- C. The Endowment Committee shall adopt standards and goals to guide in the expenditure of monies from the Endowment Fund.
- D. The Endowment Committee may establish and maintain accounts with such financial institutions as it may by resolution authorize and determine. All checks and other documents transferring or expending any funds or assets in the Fund shall be executed by (i) either the Chairperson of the Endowment Committee or the Secretary/Treasurer of the Endowment Committee and (ii) either the Congregational President or the Treasurer of the congregation.
- E. The Endowment Committee may employ, at the expense of the Fund, such professional counseling on investments and legal matters as it deems to be in the best interests of the Endowment Fund.
- F. The Endowment Committee shall maintain complete and accurate books of the accounts and may employ such professional help as it deems necessary in this regard. The Endowment Committee shall assure that the funds of the ENDOWMENT are maintained separately and clearly delineated from the general funds and operating funds of University Lutheran Church. The books shall be audited annually through the same internal audit protocols applied to the congregation's routine audits and the audit report will be on file at the time of the annual meeting of the voters' assembly.
- G. No member of the Endowment Committee shall engage in any self-dealing or transactions with the Endowment Fund in which the member has direct or indirect financial interest. Each member shall at all times refrain from any conduct in which his or her financial interests would conflict with the interests of the Endowment Fund. Provided however, any licensed Endowment Committee member who, in the ordinary course of business, effects purchases and sales of securities, may act on behalf of the Committee as long as there is full written disclosure to the Committee regarding commissions and other fees earned by the licensed sales person.



1. All congregational members nominated or standing for election to the Endowment Committee should declare any conflicts of interest with respect to the Endowment Committee, the Endowment Directors, or the operation of the Endowment Fund. After election, any Endowment Director shall declare any conflicts of interest with any matter coming before the Endowment Committee.
- H. Any actions required by the Endowment Committee shall be only undertaken upon an affirmative vote of at least four of the Endowment Directors.
- I. The Endowment Committee shall meet at least twice per year. The Chairperson of the Endowment Committee may call any additional meetings with ten days notice.
- J. Vacancies shall be filled at the next regular Congregational Annual Meeting. Vacancies may be temporarily filled by appointment made by the Endowment Directors upon approval by the University Lutheran Church Council. The Endowment Directors shall elect from amongst themselves, the following Endowment Officers:
1. Chairperson. The Chairperson shall be the presiding officer at all meetings of the Endowment Directors and shall act as liaison between the Endowment Committee and the University Lutheran Church Council.
  2. Vice-Chairperson. The Vice-Chairperson shall perform all of the duties of the Chairperson when the Chairperson, by reason of absence, is unable to act.
  3. Secretary/Treasurer. The Secretary/Treasurer shall keep records of all meetings and actions of the Endowment Directors and shall be the recorder of all formal resolutions of the Endowment Committee. The Secretary/Treasurer shall also prepare a written annual report to provide to the congregation and to the University Lutheran Church Council. The annual report shall detail the condition of the Endowment assets, the current investment strategy of the Endowment Committee, the earnings on each of the investments included within the Endowment, necessary income statements and balance sheets and any other data that the Secretary/Treasurer deems important for review by the University Lutheran Church Council.
- K. This Endowment Committee is a Congregational Committee established pursuant to the University Lutheran Church Constitution.

## **II. Duties**

- A. The Endowment Committee or church may receive funds through gifts, bequests, wills, estates or trusts from any source whether in cash or in other property. All Endowment Fund monies and property shall be kept and maintained separate, distinct and independent from the funds and property otherwise belonging to the church. Provided, however, all assets received shall be approved as appropriate by the Endowment Committee prior to final acceptance.
1. Endowed funds may be combined and managed together as long as the Endowment Committee has established and follows accounting standards to determine the relative portion of assets and/or earnings accruing to the benefit of any specific designated, undesignated, restricted, or unrestricted purposes. This provision shall not apply to any restricted gifts that require segregation of investments included within said gifts.
- B. The Endowment Committee shall investigate ways in which the Endowment Fund can best be used to the glory of God. Other committees and ministry teams within the church and members of the congregation may make written requests to the Endowment Committee.

- C. All new members of the Endowment Committee are to receive a copy of this Resolution, a copy of the standards and goals and shall become acquainted with the function and purposes of the Endowment Fund.
- D. Members of the Endowment Committee need not be bonded. In the event of a bond, the cost of said bond shall be borne by the Endowment Fund.
- E. Except in the case of gross negligence or intentional conflict of interest, the Endowment Directors, to the best of the ability of the University Lutheran Church Council shall be immune from personal liability for acting on said Endowment Committee.
- F. The Endowment Committee shall determine the various Endowment sub-accounts within the Endowment Fund.
- G. The Endowment Committee shall determine the distribution of earnings from the various endowed assets. This may be done at any regularly called meeting of the Endowment Committee.
- H. Should the Endowment Committee receive a restricted gift, the Endowment Committee shall review said restrictions, and make recommendations to the University Lutheran Church Council as to whether to accept said gift pursuant to the restrictions, reject said gift, or accept said gift with adjustments to the restrictions. Any restricted gifts shall include an agreement between the donor and the Endowment Committee setting forth such restrictions. Said Agreement shall be approved by the University Lutheran Church Council prior to becoming effective.

### **III. Powers**

- A. In the administration of this Endowment Fund, the Endowment Committee shall have all powers and authority necessary to carry out the purposes of the Fund, including the following powers and authority on behalf of University Lutheran Church of East Lansing, Michigan:
  1. To take, have, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects part thereof, as they in their judgment and discretion shall deem wise and prudent;
  2. To retain any property in the form in which received; to convert and reconvert the Endowment Fund, or any part thereof, into other kinds and forms of property, real or personal or mixed; and to invest or reinvest the Fund or assets herein, or any thereof, as they shall deem wise and prudent, including in such common or preferred stocks, bonds, debentures, mortgages, notes or other securities, investments, or property whether real or personal, which they in their absolute discretion may select or determine, and including without limitation, savings deposits or any bank, mutual savings bank, federal home loan bank or savings and loan association, or in any common trust fund, mutual fund, or any like fund, subject to the usual standards of prudence required of trustees of similar funds;
  3. To receive the income, profits, rents and proceeds of the Endowment Fund and to collect and give receipts for the same, and pay all administrative and necessary expenses in connection with it. Expenses are to be paid from the Endowment Fund income;
  4. To receive gifts, both designated and undesignated;
  5. To make, execute and deliver all instruments necessary or proper for the accomplishment of the purposes of the University Lutheran Church Endowment Fund or of any of the foregoing powers, including deeds, bills of sale, transfers, leases, mortgages, assignments, conveyances, contracts, purchase agreements, waivers, releases and settlements;
  6. To determine on not less than an annual basis and notify the Church Council of the amounts to be available for distribution for the purposes for which designated or undesignated funds have been

established, and upon receipt of recommendations for expenditures from the Church Council, to approve such expenditures that are consistent with the purposes for which the endowment has been created;

7. To determine what is principal and income according to accounting procedures;
8. To hold investments in the name of the University Lutheran Church of East Lansing, Michigan Endowment Fund on behalf of the congregation and to sign checks and all other necessary documents on behalf of the congregation in furtherance of the Endowment Fund purposes;
9. To employ and reasonably compensate from the Endowment Fund income, accountants, agents, investment advisors, and attorneys to assist and advise in the execution of the Endowment Fund, without liability for their omissions or neglect, but using reasonable care in their selection, and to rely on the advice of the persons so employed;
10. The Endowment Committee shall not be liable for any losses, which may be incurred upon investments of the Endowment Fund except to the extent that such losses shall have been caused by bad faith or gross negligence of the Committee members. No member shall be personally liable as long as he or she acts in good faith and with ordinary prudence in discharging the duties of the office. No Committee member shall be liable for the acts or omissions of any other Committee member, or of any accountant, agent, attorney or custodian selected with reasonable care;
11. The Endowment Committee members shall not receive any compensation, but may be reimbursed from the income of the Trust Fund for expenses reasonably incurred;
12. The Endowment Committee, with the approval of the University Lutheran Church Council, shall define the investment and asset management policies that are consistent with the purpose of the Endowment Fund.

#### **IV. Invasion of Principal**

- A. Invasion of principal (corpus) shall not be encouraged. Invasion of principal (corpus) shall only be done after the following:
  1. A vote of the Endowment Committee approving said invasion;
  2. Then a vote of the congregation at a regular or special meeting of the congregation, which requires a three-fourths ( $\frac{3}{4}$ ) majority vote of those voting members present;
  3. Then, mailed written notice to congregation voting members of the intent to invade principal declared by the prior two votes;
  4. Then, a subsequent confirming vote by a three-fourths ( $\frac{3}{4}$ ) majority of the congregation voting members present at a subsequent regular or special meeting held within thirty days of the prior vote held by the congregation. It is the intention herein that there shall be a three-fourths ( $\frac{3}{4}$ ) vote of the congregation voting members present at two different meetings prior to authorizing invasion of principal (corpus).
    - a. Notwithstanding the above, in the event any restricted gift provides for a distribution of principal, then the Endowment Committee will make the distributions as set forth in the restricted gift agreement.
    - b. Should there come a time when the purposes of the Endowment Fund have been met and no further need for the endowed monies exist, then in that event, the Endowment Committee will make a recommendation to the University Lutheran Church Council

regarding a designated change of use of said funds. The University Lutheran Church Council will make a recommendation to the congregation for a vote on the change of the use of said funds. Any changes in use of funds must be approved by a three-fourths ( $\frac{3}{4}$ ) vote of all the voting members of the congregation present at a meeting dealing with this proposed action.

#### **V. The Congregation**

- A. This Endowment Fund Resolution may not be altered or amended except by a three-fourths ( $\frac{3}{4}$ ) majority vote of the congregation voting members present at an annual meeting of the congregation, or at a special meeting called specifically for the purpose of amending this Resolution.

#### **VI. Tax Exemptions**

- A. Any gifts given to the Endowment Fund, as well as all income derived therefrom, shall be used exclusively for religious, charitable and education purposes within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provisions of any future United States Internal Revenue Law. This Endowment Fund is created and shall be operated exclusively for church purposes. No part of the income or property of this Fund shall inure to the benefit of or be distributable to any member, director, or officer of the church or to any other private person, except that the Endowment Fund Committee is authorized and empowered to pay reasonable compensation for services rendered to investment advisors and paid professionals who are acting in the normal course of business by the licensed professional and to make payments and distributions in furtherance of the purposes set forth herein. No part of the activities of the Endowment Fund shall be the carrying on or propaganda or otherwise attempting to influence legislation, and it shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this document, the Endowment Fund shall (a) not carry on any activities not permitted to be carried on by an entity exempt from federal income tax under Section 501 (c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law or (b) do any act which would render contributions to the Endowment Fund nondeductible under Section 170(c)(2) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue Law.
- B. This Endowment Fund may be dissolved in accordance with the laws of the State of Michigan. Upon dissolution of this Endowment Fund, and after payment of all liabilities, obligations, costs and expenses incurred by this Endowment Fund, any remaining assets shall be distributed to such entities organized and operated exclusively for one or more purposes described in Section 170(c)(2) and 501 (c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. Any restricted gift shall be distributed as set forth in the agreement. Should there be no contingent beneficiary designated, then in that event the funds shall be distributed to the Evangelical Lutheran Church of America or its successor organization to be used for purposes similar as set forth in the rules, regulations, and bylaws of the Endowment Committee.

#### **VII. Miscellaneous**

- A. Expenses of the Endowment Committee as authorized in Section III.A.9 of this Resolution shall be a charge back against restricted and non-restricted funds in proportion to the gross assets under supervision.
- B. The purpose of the Endowment Fund is not to provide a source of funding for regular and routine operations.
- C. To the greatest extent possible, the Endowment Committee will distinguish itself from the Stewardship Campaign.

- D. Upon approval of the University Lutheran Church Council, any existing funds operated as endowments may be placed under the control of the Endowment Committee and be operated and managed as set forth herein.

## **Gift acceptance guidelines**

### **Preamble**

University Lutheran Church of East Lansing, Michigan encourages gifts of all types of tangible, personal and real property for purposes that will contribute to its mission. The following guidelines govern acceptance of gifts made to University Lutheran Church of East Lansing for the benefit of any of its programs.

### **I. Purpose of Guidelines**

University Lutheran Church of East Lansing (referred herein as ULC), its staff and members encourage current and deferred gifts from individuals, corporations, and foundations to pursue its mission and secure its future growth. These Gift Acceptance Guidelines are intended to provide guidance in the acceptance of gifts by ULC and information to prospective donors. They are intended to apply to all gifts received by University Lutheran Church (ULC) for any of its programs or services.

### **II. Use of Legal Counsel**

ULC shall seek the advice of legal counsel in matters relating to acceptance of gifts when deemed appropriate by the Gift Acceptance Committee or Church Council as authorized in Chapter V of this document. Review by counsel is recommended for:

- A. Closely held stock transfers that are subject to restrictions or buy-sell agreements
- B. Documents naming ULC as Trustee
- C. Gifts involving contracts, such as bargain sales or other documents requiring ULC to assume an obligation
- D. Transactions with potential conflict of interest
- E. Other instances deemed appropriate by the Gift Acceptance Committee

### **III. Prospective Donors**

ULC urges all prospective donors to seek personal legal and financial advisors in matters relating to their gifts and the resulting tax and estate planning consequences.

### **IV. Restrictions on Gifts**

ULC accepts unrestricted gifts as well as gifts for specific programs and purposes. Such restricted gifts must be consistent with its stated mission, purposes, and priorities. ULC will not accept gifts that are inappropriately restrictive in purpose. Gifts that are inappropriately restrictive are those that violate the terms of the corporate charter, gifts that are too burdensome to administer, or gifts that are for purposes outside the mission of ULC. For gifts in excess of \$10,000, final decisions on the restrictive nature of a gift, and their acceptance or refusal, shall be made by the Church Council upon recommendation of the Gift Acceptance Committee of ULC. Final decisions regarding acceptance or refusal of gifts valued at less than \$10,000 may be made by the Gift Acceptance Committee.

### **V. The Gift Acceptance Committee**

- A. The Gift Acceptance Committee shall consist of:
  1. Lead Pastor
  2. President of the Congregation
  3. Treasurer
  4. Finance Committee Representative
  5. Chair of Endowment Committee
  6. A member-at-large appointed annually by the Church Council.
- B. The chair of the Gift Acceptance Committee shall be the Chair of the Endowment Committee unless otherwise determined by the Gift Acceptance Committee.

- C. The Gift Acceptance Committee is charged with the responsibility of reviewing and properly screening all gifts made to University Lutheran Church. For gifts in excess of \$10,000 in value, the Gift Acceptance Committee shall recommend to the Church Council acceptance, refusal or other recommendations. The Church Council shall make all final decisions on gifts in excess of \$10,000.
- D. For gifts valued at less than \$10,000 the recommendations of the Gift Acceptance Committee shall be the final decision after 30 days notice of such recommendations to Church Council.
- E. Gifts determined to be intended as an endowment shall be referred to the Endowment Committee for processing according to the policies and guidelines established by the Endowment Committee.

## **VI. Types of Gifts**

The following gifts will generally be considered acceptable: (1) cash, (2) tangible personal property, (3) securities, (4) real estate (5) remainder interests in property, (6) oil, gas, and mineral interests, (7) bargain sales, (8) life insurance, (9) charitable gift annuities, (10) charitable remainder trusts, (11) charitable lead trusts, (12) retirement plan beneficiary designations, (13) bequests, and (14) life insurance beneficiary designations. The following guidelines apply:

- A. Cash is acceptable in any form. Checks shall be made payable to University Lutheran Church.
- B. Tangible Personal Property - all gifts of tangible personal property shall be examined in light of the following criteria:
  - Does the property fulfill the mission of ULC?
  - Is the property marketable?
  - Are there any undue restrictions on the use, display, or sale of the property?
  - Are there any carrying costs for the property?
- C. Securities - ULC may accept both publicly traded securities and closely held securities. The Gift Acceptance Guidelines of the ULC By-laws states that: "...all marketable securities shall be sold upon receipt..." The following procedure is intended to ensure timely compliance with the By-laws and minimize the risk of loss due to decline in market value of the securities.
  1. Gifts of publically traded securities that have been approved for acceptance by the Church Council upon the recommendation of the Gift Acceptance Committee shall immediately be liquidated by means of a sell-order authorized by the ULC Treasurer or his/her designee.
  2. Upon receipt of the Confirmation of Sale from the Financial Advisor the proceeds of the sale will be recorded in financial accounts by the Financial Administrator.

Closely Held Securities - closely held securities, which include not only debt and equity positions in non-publicly traded companies but also interests in Limited Liability Partnerships (LLP) and Limited Liability Corporations (LLC) or other ownership forms, can be accepted subject to the approval of the Gift Acceptance Committee. However, gifts must be reviewed prior to acceptance based on the following criteria:

- There are no restrictions on the security that would prevent ULC from ultimately converting those assets to cash
- The security is marketable
- The security will not generate any undesirable tax consequences for University Lutheran Church.

If potential problems arise on initial review of the security, further review and recommendation by an outside professional may be sought before making a final recommendation on acceptance of the gift. Every effort will be made to sell non-marketable securities as quickly as possible.

- D. Real Estate - gifts of real estate may include developed property, undeveloped property, or gifts subject to a prior life interest. Prior to acceptance of real estate, ULC shall require an initial environmental review of the property to ensure that ULC ownership would entail no environmental liability. In the event that the initial inspection reveals a potential problem, ULC may retain a qualified inspection firm to conduct an environmental audit. Generally, the cost of the environmental audit shall be an expense of the donor.

When appropriate, a title binder shall be obtained by ULC prior to the acceptance of the real property gift. The cost of this title binder shall generally be an expense of the donor.

Prior to acceptance of the real property, the gift shall be approved by the Gift Acceptance Committee of ULC and, if deemed necessary by the Gift Acceptance Committee, by ULC's legal counsel.

Questions to be considered may include:

- Is the property useful for the purposes of ULC?
  - Is the property marketable?
  - Are there any restrictions, reservations, easements, or other limitations associated with the property?
  - Are there carrying costs, which may include insurance, property taxes, mortgages, or notes, etc., associated with the property?
  - Does the environmental audit reflect that the property is not damaged?
- E. Remainder Interests in Property - ULC will accept a remainder interest in a personal residence, farm, or vacation property subject to the provisions of paragraph 4 above. The donor or other occupants may continue to occupy the real property for the duration of the stated life. At the death of the donor, ULC may use the property or reduce it to cash. Generally, when ULC receives a gift of a remainder interest, expenses for maintenance, real estate taxes, and any property indebtedness are to be paid by the donor or primary beneficiary.
- F. Oil, Gas, and Mineral Interests - ULC may accept oil and gas property interests, when appropriate. Prior to acceptance of an oil and gas interest the gift shall be approved by the Gift Acceptance Committee, and if necessary, by legal counsel.
- G. Bargain Sales - ULC will enter into a bargain sale arrangement in instances in which the bargain sale furthers the mission and purposes of ULC. All bargain sales must be reviewed and recommended by the Gift Acceptance Committee and approved by the Church Council. Factors used in determining the appropriateness of the transaction include:
- ULC must obtain an independent appraisal substantiating the value of the property.
  - The debt ratio.
  - ULC must determine that it will use the property, or that there is a market for sale of the property allowing sale within 12 months of receipt
  - ULC must calculate the costs to safeguard, insure, and expense the property (including property tax, if applicable) during the holding period.
- H. Life Insurance - ULC must be named as both beneficiary and irrevocable owner of an insurance policy before a life insurance policy can be recorded as a gift. The gift is valued at its interpolated terminal reserve value, or cash surrender value, upon receipt. If the donor contributes future premium payments, ULC will include the entire amount of the additional premium payment as a gift in the year that it is made. If the donor does not elect to continue to make gifts to cover premium payments on the life insurance policy, ULC may: a) continue to pay the premiums, b) convert the policy to paid up insurance, or c) surrender the policy for its current cash value.
- I. Charitable Gift Annuities - ULC accepts donations through the use of charitable gift annuities.
- J. Charitable Remainder Trusts - ULC may accept designation as remainder beneficiary of a charitable remainder trust with the approval of the Gift Acceptance Committee.
- K. Charitable Lead Trusts - ULC may accept a designation as income beneficiary of a charitable lead trust. ULC will not accept an appointment as Trustee of a charitable lead trust.
- L. Retirement Plan Beneficiary Designations - Donors and supporters of ULC are encouraged to name ULC as beneficiary of their retirement plans. Such designations will not be recorded as gifts to ULC until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the present value of that gift may be recorded at the time the gift becomes irrevocable.
- M. Bequests - Donors and supporters of ULC are encouraged to make bequests to ULC under their wills and trusts. Such bequests will not be recorded as gifts to ULC until such time as the gift is irrevocable. When the gift is irrevocable, but is not due until a future date, the value of that gift at the time of irrevocability will be recorded.

- N. Life Insurance Beneficiary Designations - Donors and supporters of ULC are encouraged to name ULC as beneficiary or contingent beneficiary of their life insurance policies. Such designations shall not be recorded as gifts until such time as the gift is irrevocable. Where the gift is irrevocable, but is not due until a future date, the value of that gift at the time of irrevocability will be recorded.

#### **VII. Miscellaneous Provisions**

- A. Securing appraisals and legal fees for gifts to ULC - It will be the responsibility of the donor to secure an appraisal (where required) and independent legal counsel for all gifts made to ULC.
- B. Valuation of gifts for development purposes - ULC will record a gift received by ULC at its valuation for gift purposes on the date of gift.
- C. Responsibility for IRS Filings upon sale of gift items - ULC is responsible for filing IRS Form 8282 upon the sale or disposition of any asset sold within two years of receipt by ULC when the charitable deduction value of the item is more than \$5,000. ULC must file this form within 125 days of the date of sale or disposition of the asset.
- D. Acknowledgement and Recognition - All gifts shall be promptly acknowledged by ULC with a letter from the Lead Pastor, President or Chair of Endowment Committee. ULC shall seek permission to recognize the name(s) of donors and encourage donors to allow such recognition. Anonymity, if requested, shall apply only to the name or other identifying characteristics of a donor and does not apply to other characteristics of the gift, which may be reported and disclosed in an appropriate manner.

#### **VIII. Acceptance and Use of Non-Designated (Unrestricted) Gifts**

For unrestricted gifts of cash which are considered unique, non-recurring and not determined to be intended as annual giving (e.g. an unrestricted bequest or distribution from a life insurance policy), the following guidelines shall be in effect:

- A. Ten percent of such gifts shall be given to benevolence determined by the Church Council. All efforts should be made to distribute these funds to benevolent causes within 90 days of the review and recommendation of the gift by the Gift Acceptance Committee and approval of the Church Council.
- B. An additional 10 percent of such gifts shall go to the ULC Endowment Fund.
- C. The balance of such gifts will be used for purposes designated by the Church Council based upon recommendation(s) from the Gift Acceptance Committee. The GAC will use the following guidelines to consider approval of funds from unrestricted bequests for pilot programs:
- Use will be limited to 10% of unrestricted bequests annually.
  - Proposals for pilot programs must be submitted in a written planning document which includes a description of why the program is important to the mission of ULC, and which provide goals, anticipated outcomes and a budget.
  - Approved pilot programs must submit a final report to GAC and Church Council within one month of completion of project explaining what resulted and what was learned.
  - Funded pilot programs will not receive funds from unrestricted bequests funds from GAC for the following three years for similar program.
- D. Undesignated gifts of \$10,000 or more should not be used for items normally included in the annual budget of ULC.
- E. Uses for undesignated gifts may include:
- Referral to the Endowment Committee for processing according to its policies and guidelines.
  - Assignment to an established designated fund or the establishment of a new designated fund.
  - Construction or major repairs of ULC facilities when faced with exigent circumstances.
  - Payments on mortgages or other major loans.
  - Church benevolences.
  - Loans to other ELCA congregations.

#### **XIV. Changes to Gift Acceptance Guidelines**

These guidelines have been reviewed and accepted by the Church Council of ULC. Any changes or deviations shall be approved by Church Council.



## **Seminarian support fund<sup>3</sup>**

### **Purpose**

Being mindful that theology and the study of theology are the responsibility of the church, the following guidelines for the establishment and administration of a Seminarian Support Fund (SSF) have been approved. It is the intent that through such a fund, the congregation will show tangible support and provide on-going encouragement to seminarians who are baptized members of the congregation.

### **Funding**

A line item should be included in the annual budget to the extent that it is feasible with budget planning for any given year, but with the ultimate hope that University Lutheran Church would see fit to pay full tuition at a Lutheran seminary for each student that is a baptized member of our congregation. Special benevolence gifts may be given by individuals, groups, or projects to the SSF or to specifically designated students. Bookkeeping records will be set up carefully to record both types of gifts.

### **Distribution**

Budgeted monies and undesignated seminarian fund special benevolence gifts will be distributed each year as determined by the SSF team prior to fall registration at the seminary. Additional funds received by the SSF throughout the current ULC fiscal year may be distributed by the SSF team to the same seminarians from time to time. Specifically designated funds for individual seminarians will be forwarded to the respective seminarian as promptly as possible after receipt of such funds.

Written declaration of intent by potential and actual seminary students shall be encouraged. Such "letters of intent" to the SSF team will aid the team in cultivating closer support relationships with the seminarian as well as consider feasible distribution of Seminarian Support Fund resources at the appropriate time.

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<sup>3</sup> Congregational Approval April 1996, Revision Nov. 1994

## Building and facilities use policies

### Building use

In keeping with the mission statement of University Lutheran Church (ULC), facilities will be used for worship, study, fellowship and outreach, especially to the University community. In this connection, the community is encouraged to use these facilities as time and space permit. Especially welcome are other congregations, ministries or church organizations, campus groups and organizations.

The sanctuary will be reserved for ULC worship services on Sunday mornings. At other times it will be reserved, in order of priority, for ULC worship, other church-related programs, weddings, funerals, and use by other appropriate organizations. The fellowship hall will be used in the same order of priority.

Non-members using ULC facilities are considered guests. ULC, as a good host, will make special effort to accommodate its guests and balance their needs with its own. There may be occasions when consideration should be given to rescheduling or relocating an official ULC activity to accommodate a guest if, by so doing, ULC will be rendering an important community service. *Also, in exceptional circumstances, ULC reserves the right to preempt a non-member group should the need arise.*

All organizations and persons are expected to restore the facilities (including chair and table arrangements) to the condition they found them. As part of our commitment to conserve energy and recycle waste products we request that each group extinguish lights, close windows and place waste in appropriate recycling containers. There are containers provided for returnable bottles, metals, plastics, glass and Styrofoam located in both kitchens.

Any person using the facilities will conform to ULC policies, including hours of operation, service of alcoholic beverages, non-discrimination, and fund raising. Beer, wine, liquor and other controlled substances are not permitted. No smoking is allowed in the church building. ULC facilities are not to be used for non-church-related fund raising. Admission may not be charged by any non-ULC group. The church will be "open" from 8:00 a.m. to 10:00 p.m. weekdays and Saturdays and from 1 p.m. to 10:00 pm Sunday for non-ULC groups. This means that groups using the building during the evening hours must schedule their meetings to be finished and the rooms straightened/cleaned in time to be out of the building at the approved end time (10:00 p.m. being the latest).

Church supplies are to be used for church business. Reimbursement, at the appropriate rate, by staff and members will be expected when supplies are used for personal business. ULC property (e.g., silver, glassware, china, coffee pots, tables, chairs, etc.) shall only be used for ULC-sponsored or supported events.

Scheduling of all facility usage, congregational or otherwise, must be done through the Administrative Assistant. One person from each group (member or non-member) shall be designated the liaison. The liaison will be notified if the facilities are used improperly, are not properly restored to their original condition, and if any portion of the security deposit is forfeited.

Sponsored groups using the facilities of ULC are asked to assist in defraying the costs of operating and maintaining the facility. There is no charge to ELCA church agencies or related or sponsored groups. Also, there is no charge for weddings or funerals of family members of the ULC congregation. Ongoing "sponsored" or "related" groups as noted on the Facility Use Application / Agreement / Damage Deposit form should contribute as they are able. Designation of "sponsored" or "related" groups shall be made by the Finance Committee. "Sponsored" or "related" groups must complete the Facility Use Application / Agreement / Damage Deposit form yearly.

Approval for use of the sanctuary, fellowship hall or fireside lounge does not automatically include use of the kitchens. If the user group needs to use one of the kitchens, the group must reserve the kitchen like any other room and must cover the cost of its use and supervision. Use of a kitchen must be arranged in advance and requires the presence of an Event Coordinator.

The use of a ULC kitchen to prepare food for non-ULC groups must be pre-approved with application being made at the same time as the other facilities are requested. A ULC-approved event coordinator will be present when kitchen use is involved and will be paid at the current rate with a 3 hour minimum. A ULC-approved

custodian must be paid at the current rate with a 2 hour minimum for use of the Fellowship Hall. The coordinator fee will be included in the building use fee and/or deposit. The Administrative Assistant will provide the group with rules for use of the kitchens. The kitchens must be cleaned at the close of the activity.

Non-ULC parties using the church building may rent ULC Audiovisual equipment at the specified rate on the ULC Facilities Use Fees found in Table 3. Arrangements for the equipment are made with the Administrative Assistant at the same time as making application to use ULC facilities.

If excess damages occur to any ULC property during use, deposit money will be used to fix damages and any deposit refunded will be at the discretion of the Administrative Assistant and Lead Pastor. The Finance Committee assigns the daily implementation of the ULC facilities use policy to the Administrative Assistant.

ULC reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom ULC, acting through its pastors in consultation with the president of the congregation, deems to be at odds with ULC's mission and views regarding appropriate religious or charitable purposes. The decision of ULC in this regard is final. Status as a tax-exempt organization is not germane.

Any exceptions to this Policy must have the approval of the Church Council. The fee structure for ULC Facilities use is approved by Church Council as a separate item from this policy document. The current fee structure can be found in Table 3: ULC facilities use request form and applicable fees.

University Lutheran Church is not responsible for any lost or stolen personal property.

4/17/12

**ULC facility use application / agreement / damage deposit**

A damage deposit equal to the amount of the room(s) use fee is required for all reservations. The damage deposit should be issued as a separate check and will be returned to the user group uncashed if, after the group's meeting has taken place, no damage or special clean up is required. If damage is found and/or extraordinary clean up is required, the damage deposit check will be cashed and funds used to restore the premises to original condition. The remainder (if any) of the funds will be returned to the group. *In exceptional circumstances ULC reserves the right to preempt any group should the need arise.* University Lutheran Church is not responsible for any lost or stolen personal property.

Agreement between University Lutheran Church and User Group

Name of group: \_\_\_\_\_

Address/Phone: \_\_\_\_\_

Liaison: \_\_\_\_\_

Address/Phone/Email: \_\_\_\_\_

Purpose of Meeting/Nature of Organization: \_\_\_\_\_

Notes or special circumstances: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Requested Date(s): \_\_\_\_\_ End Date (recurring events): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Facilities Requested – Please attach Table 3: ULC facilities use request form and applicable fees

Total Facility Use Fee Due: \_\_\_\_\_ Total Deposit Due: \_\_\_\_\_

Insured: Yes  No

I have read the guidelines for building use and our organization agrees to abide thereby.

\_\_\_\_\_  
Date Signature of group representative

----- **To be completed by ULC Administrative Assistant** -----

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Event Coordinator Required (Required for kitchen use or lock up): Yes  No

Event Coordinator Assigned and Phone Number \_\_\_\_\_

“Sponsored” or “Related” Group: Yes  No

Approved “Sponsored” or “Related” groups have up to a one year approval and thereafter must reapply.

\_\_\_\_\_  
Date Approved by (church representative)

**Table 3: ULC facilities use request form and applicable fees**

Estimated attendance	Total time needed (hours)	Estimated parking spaces required				
Item	Requested space / item	Minimum rate	Additional Time	Deposit	Fees	Deposit required
<b>Space (Room Capacity)</b>						
**Sanctuary (400)	<input type="checkbox"/>	\$300/4 hr	\$50/hr	Same as fee		
Fireside Lounge (40 class, 30 reception)	class <input type="checkbox"/> recp <input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
*Upstairs Kitchen (w/Sanctuary/Lounge)	<input type="checkbox"/>	\$25				
**Fellowship Hall (300 class, 200 reception)	class <input type="checkbox"/> recp <input type="checkbox"/>	\$150/4 hr	\$25/hr	Same as fee		
*Downstairs Kitchen (w/ Fellowship Hall)	<input type="checkbox"/>	\$50				
Downstairs Choir Room (40)	<input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Downstairs Library (10)	<input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Downstairs Atrium Area (50 class, 35 reception)	class <input type="checkbox"/> recp <input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Downstairs Youth Room (30)	<input type="checkbox"/>	\$50/4 hr	\$10/hr	Same as fee		
Classroom (15)	<input type="checkbox"/>	\$50/4 hr-room	\$10/hr	Same as fee		
<b>Staffing</b>						
*Event Coordinator (3 hr minimum)	<input type="checkbox"/>	\$15/hr				
**Custodial Fee (set up/clean up – 2 hr minimum)	<input type="checkbox"/>	\$25/hr				
Sanctuary sound/recording	<input type="checkbox"/>	prearranged				
<b>Equipment</b>						
AudioVisual				\$50		
• Overhead	<input type="checkbox"/>	\$25/day				
• Portable sound podium	<input type="checkbox"/>	\$25/day				
• TV/DVD player	<input type="checkbox"/>	\$25/day				
• TV/VCR	<input type="checkbox"/>	\$25/day				
• Laptop & projector	<input type="checkbox"/>	\$25/day				
• Wireless Internet access	<input type="checkbox"/>	w/access code				
<b>Weddings***</b>						
• Organist (service)	<input type="checkbox"/>	\$125				
• Vocalist / Instrumentalist	<input type="checkbox"/>	\$100				
• Each rehearsal with soloist	<input type="checkbox"/>	\$25				
• Pastor (non-members)	<input type="checkbox"/>	\$300 minimum				
				<b>Total</b>		

\* Event Coordinator required

\*\* Custodial fee applies to Sanctuary and Fellowship Hall use

\*\*\* Wedding may incur additional ULC staffing expenses. Building use fees are waived for ULC member weddings. For weddings, checks should be written for building use fees and deposits to University Lutheran Church. The organist, vocalists and/or instrumentalists should be paid separately with checks made payable to each one of them. The pastor’s fee for non-members covers approximately 15 hours of pastoral time for pre-marital counseling sessions, rehearsal and the wedding.

“Sponsored” or “Related” groups are requested to contribute as they are able. Security deposit and all fees are to be paid at least one week in advance of the event. University Lutheran Church is not responsible for any lost or stolen personal property

## **Building key distribution guideline**

The intent of this policy is not to restrict use of the University Lutheran Church, but rather to encourage appropriate use of the facility and to provide an attitude of safety for all facility users.

There are two types of keys that are controlled at University Lutheran Church. The first key is for outside doors. This key is a Master key and will open selected doors and provide entry to the Church. The second key is a key to the Main Office and provides entry only into the office suite. It shall be understood that if people have a key, they are responsible for locking the facility after use. If this does not occur, we will ask that keys be returned and an Event Coordinator be hired to open and lock the facility for the individual at their cost. It is also critical that if one does not have a use for a key that it be returned to the Administrative Assistant and/or the Main Office.

Keys are checked out on a temporary basis only with the following rules associated with them:

1. Extra keys will be stored in a ULC key box.
2. At least one key will remain in the box at all times. Under no circumstances should the last key in the box leave the Church.
3. Each key is numbered and a control record will be held by the Main Office (Administrative Assistant).
4. The key list will be reconciled yearly for record of all outstanding keys, and this will be done prior to the Annual Budget Meeting.
5. Additional keys can be obtained through Mark's Lock Shop when authorized by the Finance Committee Chair, Facility Team Leader or the Church Treasurer in writing.
6. Any keys that are temporarily checked out must be returned in a timely manner. If this is not done, additional measures will be taken to get the key returned or the facility will be re-keyed.

## **Acceptable computer use policy**

### **General**

1. In order to more effectively and efficiently carry out the mission and work of University Lutheran Church, staff members routinely use church-owned computers, software, networks, and computerized information. High value is placed upon appropriate use of information technology that balances staff's ability to benefit fully from these resources and the church's responsibility to maintain a secure and reasonably allocated computing, information technology, and networked environment.
2. ULC staff is encouraged to use the Internet and electronic mail for church activities and to facilitate the efficient exchange of useful information to further the congregation's mission and goals. Users are expected to use common sense, common decency, and civility and respect the rights of others.
3. It is ULC's policy to limit staff's access to office computers to official business only. This includes access to the Internet, email, and officially installed copyrighted software programs.
4. Staff shall not place ULC material (copyrighted software, internal correspondence, etc.) on any publicly accessible Internet computer without prior permission.
5. Staff members using ULC's accounts are acting as representatives of ULC. As such, staff should act accordingly so as not to damage the reputation of ULC.
6. Any infringing activity by a staff person may be the responsibility of ULC. Therefore, ULC may choose to hold the employee liable for their actions.

### **Security**

1. Maintaining appropriate security is mandatory and a responsibility of all staff. To that end, ULC staff is expected to adhere to the security systems and processes put in place to protect the computer hardware, software, networks, and shared information.
2. Files that are downloaded from the Internet must be scanned with virus detection software before installation or execution. All appropriate precautions should be taken to detect for a virus and, if necessary, to prevent its spread.
3. The introduction of viruses or malicious tampering with any computer system is prohibited. Any such activity may result in disciplinary action, up to and including termination of employment.
4. ULC reserves the right to inspect any staff person's computer system in the case of someone leaving the employment of ULC, maintenance issues with the network and computing environment, or violation of this policy.
5. Installation and use of non-church-owned computer software, hardware, or other electronic devices on church-owned equipment must be pre-approved by the lead pastor of ULC.

### **Internet (including World Wide Web) and Email Functions**

1. The Internet does not guarantee the privacy and confidentiality of information. Sensitive material transferred over the Internet may be at risk of detection by a third party. Staff must exercise caution and care when transferring such material in any form.
2. Alternate Internet Service Provider connections to ULC's internal network are not permitted unless expressly authorized and properly protected by a firewall or other appropriate security device(s).
3. Unless otherwise noted, all software on the Internet should be considered copyrighted work. Therefore, staff is prohibited from downloading software and/or modifying any such files without permission from the copyright holder.
4. The truth or accuracy of information on the Internet and in email should be considered suspect until confirmed by a separate reliable source.
5. Staff may access the Internet and email and use software programs for personal business only after normal business hours, in strict compliance with the other items of this policy.

All new employees are required to sign the Acceptable Computer Use Policy Acknowledgment indicating they have read and understood the Acceptable Computer Use Policy.

## **Acceptable computer use policy acknowledgement**

University Lutheran Church computers and computer systems are the property of ULC, East Lansing, Michigan. They are restricted to authorized users and for official use as defined in the “Acceptable Computer Use Policy,” contained in the University Lutheran Church Business and Policy Manual. There is no presumption of privacy when using this computer system. ULC computers may be monitored and information examined, recorded, copied, and used for authorized purposes.

Attached is the University Lutheran Church Acceptable Computer Use Policy. All staff must review this policy. Your signature below certifies that you acknowledge this policy, that you are an authorized user, and someone who will use this system for authorized purposes only. Return the signed and dated acknowledgement to your supervisor.

If you have any questions regarding this policy, please contact your supervisor.

**ACKNOWLEDGEMENT**

I have received and reviewed the University Lutheran Church Acceptable Computer Use Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Transportation and driver policies for ULC sponsored activities**

**Requirements**

1. All requirements must be followed when using the ULC van or private vehicle (rental or personal) to transport individuals under 18 years of age for any ULC sponsored activity. The only exception is a parent transporting their own child(ren) or dependent(s) in the parent’s personal vehicle.
2. All passengers must wear seat belts when the vehicle is in motion.
3. Cell phone use by driver is prohibited when vehicle is in motion.



4. All applicable child seat, booster seat and restraint laws must be strictly adhered to using approved equipment.
5. No towing or rooftop luggage carriers allowed.
6. A driver is financially responsible for all traffic violations or tickets received as result of the driver's actions or negligence.
7. A driver must be of minimum age 19 with a chauffeur driver's license or age 21 with a regular driver's license.
8. A driver must have made application and be approved by the lead pastor prior to transporting individuals under 18 years of age for any ULC sponsored activity.
9. Drivers must view brief safety film available from the lead pastor prior to approval.
10. A driver application must be resubmitted and reapproved by the lead pastor every three years.

ULC van specific requirements:

11. ULC insurance policy does not cover a driver over 70 years of age.
12. The 8 passenger ULC van is approved as an in-state vehicle. Requests for out-of-state travel must be reviewed and may be approved on a case-by-case basis by the Finance Committee.
13. Van should be returned in clean condition after use.

**Accident**

If an accident occurs, call the police and file an accident report. If a copy of the report is not immediately available, ask the police to forward a copy of the accident report to University Lutheran Church, 1020 South Harrison Rd., East Lansing, MI 48823). Call the church (517) 332-2559 during office hours (8:00 a.m. to 5:00 p.m.). After hours, please consult the laminated card in the glove compartment for further instructions.

If personal injuries have occurred, call the church during office hours or if after hours please consult the laminated card in the glove compartment. Have available the details of the injuries and who has been contacted in the immediate family as well as the telephone number of the hospital and the name of the doctor who is in charge of each patient.

**Towing**

If towing is necessary in Lansing call the church 332-2559 during office hours. If outside of Lansing, call a tow truck, pay for the cost of towing and keep a receipt for reimbursement from the church. Since the church receives reimbursement from the insurance company, the receipt is important.

**Repairs**

Call the church office during office hours concerning repairs. The '04 van (purchased in February 2005) may still be under warranty. During non-office hours consult the laminated card in the glove compartment. Maintenance is currently done by Bud Kouts Chevrolet, Lansing, MI.

**Gas**

For gas purchases, bring a receipt to the church office for reimbursement. The van should be returned to the church with at least as much fuel as when it was taken.

**Oil**

Check oil with every gas fill up. Purchase oil as needed and bring receipt into church office for reimbursement.

**ULC van driver application**

Name \_\_\_\_\_

Home Address \_\_\_\_\_

\_\_\_\_\_ Phone (    ) \_\_\_\_\_

Local Address \_\_\_\_\_

\_\_\_\_\_ Phone ( ) \_\_\_\_\_

Driver's License # \_\_\_\_\_ (Attach Photocopy of license)

Age \_\_\_\_\_

- |                                                                                                        | Yes                      | No                       |
|--------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Have you had two or more moving violations within the last 3 years?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you been convicted of driving under the influence of drugs or alcohol?                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Have you ever been a driver in an accident that resulted in a death or serious injury?              | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you now have a chauffeur's license?                                                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you viewed the driver safety film provided by the lead pastor?                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you been provided a copy of the ULC Van Driver's Policy and do you agree to follow the policy? | <input type="checkbox"/> | <input type="checkbox"/> |

Please provide details if you responded "yes" to questions 1, 2 and/or 3 as that may result in your application being denied:

\_\_\_\_\_  
\_\_\_\_\_

I have read and understand the University Lutheran Church Van Policy and agree to follow said policy. I am financially responsible for any traffic violations or tickets that result from my actions or negligence. I will notify ULC if I receive two or more traffic violations within a three-year period. University Lutheran Church may request my driver's license record from the Secretary of State.

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

\_\_\_\_\_ Date \_\_\_\_\_  
Approved by (church representative)

## **Parking**

### **Football parking**

Parking will be coordinated by an approved ULC Event Coordinator, pastoral staff or lead pastor designee(s).

Parking lot opens two hours before the event and closes two hours after the event. Cars parked at other times may be towed.

No alcohol or grilling will be allowed.

No trash is to be left on premises.

No free reentry upon exit.

The building will be locked.

If the lawn on the north driveway is wet, the north driveway will be blocked off and cars will not be allowed access. Cones will also be put at the edge of the driveway, marking that any cars parking there should remain on the pavement.

University Lutheran Church is not responsible for lost, damaged or stolen property or personal injury.

### **Basketball parking and other special events at Breslin / MSU**

Parking will be coordinated by an approved ULC Event Coordinator, pastoral staff or lead pastor designee(s).

Parking begins one and a half hours before the Breslin event and ends approximately 10-15 minutes after the event begins. Cars parked at other times may be towed.

No alcohol or grilling will be allowed.

No trash is to be left on premises.

Generally no free reentry upon exit. Exceptions may be determined by the lead pastor or designee.

The building remains locked.

If the lawn on the north driveway is wet, the north driveway will be blocked off and cars will not be allowed access. Cones will be put at the edge of the driveway, indicating that any cars parking there must remain on the pavement.

University Lutheran Church is not responsible for lost, damaged or stolen property or personal injury.

**Temporary parking**

Temporary parking may be available upon request to pastoral staff.

Permits will be given to identify vehicles with permission to park. Permits should be displayed in front windshield of car whenever car is in the parking lot. Contact information should be taken and that information should be available to the Lead Pastor, Administrative Assistant and the Finance Committee. At this time, the pastoral staff or lead pastor designee (who will work in conjunction with each other) should authorize all permits.

Vehicles must be maintained in a running condition at all times, currently licensed and insured by the owner. Parking permits are for temporary short term parking. Contact information must be on file at all times.

**Application for non-church event parking.**

Requested by: \_\_\_\_\_

Affiliation to ULC: \_\_\_\_\_

Beginning date and time \_\_\_/\_\_\_/200\_\_ \_\_:\_\_\_ am/pm

Ending date and time \_\_\_/\_\_\_/200\_\_ \_\_:\_\_\_ am/pm

**Contact Information**

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Vehicle Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Color \_\_\_\_\_

Vehicle License Number: \_\_\_\_\_

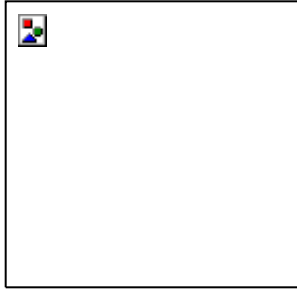
Insurance Carrier: \_\_\_\_\_

**University Lutheran Church is not responsible for lost, damaged or stolen property or personal injury. Failure to complete this application prior to parking may result in towing.**

Permit No: \_\_\_\_\_

\_\_\_\_\_  
Date Approved by (church representative)

**Parking Permit - Please display on your dashboard.**



**University Lutheran Church  
Parking Permit (Temporary)**

**Permit No:** \_\_\_\_\_

**Issued:** \_\_\_\_\_

**Expires:** \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approved by (church representative)

**University Lutheran Church is not responsible for lost, damaged or stolen property or personal injury.**

## Plaques

### Definitions

- Plaque is defined as commemorative or identifying inscribed tablet, metal plate or marker with a person's or family's name.
- Gift is defined as any monetary or physical asset provided to ULC.

### General

- Historical significant, memorial and honorarium gifts made to ULC outside the annual budget/envelope giving process are welcomed and encouraged. All gifts to ULC are for the glory of God and recognition of said gifts though the physical placement of plaques is strongly discouraged. Plaque placement in the ULC sanctuary is prohibited as of November 2006.
- All such gifts are to be recorded in a notebook of record on permanent public display in the ULC library. All records should contain the following information:
  - Date
  - Donor's name
  - Specified purpose of gift (if indicated)
  - Memorial or honoree name (if indicated)

The lead pastor is in charge of ensuring that timely entries are made in the notebook upon deposit or acceptance of any gift.

- ULC Council may deem that some gifts are of such significant importance that a permanent plaque is desirable. The walls immediately outside the ULC library shall be the location of preference for all permanent plaques, historically significant displays (e.g., confirmation group photos, honors, awards, etc.). ULC Council must approve the display of any permanent plaque, picture or historic item to be displayed in this area.
- Please see the ULC Memorial Garden Policy for deceased plaque placement.

## **Memorial garden placing of ashes policy**

### **Our Religious Tradition**

From earliest times, people have desired their earthly resting place be near the gathering place of their families so as to be held in lasting and loving remembrance. As such they preferred a location that had significant meaning in their lives. In early Christian times, the preferred burial location was within the Church. Because space within the Church was limited, the churchyard cemetery was developed. Only in recent times, as the issues of cost and space for developing and maintaining the churchyard cemetery became significant, burial grounds were developed often far removed from centers of life and prayer.

In Christian times the dual tradition of burial and cremation was practiced. More recently, consideration of the spiritual and practical aspects of cremation has led to a revival of interest in interment in a churchyard.

Developing the University Lutheran Church (ULC) Memorial Garden allows ULC members to consider placing ashes in a Memorial Garden.

### **Concept and Purpose**

The Memorial Garden is to be especially for those who love this Church. It shall be hallowed ground, sacred to the memory of those whom we have loved. It is to be maintained in quiet, dignified beauty, a place of peace and serenity. The Memorial Garden provides a place on Church property for placing ashes from cremation for Church family members and friends of the Church as well as a retreat for meditation and prayer of all who wish to use it.

### **Terms of Operation**

- The Memorial Garden's use and maintenance are at all times under the exclusive control of University Lutheran Church. Funds for upkeep shall be collected from each placement of ashes and shall be held and dispersed for that purpose only. A Placing of Ashes fee shall be established by the Church and may be revised at their discretion.
- Using the Memorial Garden for placing of ashes is primarily for Church members and their immediate families. Immediate families mean father, mother, husband, wife, domestic partner and children of a member. Request for placing any other person's ashes must be made to the Church in writing and the decision of the Church will be final. Only human remains will be considered.
- Those wishing to place ashes in the Memorial Garden must file a signed application with the Church office, indicating acceptance of the rules and regulations
- Once approved, and a date established, placing ashes in the Memorial Garden can either be a private function, or officiated by a ULC pastor, or officiated by other clergy with lead pastor prior approval, or performed by a ULC designated person.
- Only scattering of ashes in the Memorial Garden will be allowed. Urns and other containers are precluded.
- The Church reserves the right to designate which general area within the Memorial Garden the ashes are to be placed.
- Since precise site identification will remain anonymous, location markers and other site decorations are not allowed in the Memorial Garden.
- ULC will design and maintain an identification plaque in an appropriate location within the Garden.
- Persons desiring their plaques to be together have the option of reserving space by paying the Placement of Ashes fee together.
- The Church will maintain a permanent registry of ashes placed in the Memorial Garden.
- Ashes placed in the Memorial Garden will be considered final and requests to remove or relocate ashes will not be honored.
- The Memorial Garden's use and maintenance are at all times under the exclusive control of ULC, which shall have the right to relocate the Memorial Garden in whole or in part and to use the location for any purpose. Placing ashes does not establish any property right to any part of the Memorial Garden.

**Application for placement of ashes in the Memorial Garden**

I (\_\_\_\_\_) wish to place ashes in the Memorial Garden of University Lutheran Church (ULC) for myself or \_\_\_\_\_ who was my \_\_\_\_\_ (relation to applicant).

- |                                                                | Yes                      | No                       |
|----------------------------------------------------------------|--------------------------|--------------------------|
| • I am a member of ULC.                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| • Person whose ashes are being placed was a member of ULC.     | <input type="checkbox"/> | <input type="checkbox"/> |
| • I agree with the Terms of Operation and to be bound by them. | <input type="checkbox"/> | <input type="checkbox"/> |
| • A service in the Church is requested.                        | <input type="checkbox"/> | <input type="checkbox"/> |

I acknowledge and agree to release and hold University Lutheran Church harmless from any liability for placing of ashes.

I agree to indemnify University Lutheran Church for any loss or claim arising out of this transaction.

Attached is the Placement of Ashes Fee of a suggested donation of Five Hundred Dollars (\$500) for maintaining the Memorial Garden and for purchasing, placing, and maintaining a plaque within the Garden.

\_\_\_\_\_ Date \_\_\_\_\_  
(Applicant Signature)

\_\_\_\_\_ Date \_\_\_\_\_  
(Witness Signature)



\_\_\_\_\_ Date \_\_\_\_\_  
Approved by (church representative)

Comments/notes: \_\_\_\_\_

----- **To be completed by ULC Staff** -----

Birth Date: \_\_\_\_\_

Death Date: \_\_\_\_\_

Church Service Date: \_\_\_\_\_

Placement of Ashes Date: \_\_\_\_\_



# Personnel, staffing and safety policies

## Child protection policy and procedures

Jesus Christ has charged us to “let the little children come to me, and do not hinder them, for the kingdom of heaven belongs to such as these” (Matthew 19:14). Jesus’ instruction to us is two-fold: that we let the children come to Him and that we not hinder them.

At University Lutheran Church, we seek to fulfill the first part of this commission by offering Christian instruction and/or care through a variety of children’s and youth programs, activities, and events.

For the second part of this commission, we implement the following policy and procedures regarding the children placed in our care so that they may find a safe haven at University Lutheran Church that is free from physical, psychological, and sexual abuse while they are involved with Church-sponsored activities.

### I. Definitions

- Child Abuse (as defined in Michigan Public Act 238 of 1975, commonly called “The Child Protection Law”) is harm or threatened harm to a child’s health or welfare, which occurs through non-accidental physical or mental injury, sexual abuse, sexual exploitation or maltreatment. Categories of such abuse might include, but are not be limited to:
  - Physical Injuries
    - Bruises
    - Scrapes or scratches in the skin
    - Lacerations or cuts
    - Burns and scalds
    - Fractures
    - Head and brain injuries
    - Internal injuries
  - Sexual Abuse
    - Sexual contact or penetration
    - Verbal or physical conduct of a sexual nature
    - Written comments of a sexual nature
  - Emotional Abuse – Adult behavior which leads to psychological rather than physical harm
    - Excessive yelling
    - Ridicule
    - Excessive teasing
    - Intimidation
    - Isolation and neglect
- Child Neglect – harm to a child’s health or welfare which occurs through negligent treatment or lack of intervention. In the Church setting, such neglect might involve, but not be limited to:
  - Failure to provide proper supervision
  - Exposing a child to food or other elements to which the child is allergic, where such allergy has been made known
  - Failure to protect a child from harassment from other children
- Staff – an employee of University Lutheran Church who receives remuneration for work performed
- Volunteer – any person who voluntarily performs work for the Church without any expectation of remuneration
- Worker – generically refers to a staff member or volunteer
- Certified Worker – a staff member or adult volunteer who has gone through the screening process, as defined in Section III of this policy
- Adult – a person who is 18 years of age or older
- Child or Children – any person under 18 years of age, or a mentally or physically challenged adult, who is involved in the education, nursery, or youth activities of the Church
- Event Leader – a certified worker designated as the leader for any event

## II. Protective procedures

- Supervision
  - At least one Certified Worker must be in every room or enclosed area at all times when children are present.
  - Certified Workers should serve in teams, so that at least two Certified Workers are with children at all times.
    - Rooms that are subdivided into sections and easily visible may have one Certified Worker.
    - Rooms with open doors or windows in the doors may have one Certified Worker.
  - For their own protection, all Workers in the same room or enclosed area should not be from the same family.
  - The director in charge of the program should let the Workers know where he/she can be found in the building during supervised activities and events.
  - Any worker who has concerns about the safety, welfare, or health of children being cared for at University Lutheran Church should notify the lead pastor as soon as possible after such concern occurs.
- Proper Display of Affection
  - Hugs
    - One-arm side hugs or hand-to-arm hugs are positive contact.
    - Full-contact or body-to-body hugs should be avoided or prevented.
  - Lap-sitting
    - Appropriate sitting on laps may occur with children five years of age and younger.
    - Lap-sitting with school-age children should be discouraged. These children should be encouraged to sit next to the other person instead.
  - Casual Touch
    - Gentle contact may be on children's heads, shoulders, arms, and hands.
- Bathroom Usage
  - A Certified Worker will supervise children who must be taken to the bathroom.
  - The Certified Worker will first check to make sure that the facility is safe, and then will stand outside the bathroom door until all children come out.
    - If a child needs help in the bathroom, a Certified Worker may enter the bathroom, but the bathroom door must be propped open.
    - If no Certified Worker is available to assist a child, the parent/guardian or an adult designated by the parent/guardian must be called.
    - To prevent child-on-child sexual abuse, older children are not permitted to take younger children to the bathroom.
  - Children older than kindergarten age may use the buddy system (three persons) when using the bathroom, if a Certified Worker is unable to stand outside the bathroom door to supervise.
- Discipline
  - Workers should understand the developmental level of children under their supervision and have reasonable expectations about attention span and activity and comprehension levels. Workers should set the rules accordingly.
  - Positive reinforcement for good behavior is encouraged.
    - Verbal praise
    - Stickers, treats, etc.
    - Special privileges
  - If a child misbehaves, he/she should be warned first, and then isolated (within the immediate area and in visual range of a Certified Worker) from the other children.
  - If a child becomes abusive or out of control, a Worker will immediately report such behavior to the director of the program, who will remove the child from the immediate area and notify the parent/guardian.
  - Under no circumstances will corporal punishment be used.
  - No Worker may inflict, threaten to inflict, or cause to inflict unnecessary, unreasonable, irrational, or inappropriate force upon a child.

- Whenever disciplinary action takes place, the Worker should always let the child know that he/she is loved and that Jesus continues to love him/her.
- Disciplinary problems should be reported to the director of the program and/or to the parent/guardian.
- General Safety and Security
  - An adult who is able to assist if there is an emergency should be in the vicinity and available during any Church-sponsored activity or event.
  - Children up to 18 years of age must not be left unsupervised on University Lutheran Church premises.
  - Parents/guardians are responsible for supervising children before and after Church-sponsored activities.
  - Children must be picked up from Church-sponsored activities by an authorized person and will not be released to go and find their parent/guardian or to await transportation.
  - An attendance record will be kept for all Church-sponsored activities involving children, and that record will include the date of the function, along with the names of all children and Workers who participate.
  - The Nursery
    - The parent/guardian or an adult designated by the parent/guardian must sign in the child and leave written instructions regarding any special needs.
    - Children will only be released to the person who signed the child in or to someone designated in writing by that person.
    - Universal Precautions will be used by all Nursery workers. Gloves must be worn when changing diapers. The diaper-changing surface must be cleaned between children with a disinfectant/sanitizer. Hand washing procedures will be followed.
  - Sunday School
    - Children through fourth grade must be dropped off and picked up from the Sunday School classroom/program area by their parent/guardian or by a person designated by the parent/guardian.
- Illness
  - Children who are ill will not be permitted to participate in any Church-sponsored activity.
  - A child will be returned to his/her parent/guardian as soon as illness is discovered. If this is not possible, then the child will be isolated in a manner that will allow supervision by a Certified Worker to continue until the child can be returned to his/her parent/guardian.
  - No medications will be given to minors without written consent from the parent/guardian.
  - Universal Precautions will be used by all to avoid contact with body fluids.
  - If a Certified Worker becomes ill, then another Certified Worker must be found to take his/her place.
- Emergency Situations
  - Fire Emergency
    - Fire
      - Save those in immediate danger.
      - Alarm – Pull fire alarm and call 911.
      - Ventilation – Close doors and windows/ventilation to the area.
      - Extinguish fire with fire extinguisher, if able, and exit the building.
    - Fire Alarm
      - One Certified Worker will count children, lead them to designated exits—as shown on the map posted in each classroom/program area—and gather children in the designated area away from the building. The attendance record must be taken when exiting the building.
      - A second Worker, if available, will check the classroom/program area for stragglers, close windows and doors, and then exit the building.
      - A Worker will count heads when the group is gathered in the designated area away from the building.
      - The Event Leader will double-check classrooms/ program areas and bathrooms before exiting the building.
      - The Event Leader will take attendance or direct that attendance be taken.

- Children and adults may re-enter the building when the “all clear” message is signaled.
  - Tornado Warning/A Tornado Has Been Sighted
    - A Certified Worker will count children and immediately lead them to a place of greater safety. Doors should be closed and secured upon leaving. Designated safety areas include places on the lower level, such as inner hallways and restrooms or other areas that are free from exterior windows and glass.
    - A Worker will count heads after the group has moved to a designated safety area.
    - The Event Leader will take attendance or direct that attendance be taken.
    - When possible, heavy furniture (such as a desk) will be used as a shield from falling and flying debris.
    - The top floor of the building, food service areas, elevators, lobbies, the fellowship hall, and the sanctuary should always be avoided.
    - Children and adults will remain in a place of shelter until the “all clear” message is signaled.
  - Medical Emergency
    - Regarding serious injuries that require medical treatment:
      - Designate someone to call 911.
      - Ask for anyone trained in CPR/ First Aid to assist until help arrives.
      - Contact the director of the program and the child’s parent/guardian immediately.
    - Regarding minor medical situations:
      - First aid kits are available in designated locations.
      - Use universal precautions. Wear gloves when in contact with any body fluids.
      - Do not give any medications to minors without written consent from the parent/guardian.
      - Notify the child’s parent/guardian of the minor injury when he/she comes to pick up the child.
    - Whenever an accident or injury occurs during a Church-sponsored activity or event, the Certified Worker should complete an accident report form to report information such as: date and time of injury, name of person injured, nature of the injury, treatment given, person giving the treatment, etc.
    - The parent/guardian of the child who was injured should sign and date the completed accident report form.
    - The director of the program must be notified of all injuries.
    - All completed and signed accident report forms should be given to the lead pastor.
- Field Trips and Special Events
  - All off-campus activities and/or overnight events must be approved by the appropriate Church ministry team.
  - At least two Certified Workers who are not members of the same family should chaperone each Church-sponsored outing and/or overnight event.
    - When the activity or event involves Church-sponsored transportation of children, there will be two Certified Workers present in each vehicle.
    - For overnight lodging, two Certified Workers of the same sex as the supervised children, but not of the same family, should supervise each gender group.
  - For off-campus activities and/or special events, there will be at least one Certified Worker for every 15 children present, and there will be no fewer than two Certified Workers in total.
  - A written consent and medical release form from the parent/guardian will be required for each child participating in an off-campus activity and/or overnight event.
  - For those Church-supervised or chaperoned activities and events not requiring consent and medical release forms, a sign-in form will be kept to record the names of all participating children and an emergency contact phone number for each child.
  - Regarding bathroom use, a Certified Worker will accompany groups to the bathroom, when possible, or the buddy system (three persons) will be followed.
  - Drivers must sign a “Statement of Safe Driving Conditions” before being allowed to transport children. All drivers must have the following:

- Valid driver's license
- Good driving record
- Vehicle insurance
- Vehicle in good operating condition
- Working seatbelts to be worn by all vehicle occupants
- Car seats for use as required by law
- First aid kit available in the vehicle
- The possession or consumption of alcohol or illegal drugs and the possession of weapons is prohibited during all Church-sponsored activities and events.
- The use of tobacco products by those under 18 years of age is prohibited. Smoking by adults in the presence of children is also prohibited.

### **III. Worker selection**

- General Criteria
  - Persons who have been convicted of either sexual or physical abuse of children may not serve on the staff or as a volunteer in any Church-sponsored program, activity, or event for children. They may volunteer in areas not involving children.
  - All volunteers and staff involved with children must have been regularly attending University Lutheran Church for at least six months.
  - All volunteers and staff must complete and sign an application for children/youth work.
  - References will be checked.
  - Volunteers and staff will be interviewed by the director of the program in which they seek to work.
  - A criminal background check will be conducted.
    - The criminal background check will be obtained by the Administrative Assistant, who may only share the results with the lead pastor and the person applying for a staff or volunteer position.
    - All criminal background check reports for both volunteers and staff members must be kept in a locked file.
    - Criminal background check reports must be kept on file as long as the volunteer or staff member continues in his/her capacity.
    - When the volunteer or staff member no longer continues in a capacity requiring a criminal background check, the above-mentioned reports will still be kept in a locked file.
- Regarding Certified Workers: All general criteria apply.
- Regarding Staff: Newly hired staff may be excluded from General Criteria A.2, but all other criteria apply.

### **IV. Violation of policy or procedures**

- Workers should promptly notify the lead pastor regarding any activity undertaken on their own behalf or by others which violates the Child Protection Policy & Procedures.
- If the lead pastor becomes aware of a violation of the Child Protection Policy & Procedures, then he/she will take all necessary steps to ensure future compliance with the policy and procedures by all Workers. If warranted, Workers will be removed from their positions.

### **V. Response to suspected abuse**

- Secure the safety of the child, if necessary.
- Immediately report suspected abuse to the lead pastor.
- If suspicion or allegation of abuse is brought to the attention of the lead pastor, an expeditious investigation will be conducted—the scope of which will be determined by the facts and circumstances of the specific case.
- Within 72 hours of any investigation or report of suspected abuse, the lead pastor must follow up with a written report.
- Any worker who is the subject of an investigation will be removed from his/her position, pending completion of the investigation. If the worker is a staff person, he/she will be removed with pay.

- After the investigation and written report is completed and there is cause to suspect abuse according to the lead pastor's review, the police will immediately be notified.
  - If the police have been contacted, they will assume responsibility for the investigation from this point.
  - Staff, volunteers, and the congregation will cooperate fully with governmental agencies investigating the matter.
- University Lutheran Church will endeavor to provide assistance to the victim and/ or the abuser.
- Any person who is not found innocent of alleged abuse will be removed from work with children and may be terminated from employment.

#### **VI. Adoption and effective date**

- Approval of the Child Protection Policy & Procedures will be by vote of University Lutheran's Church Council. It shall be presented at the next regularly scheduled congregational meeting for the purpose of informing University Lutheran Church members of its contents.
- These policies and procedures shall become effective on the first day of the month following their approval by the Church Council.

#### **VII. Distribution and training**

- All Workers will be informed and will be given a copy of the Child Protection Policy & Procedures.
- All Workers must receive training in which these policies and procedures are reviewed.
  - The lead pastor shall ensure that such training takes place.
  - Retraining will be required annually and whenever policy and/or procedure changes have been made.
- Documentation of those attending training will be kept by the lead pastor.

#### **VIII. Policy changes**

- Policy changes may be recommended and must be approved by the Church Council.
- Such policy changes will be presented at the next regularly scheduled congregational meeting for the purpose of keeping the congregation informed.

#### **IX. Parent/guardian responsibilities**

- Parents/guardians must inform University Lutheran Church of all food or environmental allergies that their children may have, so that exposure to these elements can be prevented.
- Parents/guardians will be notified of any behavior problems concerning their children and will be responsible for working with staff and/or volunteers in regards to these behavior problems.
- When dropping off children for nursery care, parents/guardians or the adult designated by such persons must sign in their children and leave written instructions regarding any special needs. The child will only be released to the parent/guardian or to a person designated in writing by the parent/guardian.
- Children through fourth grade must be dropped off and picked up from the Sunday School classroom/program area by parents/guardians or by a person designated by the parents/guardians.
- Children up to 18 years of age must not be left unsupervised on Church premises.
- Parents/guardians are responsible for supervising all children under 18 years of age before and after Church-sponsored activities.
- No medications will be given to minors without written consent from the parents/guardians.
- Parents/guardians will be required to complete written consent and medical release forms for each child participating in an off-campus activity and/or overnight event.
- For those Church-supervised or chaperoned activities not requiring written consent and medical release, parents/guardians must sign in their children and leave an emergency contact phone number.

**Application for children/youth work**

**\*\*\*Confidential\*\*\***

This application should be completed by all applicants for any University Lutheran Church position (volunteer or compensated) involving the supervision or custody of minors. It is designed to help the Church provide a safe and secure environment for those children and youth who participate in our programs and use our facilities.

**Personal**

Name \_\_\_\_\_  
(Last) (First) Middle)

\_\_\_\_\_  
(Maiden name or any other names used in the past)

Date of Birth \_\_\_\_\_ Gender  Male  Female

Ethnicity  White  Black  Asian/Pacific Islander  
 American Indian or Alaskan Native  Other

Present Address \_\_\_\_\_  
(Number) (Street) (City) (State) (Zip)

Previous out-of-state residences in the past five years: \_\_\_\_\_  
\_\_\_\_\_

Home Phone \_\_\_\_\_ Social Security Number \_\_\_\_\_

Have you ever been convicted of or pleaded guilty to a criminal offense (a misdemeanor or a felony)? If so, please explain: \_\_\_\_\_  
\_\_\_\_\_

*(A criminal record will not necessarily disqualify an applicant.)*

Are there any felony charges currently pending against you? If so, please explain \_\_\_\_\_  
\_\_\_\_\_

What type of children's/youth work do you prefer? \_\_\_\_\_  
\_\_\_\_\_

**Church activity**

Name of church of which you are a member \_\_\_\_\_

List (name and address) other churches you have attended regularly during the past five years:  
\_\_\_\_\_  
\_\_\_\_\_

List all previous church work involving children and youth (Identify church and type of work):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all previous non-church work involving children and youth: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List any gifts, callings, training, education, or other factors that have prepared you for children's/youth work:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Personal references**

*(Do not list former employers or relatives.)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

Relationship to applicant \_\_\_\_\_

**Most recent employer**

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

\*\*If you have ever been a victim of child abuse or molestation, please confer with the pastor before volunteering.

**Applicant's statement**

*I voluntarily authorize University Lutheran Church to make a thorough investigation of my past employment and/or volunteer record, driving record, and criminal history, including specifically any information regarding my character and fitness for children's/youth work. I agree to cooperate in such investigation, and I release from all liability or responsibility all persons, companies, or corporations supplying such information. I waive any right that I may have to inspect references provided on my behalf.*

I voluntarily authorize University Lutheran Church to check my criminal history with the Michigan State Police, or any other federal, state, or local law agency which has criminal history records pertaining to me, understanding that there is no invasion of my personal privacy and that such information will be handled in a confidential manner. I understand that a criminal history background check may be conducted now or at any time during my employee or volunteer relationship with University Lutheran Church.

I understand and agree to be bound by the Constitution, Bylaws, and other policies and rules of University Lutheran Church in the performance of my services on behalf of the Church. I further understand that University Lutheran Church reserves the right to change, revise, add, or delete policies and rules as necessary and that I will be obligated to conform to such amendments.

The information contained in this application is correct to the best of my knowledge. I agree that if selected for employment or volunteer work, the discovery of any misrepresentation, falsification, misstatement, or omission of facts on this application shall justify immediate termination of my employment or volunteer services.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Witnessed by** \_\_\_\_\_ **Date** \_\_\_\_\_



**University Lutheran Church consent/medical authorization form**

Youth Name \_\_\_\_\_ Gender  Male  Female Grade \_\_\_\_\_

Parent/Guardian's Name \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Name of an emergency contact \_\_\_\_\_ Relationship to Youth \_\_\_\_\_

Home Phone # \_\_\_\_\_ Work # \_\_\_\_\_ Cell # \_\_\_\_\_

List the following information about your medical insurance or provide a photocopy of both sides of applicable insurance cards:

Full Name of policy holder \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
(if different from above)

Name of Insurance Company \_\_\_\_\_

Policy # \_\_\_\_\_ Phone # of Policy \_\_\_\_\_

Address of Policy \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Physician's Name \_\_\_\_\_ Phone # \_\_\_\_\_ Clinic \_\_\_\_\_

Important medical info that a caregiver should know, such as: preexisting medical conditions, physical limitations, allergies, etc. (Use additional sheet if necessary.)

\_\_\_\_\_

Current prescription or non-prescription medications authorized for use. (Use additional sheet if necessary.)

\_\_\_\_\_

My son/daughter has permission to engage in all activities. In the event that I and my emergency contact person cannot be reached in an emergency, I hereby give permission to the physician selected by the adult chaperone in charge of the emergency to hospitalize, secure proper treatment, and to order injection, anesthesia, or surgery for my child named above.

I understand that if my son/daughter is caught in possession or consumption of any illegal drugs, alcohol, or prescription drugs prescribed to someone else, my son/daughter will be sent home at my expense.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

If I am caught in possession or consumption of any illegal drugs, alcohol, or prescription drugs prescribed to someone else, I understand that I will be sent home immediately at the expense of my parents/guardians.

**Youth Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Accident/injury report**

Name of Person Injured \_\_\_\_\_

Child's Age \_\_\_\_\_ Gender  Male  Female

Parent/Guardian's name \_\_\_\_\_

Date injury occurred \_\_\_\_\_ Time occurred \_\_\_\_\_

Type of injury (circle all that apply)

- |             |             |           |             |
|-------------|-------------|-----------|-------------|
| Bruise      | Cut         | Scrape    | Fall        |
| Bite        | Sliver      | Burn      | Sting       |
| Choking     | Broken bone | Poisoning | Head injury |
| Other _____ |             |           |             |

Location(s) of injury \_\_\_\_\_

How did injury happen \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Witnesses of injury incident \_\_\_\_\_  
\_\_\_\_\_

Treatment given \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Treatment administered by \_\_\_\_\_

**Certified Worker Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Statement of safe driving conditions - for transporting children & youth**

I hereby confirm that I currently have all of the following:

- a valid driver’s license
- a good driving record
- vehicle insurance, as required by law
- a vehicle in good operating condition
- working seatbelts to be worn by all vehicle occupants
- a first aid kit available in the vehicle (or one will be provided by the Church)

I hereby promise that on while transporting children/youth on this field trip:

- All vehicle occupants will wear seatbelts.
- Car seats will be used when required by law.
- Alcohol and tobacco products will not be used in the presence of children or by anyone under 18 years of age.

**Driver Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## Sexual harassment policy

University Lutheran Church (hereafter signified as ULC) is committed to maintaining an environment that is fair, humane, and responsible. Sexual harassment subverts the mission of ULC. It offends the integrity of the Christian community and is not tolerated at ULC.

Sexual harassment is a form of unlawful gender (sex) discrimination. It may involve harassment of women by men, harassment of men by women, and harassment between persons of the same sex. Sexual harassment is made unlawful by Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and Michigan's Elliott-Larsen Civil Rights Act. ULC and the law also prohibit retaliation against persons who complain about alleged sexual harassment or persons who cooperate in an investigation of reported sexual harassment.

This policy applies to all ULC employees, members of ULC, and those using ULC facilities.

### I. Prohibition

Members of the ULC community shall not engage in sexual harassment. Persons who do so are subject to disciplinary action, up to and including discharge for employees, sanction for members, and suspension of privileges for those using ULC facilities.

### II. Definition

#### A. What is Sexual Harassment?

"Sexual harassment" means unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome behavior of a sexual nature when:

- Submission to such behavior is made, explicitly or implicitly, a term or condition of an individual's employment or status in a program or activity; or
- Submission to or rejection of such behavior is used as a basis for a decision affecting an individual's employment or participation in a program or activity; or
- Such behavior is so severe, persistent, or pervasive that a reasonable person would find that it:
- Alters the terms or conditions of a person's employment or volunteer experience, or
- Unreasonably interferes with an individual's work or performance in a program or activity, thus creating a hostile or abusive environment.

Sexual harassment involves unwanted sexual attention. However, a person's subjective belief that behavior is offensive does not make that behavior sexual harassment. The behavior must also be objectively unreasonable.

The determination as to whether behavior is sexual harassment must take account of the totality of the circumstances, including the nature of the behavior and the context in which it occurred. Sexually harassing conduct often involves a pattern of offensive behavior. However, a single instance of assaultive, physically threatening, or other especially abusive behavior may constitute sexual harassment.

#### B. Examples of Sexual Harassment

Many kinds of behavior may fit within the preceding definition of sexual harassment. The following list is not exhaustive.

- sexual assault
- threats or insinuations which lead the victim to reasonably believe that granting or denying sexual favors will affect her or his reputation, employment, advancement, or standing within ULC
- sexual advances, sexual propositions, or sexual demands which are not agreeable to both parties
- unwelcome and persistent sexually explicit statements or stories which are not legitimately related to employment duties, or to other ULC programs or activities

- repeatedly using sexually degrading words or sounds to describe a person
- unwanted and unnecessary touching, patting, hugging, or other physical contact
- recurring comments or questions about an individual's sexual prowess, sexual deficiencies, or sexual behavior

Speech and expressive conduct can be sexual harassment. However, this Policy shall not be interpreted to abridge First Amendment rights.

Behavior of a sexual nature that is not sexual harassment may nonetheless be unprofessional in the workplace or disruptive and, like other unprofessional or disruptive behavior, could warrant discipline.

### **III. Violations**

#### **A. Seeking Information on Sexual Harassment**

A member of ULC who seeks information regarding sexual harassment and this policy may contact:

- The lead pastor.
- Any member of the pastoral staff.
- The ULC President.

#### **B. Complaining about Sexual Harassment**

Anyone affiliated with ULC who wishes to complain about sexual harassment by an employee or a member or others using ULC facilities should take the following action:

- If the alleged harasser is an employee, the complaint should be made, orally or in writing, to the lead pastor.
- If the alleged harasser is a member of the pastoral staff, the complaint should be made, orally or in writing, to the Council President.
- If the alleged harasser is a member of the church or a member of one of the organizations/groups using ULC facilities, the complaint should be made to the lead pastor or to the Council President.

For ULC to most effectively investigate and respond to alleged sexual harassment, the complaint should be made as promptly as possible after the alleged sexual harassment occurs.

Reports of sexual assault and other crimes should be directed to the East Lansing Police Department, regardless of whether the matter is also reported as sexual harassment.

#### **C. Processing Complaints**

Each complaint of sexual harassment must be evaluated with reference to the pertinent circumstances. On occasion, a complaint will be resolved informally. Other complaints will result in investigations, including interviews and the review of documentary material. Both the complainant and the alleged harasser will be notified of the outcome of an investigation. If an investigation results in a determination that sexual harassment has occurred, ULC will take remedial action, including where appropriate, disciplinary action.

Members of ULC are expected to cooperate in investigations of alleged sexual harassment by appropriate officials.

#### **D. Sexual Harassment by Third Parties**

If a ULC employee or member believes he or she has been sexually harassed within the scope of his or her employment activities, volunteer activities, or worship-related activities by an individual who is not a ULC employee, the individual should report the alleged sexual harassment to the lead pastor.

If it is determined that a third party has sexually harassed a member or an employee, ULC will take corrective action.

#### E. Confidentiality

To the extent permitted by law, the confidentiality of all persons involved in a sexual harassment investigation or complaint will be observed, except insofar as information needs to be disclosed so that ULC may effectively investigate the matter or take corrective measures.

#### F. Retaliation

Persons who complain about sexual harassment, or who cooperate in the investigation and handling of sexual harassment reports or complaints, shall not be subject to retaliation for complaining or cooperating, whether or not ULC finds that there was sexual harassment. If a complainant or witness believes that she or he is being subjected to retaliation, she or he should promptly contact the lead pastor or the Council President.

#### G. False Complaints

Anyone who knowingly files a false complaint of sexual harassment, or who knowingly provides false information or intentionally misleads ULC officials, who are investigating a complaint of alleged sexual harassment, is subject to disciplinary action, up to and including discharge for employees and suspension of privileges for others.

## Sabbatical leave policy

This policy only applies to those ULC Staff whose major or full-time duties are to provide pastoral care to the ULC community.

A detailed plan outlining the purposes and objectives of the leave activities must be a central ingredient of the leave request that is submitted to the Church Council and National Lutheran Campus Ministry prior to final approval by the congregation. The plan should indicate how the objectives of the leave would advance the interests of the individual as well as those of the church. This requirement of a detailed sabbatical leave plan will also assist in the assessment of leave accomplishments, which must be reported to the congregation following the conclusion of the leave. It is appropriate for a staff member to be rewarded a sabbatical leave in order to acquire expanded and/or new skills, to develop new programs, or to engage in a redirection of interests, or other programs as long as they satisfy the conditions set forth above.

The leave would normally be for three (3) months to six (6) months in length. A leave of three (3) months with full pay or a longer leave with partial pay not to exceed three (3) months' full pay may be granted. (See Schedule A)

A sabbatical leave may not be used to accept paid employment during the period of the leave. Recipients of sabbatical leaves are permitted to receive money for approved study without prejudice to their income from the church, such as travel or subsistence monies, provided the total remuneration from all sources does not exceed normal employment from the congregation. Grants given to help defray expenses would not be included as income.

There must be included in the detailed plan, described in paragraph 2 above, how staff responsibilities are to be altered or covered during the period of the leave. The lead-time for this shift of responsibilities should be approximately six (6) months. (One year would be preferable.) Changes in staff responsibilities should be mutually agreed upon, and shifts in assignments clearly defined. The Church Council should participate in any decisions regarding the reduced and/or changed assignments.

Leaves are not automatic and must meet the fiscal and program requirements of the congregation. A leave may be awarded after six (6) years of service to ULC. The person would be expected to serve the congregation at least one (1) year after a sabbatical.

In all instances, the staff on leave would be relieved of and would be divorced from all duties during the tenure of the leave.

### Schedule A -- Sabbatical Leave Salary Policy

<u>Leave Duration</u>	<u>Maximum Salary Given</u>
1 month	1 month
2 months	2 months
3 months	3 months
4 months	2 months
5 months	2.5 months
6 months	3 months

## Vacation and sick leave policy

### Rostered staff

Vacation, continuing education, sick, and maternity/paternity leave for rostered staff are addressed in their respective Letters of Call.

### Non-rostered full-time staff

This section applies to full-time employees of University Lutheran Church who are expected to work 40 hours per week.

### Vacation

University Lutheran Church grants vacation with pay to eligible employees based on the employee's length of service. Employees accrue vacation credits on an annual basis, beginning after the completion of one year of service.

#### A. Accrual schedule:

- Employees begin earning paid vacation credits upon hire or rehire. Vacation is credited after the following years of service:

Three months through one year of full-time service	2 days of paid vacation
One year through five years of full-time service	10 days of paid vacation for each year to max
Six or more years of full-time service	15 days of paid vacation for each year to max

#### B. An employee accrues paid vacation on the employee's employment anniversary. Service includes work time, but does not include:

- Leave of absence without pay;
- Workers' Compensation time; or
- Disciplinary suspension.

#### C. Approvals, usage requirements, and pay:

- An employee may take vacation at any time during the year with pre-approval from the lead pastor.
- Vacation may be taken in no less than one-hour increments.
- A maximum of eight hours pay will be given for each day of vacation.
- Each hour of vacation taken will be paid at the base rate of pay.

#### D. Coordination with other types of pay or benefits:

- University Lutheran Church designated holidays, which fall within an employee's vacation, will not be charged to accrued vacation.
- While on vacation, an employee may not change usage for time taken to other forms of paid leave, e.g., sick leave. Employees are expected to use all vacation before commencing a leave of absence without pay. Vacation may not be used to provide payment for absences due to disciplinary suspension.

#### E. Limitations and special maximum accrual:

- Employees are expected and encouraged to take their annual vacation accrued each year. With supervisory approval, an employee may carry over up to 5 vacation days into the next employment year to be used during that year. Maximum accrual allowed will be 20 days.
- Accrual beyond this special maximum accrual is not possible. An employee will receive no further vacation credit for years of service completed until the employee reduces vacation credits.

#### F. Other provisions:

- An employee will receive payment for unused vacation upon termination.

#### G. Procedure:



- An employee notifies the lead pastor in writing at least two weeks in advance of the number of vacation days the employee requests to use.
- The lead pastor will use his/her discretion in authorizing or declining specific requests for vacations.

### **Sick leave**

Being paid for illness is a privilege and not an employee right. Consequently, all employees are expected to be at work except when actually ill. Sick time can be used for the employee's own illness or for the illness of an immediate family member. Absence due to illness of more than five consecutive days will require that the employee furnish a physician's statement to the lead pastor.

#### A. Accrual schedule:

- Employees begin earning sick leave upon hire or rehire. Full-time employees are granted one sick day for each month of employment.

#### B. Approvals, usage requirements, and pay:

- An employee may take scheduled sick leave at any time during the year with pre-approval from the lead pastor. If possible, at least one week's notice in writing requesting the number of hours leave requested should be given.
- Sick leave may be taken in no less than one-hour increments.
- Unscheduled sick leave must be called in by 8:30 AM on the day of absence to report an illness or an emergency.
- A maximum of eight hours pay will be given for each full sick day used.
- Each hour of sick leave taken will be paid at the base rate of pay.

#### C. Coordination with other types of pay or benefits:

- Sick leave may not be used for absence due to disciplinary suspension.

#### D. Limitations and maximum accrual:

- Employees can carry over and accumulate sick leave for use in future years to a maximum of 30 days. If all sick days are used, consideration will be given to continue an employee's position on a case-by-case basis depending on the particular circumstances.

#### E. Other provisions:

- An employee will not receive payment for unused sick leave upon termination.

#### F. Tracking leave:

- The Financial Secretary will track vacation and sick leave used for each non-rostered full-time and part-time employee on a monthly basis.
- The lead pastor will track leave for Rostered Staff on a monthly basis.
- The lead pastor will track his/her own leave on a monthly basis and report to Council.

### **Non-rostered part-time staff**

Vacation, sick leave, holidays, and continuing education for non-rostered part-time staff are addressed in their respective position descriptions.

### **Paid holidays**

- |                               |                             |                       |
|-------------------------------|-----------------------------|-----------------------|
| • New Year's Day              | • Fourth of July            | • Christmas Day       |
| • Martin Luther King, Jr. Day | • Labor Day                 | • Day after Christmas |
| • Easter Monday               | • Thanksgiving Day          | – to be determined    |
| • Memorial Day                | • Friday after Thanksgiving |                       |

## **Employment at will**

Employment of non-rostered staff by University Lutheran Church is at will. While it is hoped that the relationship between University Lutheran Church and its non-rostered staff is long term, either the staff person or University Lutheran Church may terminate this relationship at any time for any reason, with or without cause or notice. No supervisor, manager, or other representative of University Lutheran Church other than the Lead Pastor has the authority to enter into any agreement with a new non-rostered staff hire for employment for any specified period. Further, any employment agreement entered into by the Lead Pastor is not enforceable unless it is in writing.

The employment procedures, practices, policies, and benefits outlined by University Lutheran Church or described in the University Lutheran Church Business and Policy Manual may be modified or discontinued from time to time by action of the University Lutheran Church Council, Personnel Committee, and/or Congregation. It is our intent to inform staff of changes as they occur. Any questions can be discussed with one's supervisor.

## Non-rostered job descriptions

### Office Administrator

A. Position Description:

Employed on an “at will” basis.

B. Qualifications: To be completed and or/ revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

D. Work Schedule:

8:00 am to 4:30 pm Monday through Friday with a ½ hour lunch break at 12:30 pm.

E. Benefits:

a. Compensation

Salaried – 40 hours

b. Vacation

As specified in the ULC Vacation and Sick Leave Policy:

Three months through one year of full-time service – 2 days of paid vacation.

One year through five years of full-time service – 10 days of paid vacation per year.

Six or more years of full-time service – 15 days of paid vacation per year.

c. Comp time

Comp time will be compensated as straight time with approval by the Lead Pastor.

d. Sick leave

As specified in the ULC Vacation and Sick Leave Policy, full-time employees are granted one sick day for each month of employment. Sick leave can carry over and accumulate for use in future years to a maximum of 30 days.

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker’s Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the Lead Pastor as applicable to the job. Employee will attend the CORE “Understanding Racism” training or similar course.

g. Other: N/A

F. Direct Supervisor:

Lead Pastor

G. Tasks:

The duties of the Office Administrator shall include, but not be limited to the following:

a. Office Management:

1. Oversee the operation and maintenance of office equipment.
2. Prepare and assemble parish communication materials, including:
  - a) Weekly worship bulletins and bulletin inserts;
  - b) Reports for Council and congregational meetings;
  - c) Educational, informational, and promotional materials, including announcements of activities for different church groups; and
  - d) External publicity and advertising as needed.
  - e) Narthex sign.
  - f) Web site calendar.
3. Oversee the production and distribution of the church newsletter.
  - a) Work cooperatively with the Newsletter Editor.

- b) Ensure that the newsletter is sent to ULC members before the first of each month.
- 4. Be a resource facilitator to help the ULC Council, Committees, and Teams prepare materials and reports.
- 5. Perform filing.
  - a) Maintain the general filing system, and file materials in that system.
  - b) Update ULC Policy and Procedure Manual as directed by the Lead Pastor.
  - c) Keep the Office Administrator office and workroom areas organized and neat.
- 6. Maintain database of congregational membership information.
  - a) Maintain accurate records of births, baptisms, confirmations, marriages, deaths, membership transfers, divorces, and other data.
  - b) Maintain current rosters for congregational membership, Sunday School, Confirmation, choirs, and youth groups.
  - c) Construct, produce, and distribute the ULC membership directory.
  - d) Prepare reports that are required and/or requested by the Synod.
  - e) Perform regular backups of computer databases and programs.
- 7. Oversee and coordinate scheduling.
  - a) Keep a ULC calendar of events.
  - b) Monitor church activities to avoid scheduling conflicts with community activities.
  - c) Enforce established building use policies when scheduling ULC facilities.
  - d) Monitor church activities in accordance with the liturgical church year.
- 8. Participate in weekly staff meetings.
- 9. Order and distribute books, church supplies, and office supplies.
- 10. Assist with maintaining and updating website.

b. Volunteer Supervision:

- 1. Perform the following volunteer-related duties:
  - a) Conduct background checks of all volunteers and staff who will be involved with children and youth.
  - b) Develop systems to assess and utilize volunteers' skills for assistance with various office activities.
  - c) Recruit, train, and supervise volunteer receptionists for the front desk.
  - d) In the absence of a volunteer, serve as the receptionist.
- 2. Coordinate and supervise volunteers to perform the following activities:
  - a) Record and categorize the interests and skills of volunteers in order to produce a current volunteer database.
  - b) Process visitor registrations and forward that information to the Evangelism and Campus Ministry Teams and Pastoral staff.
  - c) Monitor and assist in ordering worship materials, including lesson inserts and pew box items, jointly with the Worship Planning Team.

H. Accountability:

Lead Pastor

I. Evaluation:

The Lead Pastor will complete an annual performance review of the Office Administrator, with salary recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.

## Director of Music

- A. Position Description:  
Employed on an “at will” basis, the Director of Music reports to and works most closely with the Lead Pastor, and is also expected to work closely with the Worship Planning Team.
- B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*
- C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer
- D. Work Schedule: The position is to be understood as a 32-hour work week (80% time). The time is flexible and is to be worked out in consultation with the Lead Pastor. Specific hours include those for worship, meetings and rehearsals and arranged hours for lessons and planning.
- E. Benefits:
- a. Compensation  
Salaried
  - b. Vacation  
Vacation will be earned upon hire and is accrued at 80% time following the accrual schedule for full time employees as outlined in the *ULC Vacation and Sick Leave Policy* with prior approval by the lead pastor. During an absence, the Director of Music will arrange for an acceptable substitute approved by the Lead Pastor.
  - c. Comp time  
Comp time will be compensated as straight time with approval by the Lead Pastor.
  - d. Sick leave  
Sick leave will be earned upon hire and is accrued at 80% time based on a 32 - hour work week as outlined in the ULC Vacation and Sick Leave Policy.
  - e. Insurance: None offered at this time.
    - Unemployment – N/A
    - Worker’s Comp – Provided
    - Health Benefits – N/A
  - f. Continuing Education / Training  
As provided in the ULC budget and determined in consultation with the Lead Pastor as applicable to the job. Employee will attend the CORE “Understanding Racism” training or similar course.
  - g. Other: N/A
- F. Direct Supervisor;  
Lead Pastor
- G. Tasks:  
The duties of the Director of Music shall include, but not be limited to, the following:
- a. As Director of Music:
    1. Oversee the musical life of the congregation.
    2. Provide day-to-day direction to church musicians including the Organist(s), Pianist and the Director of Handbells.
    3. Attend and serve as team leader for Worship Planning Team.
    4. Work cooperatively with the Pastors, the Director of Handbells, and others to plan Worship services in keeping with Lutheran liturgy.
    5. Foster diverse expressions and genres of worship
    6. Coordinate any extra musical events to be held in the Church.
    7. Routinely include children and youth in worship services.
    8. Attend staff meetings.
    9. Apprise the congregation and the community of musical events to be hosted by ULC.
    10. In consultation with the Director of Handbells, Organist(s) and the Worship Planning Team, plan, submit and monitor the music budget and purchases.

11. Consistent with the budget of the Worship Planning Team: secure instrumentalists for special musical events, arrange for audio and/or videotaping, and submit payment requests.
12. Set the music schedule, according to the liturgical seasons and the weekly lessons.
13. Submit music schedules and articles to the Office Administrator for publication in the LUX and bulletins. Information for the list serve will be provided to the Lead Pastor.
14. Other tasks/activities as assigned by the Lead Pastor.
15. Oversee the maintenance and upkeep of all musical instruments.
16. Oversee and participate in the Summer Youth Music Camp.

b. As Senior Choir Director:

1. Select and purchase music.
2. During the choral season, conduct the Senior Choir to lead the congregation in worship through liturgy and anthem(s). This will regularly involve one service each Sunday, and occasionally will involve two services, such as on Christmas, Easter, Reformation Day, and other church festivals.
3. During the choral season, schedule and conduct rehearsals.
4. Recruit new members for the Senior Choir.
5. Recruit, mentor and supervise the ULC Student Choral Scholarship recipients.
6. Produce the annual Senior Choir Scholarship Fund Benefit Concert.
7. Conducting of choirs will not be expected during the summer months.

c. Choirs for Children and Youth (currently the Cherub and Youth Choirs):

1. Mentor and Supervise the director (an additional Senior Choir Scholarship student).

H. Accountability  
Lead Pastor

I. Evaluation

The Lead Pastor will complete an annual performance review of the Director of Music, with salary recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.

## Director of Handbells

### A. Position Description:

Employed on an "at will" basis, the Director of Handbells reports to and works most closely with the Director of Music/Organist and the Lead Pastor, and is also expected to work closely with the Worship Planning Team.

### B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

### D. Work Schedule:

Specific hours for worship and rehearsals and arranged hours for lessons and planning.

### E. Benefits:

a. Compensation

Salaried

b. Vacation

Off summers

c. Comp time: N/A

d. Sick leave: N/A

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker's Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the Lead Pastor as applicable to the job. Employee will attend the CORE "Understanding Racism" training or similar course.

g. Other: N/A

### F. Direct Supervisor:

Final accountability is to the Lead Pastor.

### G. Tasks

The duties of the Director of Handbells shall include, but not be limited to, the following:

- a. Regularly include the Handbell Choir in worship services.
- b. Teach the basics of handbell performance.
- c. Schedule and conduct rehearsals.
- d. Select and purchase music.
- e. Recruit new members for the Handbell Choir.
- f. Submit music schedules and articles to the Director of Music/Organist and to the church newsletter.

### H. Accountability:

The Lead Pastor

### I. Evaluation:

The Lead Pastor will complete an annual performance review of the Director of Handbells, with salary recommendations, by August 31 yearly. This review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the Bylaws of ULC.

## Organist

### A. Position Description:

Employed on an "at will" basis, the Organist reports to the Lead Pastor, takes direction from the Director of Music and works closely with the Worship Planning Team. The Organist will lead the music for worship services that are blended in musical style and lean more toward traditional hymnody. Worship services will be divided as evenly as possible, on an annual basis, with the Pianist.

B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer  Per Event

### D. Work Schedule:

Specific hours for worship and rehearsals and arranged hours for lessons and planning.

### E. Benefits:

#### 1. Compensation

\$12,000 annually

\$150.00 for funeral – fee paid by family

\$200.00 for funeral with a soloist rehearsal – fee paid by family

\$175.00 for rehearsal and wedding – fee paid by family

\$225.00 for wedding with soloist rehearsal – fee paid by family

#### 2. Vacation

N/A

#### 3. Comp time

N/A

#### 4. Sick leave

N/A

5. Insurance: None offered at this time.

■ Unemployment – N/A

■ Worker's Comp – Provided

■ Health Benefits – N/A

#### 6. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the Lead Pastor as applicable to the job. Employee will attend the CORE "Understanding Racism" training or similar course.

### F. Supervisor:

The Lead Pastor.

### G. Tasks:

The duties of the Organist shall include, but not be limited to, the following:

1. Work cooperatively with the Pastors, the Director of Music, and lay persons (such as the Worship Planning Team) to plan worship services in keeping with the liturgical tradition of the Lutheran Church.
2. Attend worship planning meetings. Attend staff meetings as directed by the Lead Pastor.
3. Director of Music will coordinate schedule for Organist/Pianist i.e., who will play for Sunday worship, Worship Expressions, Christmas Eve, Easter, Good Friday, Reformation, and Advent/Lent midweek services.
4. Lead music and accompany the services of the congregation as scheduled:
  - a) Sunday worship



- b) Additional services e.g., Advent, Christmas, Lenten, and Easter Seasons.
- c) Special worship services hosted by ULC.
- 5. Accompany soloist/singers/instrumentalists as scheduled.
- 6. Rehearse and direct musicians for all services where designated as the lead musician.
- 7. Accompany the Senior Choir (organ or piano) at rehearsals and at Sunday services
- 8. Play at congregational weddings and funerals as needed.
- 9. Notify the Director of Music of any maintenance needs for the organ.

#### H. Evaluation

The Lead Pastor will complete an annual performance review of the Organist, with remuneration recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.

## Pianist

### A. Position Description:

Employed on an "at will" basis, the Pianist reports to the Lead Pastor, takes direction from the Director of Music and works closely with the Worship Planning Team. The Pianist will lead the music for worship services that are blended in musical style and lean more toward music beyond traditional hymnody. Worship services will be divided as evenly as possible, on an annual basis, with the Organist.

B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer  Per Event

### D. Work Schedule:

Specific hours for worship and rehearsals and arranged hours for lessons and planning.

### E. Benefits:

#### 1. Compensation

\$12,000 annually

\$150.00 for a funeral – fee paid by family

\$200.00 for funeral with a soloist rehearsal – fee paid by family

\$175.00 for rehearsal and wedding – fee paid by family

\$225.00 for wedding with soloist rehearsal – fee paid by family

#### 2. Vacation

N/A

#### 3. Comp time

N/A

#### 4. Sick leave

N/A

#### 5. Insurance: None offered at this time.

- Unemployment – N/A
- Worker's Comp – Provided
- Health Benefits – N/A

#### 6. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the Lead Pastor as applicable to the job. Employee will attend the CORE "Understanding Racism" training or similar course.

### F Supervisor:

The Lead Pastor.

### G. Tasks:

The duties of the Pianist shall include, but not be limited to, the following:

3. Work cooperatively with the Pastors, the Director of Music, and lay persons (such as the Worship Planning Team) to plan worship services in keeping with the liturgical tradition of the Lutheran Church.
4. Attend worship planning meetings. Attend staff meetings as directed by the Lead Pastor.
5. Director of Music will coordinate schedule for Organist/Pianist i.e., who will play for Sunday worship, Worship Expressions, Christmas Eve, Easter, Good Friday, Reformation, and Advent/Lent midweek services.
4. Lead music and accompany the services of the congregation as scheduled:
  - d) Sunday worship.

- e) Additional services e.g., Advent, Christmas, Lenten, and Easter Seasons.
- f) Special worship services hosted by ULC.
- 7. Accompany soloist/singers/instrumentalists as scheduled.
- 8. Rehearse and direct musicians for Worship Expressions and all services where designated as the lead musician.
- 7. Accompany the New Hope Singers at rehearsals and at Sunday services
- 8. Play at congregational weddings and funerals as needed.
- 9. Notify the Director of Music of any maintenance needs for the piano.

#### H. Evaluation

The Lead Pastor will complete an annual performance review of the Pianist, with remuneration recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.

## **Event Coordinator**

### A. Position Description:

Employed on an “at-will basis” the Event Coordinator (EC) is responsible for the coordination and proper use of the ULC physical facilities during planned and approved events as approved by the Finance Committee and/or the Lead Pastor, which require an EC.

### B. Qualifications:

The EC must be knowledgeable of all ULC physical plant operations and locations including security, plumbing, electrical, phone, custodial supplies, etc.

The EC is entrusted with a master key for the church.

The EC should provide a Christian ULC welcome to all visitors and facility users.

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

D. Work Schedule:

Hours vary.

E. Benefits:

a. Compensation

The EC is a part time position. Compensation will be on a hourly basis for time worked, which includes preparation time as well as time spent at ULC. Personnel Committee and/or the Council will determine the hourly rate. Payment will be bi-weekly upon the completion of an event and submission of hours worked.

b. Vacation

The EC is entitled to two weeks non-paid vacation a year. The EC is expected to assure that acceptable substitutes, approved by the Lead Pastor, are available to cover the duties of the position in the absence of the EC.

c. Comp time

N/A

d. Sick leave

N/A

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker’s Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

Employee will attend the CORE “Understanding Racism” training or similar course.

g. Other

N/A

F. Direct Supervisor:

The EC works on a part time “as needed” basis, reporting to the Lead Pastor. The EC will maintain a record of hours worked on an event, and submit it to the Financial Administrator to be approved by the Lead Pastor in a timely manner.

G. Tasks:

- a. The Event Coordinator (EC) has the responsibility of working with and assisting the various groups using ULC facilities based on ULC Building Use Policy and /or requested by the Lead Pastor. The EC is responsible for unlocking and locking the church, assisting groups with lighting, sound equipment, video projectors and screens, TVs and the setting up of tables and chairs. If a kitchen is to be used, he or she is to be available to answer any questions, assist in locating items, and check to see that the group has properly cleaned the kitchen. The EC is to be available at all times during the event to assist and answer any questions, and ensure the proper use of ULC facilities. The EC is responsible for ensuring that the groups use the facilities in a respectful manner in accordance with ULC policy. Upon the completion of the event, the EC shall conduct a building security check before locking and leaving the church.
- b. Other - The EC may be the principal point of contact for some of the outside groups that use the facility. The EC is asked to practice a ministry of hospitality to all guests at ULC. Although the EC is expected to assure ULC policies are adhered to, the EC is not expected to enforce them; good judgment is paramount. If an adverse situation/encounter occurs, the EC is expected to inform the Senior Pastor in a timely manner.
- c. In addition to the above, the EC has these duties for the following special events:

1. Event Parking – Oversees parking for special events, opens the parking lot at the specified time, collects parking donations, informs those using the parking lot of the ULC policy on alcohol and related matters, and assures that the parking donations are delivered to the Financial Secretary.
  2. Weddings - The EC will assist in the wedding preparation, rehearsal, and the wedding as requested by the wedding party. The EC will be at the church for the rehearsal, and three hours before the wedding to assist with deliveries, flowers, etc. The EC will be available to meet at other times as needed and/or requested by the wedding party.
  3. Funerals - The EC will work with the funeral director and the immediate family members in a manner that ensures the wishes of the family are met. Should the family desire a luncheon or dinner, the EC will provide a list of caterers.
- d. Responsibilities:
1. The EC should facilitate (e.g., unlock, provide use orientation, supervise use, lock, etc.) all approved room and facility uses.
  2. The EC shall arrive at an event early enough to allow for set up and preparation as agreed to by the Lead Pastor and the user group. Also, the EC will remain at the church until users have left the facilities.
  3. The EC does not have the authority to approve or disapprove the use of the church. Should concerns arise that are not addressed in this document, the EC will consult the Lead Pastor and/or the Board of Property and Finance.

H. Accountability:  
The Lead Pastor

I. Evaluation

The Lead Pastor will complete an annual performance review of the Event Coordinator, with salary recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.

**Financial Administrator**

A. Position Description:

Employed on an "at will" basis, the Financial Administrator reports to the Lead Pastor and works most closely with the Treasurer and the Finance Committee.

B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

D. Work Schedule:

N/A – currently works on a subcontractor/fee basis

E. Benefits:

a. Compensation

Salaried

b. Vacation

None, during such time that the position is a part-time or fee based position.

c. Comp time

None, during such time that the position is a part-time or fee based position.

d. Sick leave

None, during such time that the position is a part-time or fee based position.

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker’s Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the Lead Pastor as applicable to the job. Employee will attend the CORE “Understanding Racism” training or similar course.

g. Other

N/A

F. Direct Supervisor:

Employed on an "at will" basis, the Financial Administrator reports to the Lead Pastor and works most closely with the Treasurer and the Finance Committee.

G. Tasks:

a. Financial Record Keeping:

1. Maintain confidentiality regarding financial records.
2. Maintain accurate financial records of pledges and contributions from members.
3. Process payables in a timely fashion.
4. Process payroll checks& direct deposit as per the pay date schedule.
5. Maintain accurate records of withholding taxes.
6. Submit regular payments of tax, pension, and medical insurance.
7. Keep accurate financial records.
8. Maintain and reconcile MSU FCU, Wells Fargo and any other cash & investment accounts.
9. Maintain records of memorial contributions& provide record to Administrative Assistant for the sending of thank you notes.
10. Maintain accurate records of other income.
11. Maintain an offsite backup of databases and other programs.
12. Maintain financial records for Michigan Refugee Hope Committee & provide monthly reporting to the offsite committee.

b. Financial Reporting:

1. Prepare timely contribution statements for members as directed by Lead Pastor and upon member request.
2. Prepare monthly financial reports, in cooperation with the Treasurer and consistent with Article XI.B.4 of the Bylaws of ULC.
3. Prepare quarterly and annual payroll tax& employee payroll reports.
4. Prepare annual ELCA report.
5. Prepare reports for the Endowment Committee as requested.
6. Prepare an annual workers compensation insurance audit.

7. Write letters to families of the deceased regarding memorial contributions and their wishes for spending the funds.
8. Assist in preparation of other reports for budgeting, teams/committees, etc., as time permits.

**H. Accountability:**

The Lead Pastor

**I. Evaluation:**

The Lead Pastor will complete an annual performance review of the Financial Administrator, with salary recommendations, by August 31 yearly. This review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the Bylaws of ULC.

## **Ministry Team Leader**

**A. Position Description:**

A Ministry Team Leader works with a team on specific thematic goals and visions to help fulfill ULC's mission and vision. A Ministry Team Leader is an at-will volunteer who facilitates and coordinates ULC members and volunteers in service, learning and engagement in a healthy, caring Christian ULC community environment.

**B. Qualifications:**

Education and experience (or willingness to learn) in skills required for the tasks are desirable.

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

**D. Work Schedule:**

As needed. Serve the Lord.

E. Benefits:

a. Compensation

N/A

b. Vacation

N/A

c. Comp time

N/A

d. Sick leave

N/A

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker’s Comp – N/A
- Health Benefits – N/A

f. Continuing Education / Training

N/A

g. Other

Training and assistance will be offered via the Lead Management Team as needed

F. Direct Supervisor:

Team Coordinators for respective team

G. Tasks:

- a. Identify team members with assistance from Members in Ministry Comm. and Coordinators as needed.
- b. Facilitate training of team members as necessary.
- c. Coordinate team activities.
- d. Provide for team devotions when team convenes.
- e. Communicate with Team Coordinators.
- f. Sign team expense vouchers with attached receipts in a timely fashion.
- g. Track team expenses.
- h. Ensure that tax exemption is utilized when authorizing expenses.
- i. Utilize approved vendors whenever possible.
- j. Submit annual budget requests reflective of anticipated needs and goals every September.
- k. Check calendar and with Team Coordinators when planning events to facilitate cross team efforts and prevent scheduling conflicts.
- l. Delegate – it is not a team if it is a team of one.
- m. Consider how to use the gifts of all ULC members regardless of age, gender, or ability. Teams can be an effective way to integrate new members and mentor youth.
- n. Remember the three legged stool – Scripture/Prayer; Service; and Fellowship.
- o. Foster building relationships when achieving tasks.
- p. Collaborate with team members and lead management to develop annual concrete goals.
- q. Submit a short written annual accomplishment report to Team Coordinators for ULC annual report every October.
- r. Ensure that the Team’s mission and vision is consistent with ULC’s mission and vision.
- s. “Sin boldly, so that Grace might abound.” - Luther.

H. Accountability:

Oversight for Ministry Team budgeted line item(s) and any team designated fund(s).

I. Evaluation:

Appointed on an annual basis by ULC Council. Mutual feedback is encouraged via Coordinators at year end.



## Nursery Caregiver

### A. Position Description:

Employed on an "at will" basis, the Nursery Caregiver is generally accountable for the safe and effective operation of the Church Nursery. Employed on an "at will" basis, the Nursery Caregiver reports to and works most closely with the Lead Pastor or the Lead Pastor's designee.

### B. Qualifications:

The position of Nursery Caregiver requires experience caring for young children. It is understood that the person holding this position must have the commitment to be present for work on agreed to schedule, in order to keep the nursery services available to those attending church functions. The ability to effectively interact with young children and their parents, as well as volunteer Certified Workers in the Nursery is essential. Completion and passage of a criminal background check is also required.

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

### D. Work Schedule:

Commitment to be present for work on agreed to schedule. E. Benefits:

a. Compensation

Hourly

b. Vacation

No paid vacation. Planned vacations or absences should be prearranged with the Lead Pastor or Lead Pastor's designee.

c. Comp time

N/A

d. Sick leave

In the event of an unplanned absence (due to illness or other unforeseen circumstance), the Nursery Caregiver should notify the Lead Pastor or Lead Pastor's designee as soon as possible and *prior to* the affected Sunday.

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker's Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the Lead Pastor or the Lead Pastor's designee .

g. Other

N/A

F. Direct Supervisor:

Final accountability is to the Lead Pastor or designee.

G. Tasks:

The job responsibilities of the position include, but are not limited to, the following:

a. Child Care:

1. Provide basic care for all children brought to the Nursery while their parents attend Church.
  - a) Be ready to receive children in the Nursery *at least 15 minutes before* each church service begins.
  - b) Play with children *at their level* (i.e. on the floor or at the table).
  - c) Page parents if diapering is needed.
  - d) Feed children, *only as directed* by the person who brought the children to the Nursery.
2. Use positive guidance techniques with children.
  - a) Demonstrate a positive, caring attitude with words and actions.
  - b) Treat all children with love and respect.
  - c) NEVER use corporal punishment or harsh discipline.
  - d) NEVER withhold diaper changing, restroom privileges, or bottles as a method of punishment.
  - e) Promote a Christian atmosphere within the Nursery.
3. Ensure the general safety and well being of all children who have been brought to the Nursery.
  - a) Make sure that each child's parent or guardian has completely filled out the nursery check-in form before leaving the child in the Nursery for care.
  - b) Be aware of any allergies or special conditions that affect children who have been brought to the Nursery, and act accordingly.
  - c) Always ensure parents have a pager and understand how to use it. .
  - d) Make sure that all children remain inside the Nursery at all times.
  - e) In the rare event that it becomes necessary for a child to leave the Nursery while still under the Nursery Caregiver's care, maintain strict supervision of the child and be sure that the child is accompanied by an adult Certified Worker.
  - f) Possess a written record of parents' names, the exact location where each parent will be, and other necessary information regarding every child brought to the Nursery.
  - g) Report any suspected abuse to the Lead Pastor or the Lead Pastor's designee .

4. Ensure that every child is picked up by the appropriate person when it is time to leave.
    - a) Only release a child to the person who brought that child to the Nursery, unless that person authorizes otherwise and designates another person in writing.
    - b) NEVER leave the Nursery before every child has been picked up by the appropriate person.
  5. Report any mishaps or injuries that occur with children while under the Nursery Caregiver's care.
    - a) Complete an accident report form whenever a child is injured after being brought to the Nursery.
    - b) Inform the person picking up the child that an accident occurred and what specific injuries were sustained by the child.
    - c) Have the person picking up the injured child sign and date the accident report form.
    - d) Give the signed and completed accident report form to the Lead Pastor or the Lead Pastor's designee before leaving the Church that day.
- a. General Health and Safety:
1. Ensure that the Nursery room and its equipment and supplies are kept in good working order.
    - a) Remove any broken toys or other unsafe items from the children's reach.
    - b) After each church service, place all toys that have been in contact with children's mouths and/or noses into the bin on the shelf. Sanitize toys before leaving at the end of the shift .
    - c) Before leaving the Nursery each Sunday, tie up the trash bag and place it outside the Nursery door.
  2. See that good hygiene practices are followed by everyone in the Nursery.
    - a) ALWAYS wash hands:
    - b) Upon entering the Nursery for work each Sunday morning.
    - c) After wiping or blowing anyone's nose.
    - d) After sneezing or coughing into hands.
    - e) After going to the restroom.
    - f) Before feeding or working with food.
  3. Use the sanitizer spray bottle provided in the Nursery to clean surfaces, as necessary.
    - a) Sanitize the changing table surface after each and every diaper change.
    - b) Clean the high chair tray or the table *before and after* any feeding.
  4. Keep all unsafe items out of children's reach at all times.
    - a) NEVER leave the sanitizer spray-bottle where children can reach it.
    - b) Keep all diaper bags, purses, and other personal items out of children's reach at all times.
  5. Report any other health and/or safety concerns that arise to the Lead Pastor or the Lead pastor's designee.
- c. Professional Practice:
1. Report to work *on time* every Sunday.
  2. In the event that an unplanned absence is necessary (due to illness or other unforeseen circumstance), notify the Lead Pastor or the Lead Pastor's designee as soon as possible and *prior to* the affected Sunday.
  3. Complete all time sheets honestly, and turn them in to the designated supervisor.
  4. Work with all volunteer Certified Workers and parents in the Nursery in a friendly and respectful manner, and explain nursery practices to them as necessary.
  5. Put things away, and leave the Nursery in good condition each shift.

#### H. Accountability:

The Lead Pastor or designee

#### I. Evaluation

The Lead Pastor will complete an annual performance review of the Nursery Caregiver, with salary recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.

6/21/10

## Team Coordinator (Spiritual Formation, Outreach, or Resources)

### A. Position Description:

A team coordinator works with a partner to assist, champion and facilitate ULC Ministry Teams and Team Leaders within their designated area. The position is an at-will volunteer whose contributions to the ULC mission are critical for successful Christian engagement, learning and service.

### B. Qualifications:

Education and experience in human relations, leadership and empowerment are desirable.

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

### D. Work Schedule:

As needed. Attendance at Lead Management Team meetings is important.

### E. Benefits:

#### a. Compensation

N/A

#### b. Vacation

N/A

#### c. Comp time

N/A

#### d. Sick leave

N/A

#### e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker’s Comp – N/A
- Health Benefits – N/A

#### f. Continuing Education / Training

Training and assistance will be offered via the Lead Management Team as needed.

#### g. Other

N/A

### F. Direct Supervisor:

Lead Management Team and/or Lead Pastor

### G. Tasks:

- a. Communicate regularly with your Ministry Team Leaders via email, phone, and in person.
- b. Serve as a champion for all your teams.
- c. Assist teams in establishing yearly goals.
- d. Assist in the spiritual formation of your designated Ministry Teams.
- e. Provide brief monthly reports and agenda items for Lead Management Team.
- f. Attend Lead Management Team meetings.
- g. Forward communications from Ministry Teams to the Lead Management Team through monthly written updates.
- h. Forward communications from Lead Management Team to Ministry Teams.
- i. Facilitate communications among Ministry Teams.
- j. Sign off expense vouchers as needed.
- k. Check monthly team financial statements for accuracy and ensure that financial statements are disbursed to teams.
- l. Work and share tasks with the other coordinator.
- m. Solicit annual report contributions from your teams and edit report submissions for continuity.

**H. Accountability:**

Oversight for all Ministry Team budgeted line items and designated funds within designated area.

**I. Evaluation:**

Appointed on an annual basis by ULC Council. Mutual feedback is encouraged via Lead Management team at year end.

**Wednesday Evening Worship Coordinator** (position open as of June 2012) - *tbd*

A. Position Description:

Employed on an “at will” basis.

B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

D. Work Schedule:

As needed

E. Benefits:

a. Compensation

This position is salaried, part-time.

b. Vacation

Three Wednesdays per year paid vacation, provided these Wednesdays do not include a major Church festival. Additional times may be made available, upon consultation with the lead pastor, and may be taken at the Wednesday Evening Worship Coordinator’s own expense. During an absence, the Wednesday Evening Worship Coordinator will arrange for an acceptable substitute.

c. Comp time

One Wednesday per year as needed.

d. Sick leave

One Wednesday per year as needed.

e. Insurance: None offered at this time.

- Unemployment – N/A
- Worker’s Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

As provided in the ULC budget and determined in consultation with the lead pastor as applicable to the job.

g. Other

N/A

F. Direct Supervisor:

The Wednesday Evening Worship Coordinator reports to the lead pastor.

G. Tasks:

The duties of the Wednesday Evening Worship Coordinator shall include, but not be limited to, the following:

- a. Work cooperatively with the Pastors and the Worship Planning Team to plan worship services in keeping with the liturgical tradition of the Lutheran Church.
- b. Attend Wednesday evening worship planning meetings and negotiated staff and planning meetings.
- c. Appraise the congregation and the community of Wednesday evening worship services.
- d. Lead and accompany the Wednesday evening worship service of the congregation.
- e. Schedule, rehearse, and accompany musicians for the Wednesday evening worship.
- f. Supervise set-up and tear-down of Wednesday evening worship service.
- g. Provide bulletin information to the office manager in a timely fashion.

H. Accountability:

The Wednesday Evening Worship Coordinator reports to the lead pastor, and is also expected to work closely with the Director of Music and the Worship Planning Team.

I. Evaluation:

The Lead Pastor will complete an annual performance review of the Wednesday Evening Worship Coordinator, with salary recommendations, by August 31 yearly. A written copy of this review will be submitted to the Personnel Committee, as specified in Article XII.I.4 of the ULC Bylaws.



## Student Associate Covenant

- **Campus Ministry (CM)**
- **High School Ministry (HS)**
- **Elementary and Middle School Ministry (K8)**

### **Mission Statement:**

CM - To provide a peer-based Lutheran Campus Ministry (LCM) program for connecting MSU and LCC students with our church.

HS - To provide a Christ-centered model who enters into relationships for connecting High School Students with our church.

K8 - To provide a Christ-centered model who enters into relationships for connecting Elementary and Middle School Students with our church.

### **Time Commitment:**

Student associates are encouraged to serve a minimum of 65 hours per semester. Hours include worship, study, Sunday School, Affirmation of Baptism and program activities if the student associate serves some role.

CM - Allocation of responsibilities is negotiated at the mandatory weekly student associate meeting.

HS & K8 - Allocation of responsibilities is negotiated with the respective ministry team leader.

### **Supervision:**

CM – Campus Pastor

HS – High School ministry team leader

K8 – Affirmation of Baptism ministry team leader

### **Duties (as assigned):**

Student Associates, based upon interests, skills, and time availability, are asked to serve in various ways such as:

#### CM

- Staff information table at student organization fairs.
- Distribute university-sanctioned flyers on campus bulletin boards.
- Phone or email students about LCM-sponsored events.
- Set up and tear down for campus events held at ULC.
- Create flyers and other promotional materials.
- Organize retreats.
- Assist in planning and hosting LCM events.
- Attend MSU student organization meetings.
- Assist with LCM mailings.
- Return recycling.
- Purchase supplies for programs.

#### HS

- Communicate with high school students about ULC-sponsored events.
- Set up and tear down for high school events held at ULC.
- Support event leaders in planning and promoting high school events.
- Organize retreats as scheduled.

- Attend high school team meetings.
- Purchase supplies for programs.
- Provide leadership or assistance to high school small groups, while being in attendance in order to build relationships with the students.
- Facilitate community-building among our youth so that they feel part of something bigger than themselves.
- Provide leadership to our youth ministry.
- Help recruit youth for MSU football parking at ULC as well as participate in consultation with the high school ministry team leader.

#### K8

- Communicate with elementary and middle school students about ULC-sponsored events.
- Set up and tear down for events held at ULC.
- Support event leaders in planning and promoting elementary and middle school events.
- Organize retreats as scheduled.
- Attend middle school team meetings.
- Purchase supplies for programs.
- Support the affirmation of baptism teacher in planning AoB, while being in attendance in order to build relationships with the students. Teach lessons in consolation with Pastor.
- Facilitate community-building among our youth so that they feel part of something bigger than themselves.
- Provide leadership to our youth ministry.
- Plan and execute “Kids in Christ” for grades 2<sup>nd</sup> -5<sup>th</sup>.
- Plan and execute fellowship events for elementary and middle school Groups.

#### **Other Expectations (of all student associates):**

- Associates are expected to worship regularly.
- Associates are encouraged to participate in weekly Bible Study.
- Associates are responsible for balancing of associate duties, school, outside work, and social obligations.
- “Counseling” is not part of the job description. Instead, the associates should encourage students to speak with a ULC pastor regarding such issues.
- Attendance at weekly CM student associate meetings is required and with respective team leaders as required. Associates are expected to communicate with the responsible pastor(s) or respective team leaders when they cannot be present.

#### **Absence:**

Associates may take time off for personal reasons such as health, family, school, and vacation needs. However, provisions should be made prior to departure for coverage of responsibilities. Extended absences of more than a month for leave-of-absence from the university, study abroad, or work may invalidate the covenant.

#### **Term of Covenant:**

Term runs concurrent with the Academic Year, approximately August 15 through May 15. Term may be granted on a semester-by-semester basis to fill vacancies. A stipend of \$500 is provided per academic term. Position availability is funding based and reviewed annually. Applications must be submitted each academic year. Reappointments are not guaranteed.

#### **Non-Compliance with Covenant:**

Violations of this covenant or inappropriate behavior are grounds for dismissal. Student Associates will first be notified by both face-to-face and written documentation. Student Associates will be given an opportunity to rectify the complaint. Any violation of university policy or illegal activity is grounds for termination.

### **Obligations to Student Associates**

The ULC Pastors and respective ministry team leaders will endeavor to provide Student Associates:

- A safe and respectful work environment.
- Assignments that are specific, negotiated, attainable, and within a specific time frame.
- Support necessary to complete obligations.
- Appreciation for work done well.
- Clear communication.
- Respect and encouragement.
- An experienced mentor to guide the Associates in growth toward ministry endeavors.

August 2008

**Student associate application**

Check all that apply:

Campus (CM)     High School (HS)     Elementary and Junior High School (K8)

**University Lutheran Church**

**1020 South Harrison**

**(517)-332-2559**

Name: \_\_\_\_\_

Address in fall: \_\_\_\_\_

Date of application: \_\_\_\_\_ Date available in fall: \_\_\_\_\_

Relationship to Lutheran Campus Ministry:

Reasons for wishing to serve as an Associate:

Gifts and skills that you can offer to the desired ministry position:

My vision for Student Associate at ULC:

What other outside activities, clubs, or groups are you involved in?

Do you anticipate working other jobs during the period you would be an Associate? If so, how many hours per week?

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix A: Administrative and scripture calendars**

Please see the online ULC calendar at [ulcel.org](http://ulcel.org).

## **Appendix B: Documented procedures - services**

### **Wedding guidelines**

All weddings at University Lutheran are sacred worship services. The wedding has, at its center and focus, the grace of God and his love and support of the couple being married. Those who gather at the wedding are present to celebrate God's love and sacred blessing of the couple and to join in prayers for the blessedness of this marriage. With this understanding of the sacredness of this ceremony, please review some of the primary standards and policies of University Lutheran as you plan your wedding service.

- Each couple is expected to participate and complete an approved process of premarital instruction.
- A University Lutheran Pastor will conduct planning for the marriage service.
- Facilities must be booked through the ULC Administrative Assistant. Refunds will be at the discretion of the Administrative Assistant.
- The ULC Event Coordinator must be present at the rehearsal and the wedding.
- All worship service music, vocal and instrumental, will be sacred in nature.
- A University Lutheran pastor will normally officiate the wedding. Involvement of other clergy will be at the discretion of the lead pastor.
- No flash pictures will be taken during the service. Please note this in your wedding bulletin.
- Videotaping will be performed in designated locations.
- Consumption of alcohol or illegal drugs on site is prohibited. If there is evidence of abuse of alcohol or illegal drugs during the rehearsal or the wedding, those individuals abusing said substances will NOT participate in the wedding service.

### **Your wedding At University Lutheran**

A Christian wedding, as distinguished from a civil ceremony, is based on God's order of creation. The ceremony is a worship service in which the bridal couple invites their guests to join them in asking God's blessing upon their marriage. As such, it is a festive and joyous event with all present participating in prayer, praise, and thanksgiving to God. Please read this booklet carefully and understand that these guidelines are adhered to in all weddings at ULC.

### **Steps Leading To Your Wedding**

#### **1. Pre-Marital Counseling**

Pre-marital counseling is required for all couples married at ULC. This counseling will consist of using the PREPARE Inventory. Generally couples should plan on meeting with the pastor for four sessions; one to administer the inventory, two sessions for discussing the results of the inventory, and a fourth session to plan the wedding worship service. The purpose of this counseling is to help prepare the bridal couple for the adjustments common to marriage and, at the same time, to enhance our understanding of the Christian marriage with its joys and responsibilities. At these meetings the pastor will:

- determine that this marriage is in harmony with the teachings of the church,
- help you plan and arrange the wedding service, i.e., vows, scripture, music
- engage in any pre-marital counseling explorations deemed necessary.

#### **2. Wedding Rehearsal**

Arrangements for rehearsal time will be made at the initial appointment with the pastor. The purpose of the rehearsal is to acquaint the bridal party with their respective roles in the wedding service so that the service will be conducted in a relaxed and worshipful manner. It is important that all members of the bridal party, including the ushers and parents and musical participants, be present at the rehearsal. Rehearsal will begin at the appointed time. Generally rehearsals are to be scheduled between 5:00 PM and 7:00 PM the evening prior to the wedding. Remember that the rehearsal is held in the sanctuary. We ask that the bridal party dress and conduct be appropriate to the setting.

#### **3. Marriage License**

Ingham County: [http://www.ingham.org/CL/Vital\\_Records/Marriage\\_License\\_Info.htm](http://www.ingham.org/CL/Vital_Records/Marriage_License_Info.htm) Clinton County: <http://www.clinton-county.org/clerk/marriage.htm> Eaton County: [http://www.eatoncounty.org/Community\\_Services/Marriage.htm](http://www.eatoncounty.org/Community_Services/Marriage.htm)

So the wedding license may be typed, please drop the license off at ULC no later than the Wednesday prior to the wedding.

### **The Day of the Wedding**

#### **1. Time**

Please allow sufficient time to complete your photo session and be out of the sanctuary ½ hour before the worship begins.

#### **2. Guest Book**

A guest register may be placed in the narthex up to five minutes before the service. Late arrivals may sign the guest book after the service or at the reception.

#### **3. Gifts and Cards**

The wedding party couple assumes all responsibility for gifts brought to ULC. The wedding attendant is responsible for monitoring the gifts and collecting all cards with cash gifts.

#### **4. Rice**

The throwing of rice, confetti, or birdseed is not permitted anywhere on the church grounds.

#### **5. Alcohol**

Alcohol is not permitted on the ULC grounds or building. The pastor reserves the right to dismiss any person in the wedding party for the consumption of alcohol prior to the service.

#### **6. Smoking**

No smoking is permitted in the church or on church grounds, including the restrooms and dressing rooms.

#### **7. Food**

The wedding party may eat snacks and beverage in the Fireside room and Youth Room. Please make arrangements for cleanup. The fellowship hall is available for a reception after the worship service.

### **The Marriage Service**

The Christian wedding is a **worship service** in which guests, as well as the bride and groom, participate. Opportunities for congregational participation may be in the form of hymns, responsive readings, scripture readings, or prayers. A pastor of ULC must be in attendance at all weddings unless arrangements have been cleared ahead of time with the lead pastor. Prior to printing your wedding bulletin, please consult with the officiating pastor.

### **Sample Order of Service from the Evangelical Lutheran Worship.**

The Prelude

Selection #1 \_\_\_\_\_

Selection #2 \_\_\_\_\_

The Service

Entrance

Selection #1 \_\_\_\_\_

Selection #2 \_\_\_\_\_

Greeting

Declaration of Intention

Prayer of the Day

The Word

Scripture Reading #1 \_\_\_\_\_

Scripture Reading #2 \_\_\_\_\_

Vocal or Instrumental selection (optional) \_\_\_\_\_

Gospel

Meditation

Hymn of the Day (optional) \_\_\_\_\_

The Marriage

Vows

Giving of Rings  
Acclamation  
Music option  
Lighting of the Unity Candle (optional)  
Blessing of the Marriage  
Prayers of Intercession  
(Communion Service inserted at this point if communion is added to service)  
The Lord's Prayer

The Sending  
The Peace  
The Dismissal

The Recessional  
Selection \_\_\_\_\_  
The Postlude

### Vows

- a. I take you, \_\_\_\_\_, to be my wife (husband) from this day forward, to join with you and share all that is to come, and I promise to be faithful to you until death parts us.
- b. I In the presence of God and this community, I, *name*, take you, *name*, to be my *wife/husband*; to have and to hold from this day forward, in joy and in sorrow, in plenty and in want, in sickness and in health, to love and to cherish, as long as we both shall live. This is my solemn vow.
- c. I take you, \_\_\_\_\_, to be my wife (husband), and these things I promise you: I will be faithful to you and honest with you; I will respect, trust, help, and care for you; I will share my life with you; I will forgive you as we have been forgiven; and I will try with you to better understand ourselves, the world, and God; through the best and worst of what is to come until death parts us.
- d. I take you, \_\_\_\_\_, to be my wife (husband); I promise before God and these witnesses to be your faithful husband (wife), to share with you in plenty and in want, in joy and in sorrow, in sickness and in health, to forgive and strengthen you, and to join with you so that together we may serve God and others as long as we both shall live.
- e. \_\_\_\_\_, I take you to be my wife (husband) from this time onward, to join with you and to share all that is to come, to give and to receive, to speak and to listen, to inspire and to respond, and in all circumstances of our life together to be loyal to you with my whole life and with all my being until death parts us.

If the couple wishes to write their own vows, the vows must be reviewed by the pastor and should express the commitment that the couple makes to one another with God's help.

### Other

No provision exists in the Evangelical Lutheran Worship for the bride to be "given" away. Rather, the parents of the couple may choose to publicly bless the union.

Holy Communion, if desired, should be extended to all and cannot be served privately to the couple. There is no theological tradition for the use of a unity candle; its use is optional.

### Suggested Scripture Readings

Genesis 1:26-31	Male and female made in God's image
Genesis 2:18-24	God creates male and female for each other
Ruth 1:15-18	
Psalm 19	
Psalm 33	
Psalm 100	
Psalm 117	
Song of Solomon 2:10-13	Love in the Spring
Song of Solomon 8:7	Unquenchable love



Isaiah 42:5-9	Isaiah 43:1-3a
Isaiah 61:10-11	
Isaiah 63:7-9	
Jeremiah 31:3	
Jeremiah 32:37-40	
Matthew 7:24-29	
Matthew 19:4-6	One flesh
John 2:1-10	Jesus at the wedding at Cana
John 15:9-12	Love one another
John 13:33-35	
Romans 12:1-2	A living sacrifice to God
Romans 15:4-6	
1 Corinthians 13:1-13	Paul's hymn to love
1 Corinthians 16:14	
Ephesians 5:21-33	Marriage reflects Christ's love for church
Philippians 2:1-11	
Philippians 4:4-9	
Colossians 3:12-17	
1 Peter 1:22	
1 John 3:18-24	
1 John 4:7-12	
1 John 4:16-21	

## Music

Music for the wedding ceremony should be chosen carefully so as to be meaningful for the bridal couple and still preserve the reverence of the service. Music used in the service may be instrumental and /or vocal. "The living voice of the gospel is proclaimed with integrity through music that is live: that is, music led by people present in the assembly, music that uplifts the primacy of the assembly's voice, and music that avoids the use of technology to replace human leadership and participation." (Principles of Worship M12d) The selection of music for your wedding service should be made in consultation with both the Director of Music and the Pastor. The texts should reflect the praise of God, the steadfast love of Christ for his church as the foundation and model for love and fidelity in marriage, the invocation of God's presence and blessing.

## Director of Music

The Director of Music will be contacted at the same time arrangements are being made for reserving the calendar date, the use of the church sanctuary and/or fellowship hall, and pastor. These things should be done first before reserving anything else.

## Organist Fees:

The organist's fee for the wedding includes the following:

- A planning meeting with the wedding party to help select music.
- Rehearsal with the soloist (s) either before the wedding rehearsal or the wedding ceremony. (This must be scheduled with the organist.)
- Playing for the wedding rehearsal.
- Playing for the wedding ceremony which includes prelude music and music following the recessional.
- If you choose an organist who is not from ULC, the organist from ULC must still be contacted.

The fee paid shall be made payable directly to the organist at the rehearsal.

## Musician Fees:

Refer to fee schedules found in [ULC facility use application / agreement / damage deposit form](#) available from University Lutheran Church's Administrative Assistant.

## **Facilities**

The sanctuary can seat about 350 people. The fellowship hall is also available for receptions. If it is to be used, it should be reserved when the wedding is placed on the church calendar. The fellowship hall will accommodate up to 200 people for a meal. The Student Lounge and the Fireside Room are available for dressing.

## **Decorations**

Part of the beauty of ULC's sanctuary is the simplicity of its decor. The use of flowers and greenery for a wedding service can distract from the worshipful setting of these facilities. No decorations are to be used that will hide any of the symbols of worship from view of those in the sanctuary. The seasonal colors of the church will not be changed and the furniture in the alter area cannot be moved. No tacks, nails, staples, or undesignated tape are to be used in the hanging of decorations. Decorations may not be used which will mar the woodwork, pews, or painted walls. If the sanctuary has been decorated for a special season, such as Advent or Christmas, permission must be obtained to make any changes.

## **Photography**

There are several advantages to having formal pictures taken prior to the service. The bridal party will be the freshest and composure, no doubt, is at its best. This also shows courtesy to the guests by not delaying the reception. You must be sure to leave the sanctuary ½ hour before the service begins. Additional pictures can be taken outside the building or in other areas of the church. No flash pictures are permitted during the service. The photographer is restricted to the rear of the church. There should be no movement of the photographer in the sanctuary during the wedding ceremony. Also, no church furnishings shall be moved for pictures.

## **Videotaping**

The use of videotaping equipment is permitted if these above guidelines are followed and the taping does not upstage the dignity of the wedding ceremony. This activity should be checked out with the pastor.

## **Wedding Bulletins**

Wedding bulletins are the responsibility of the wedding party. The officiating pastor must approve a draft copy.

## **Sound System**

The sound system is to be only run by ULC staff or a qualified ULC sound technician. Elaborate requests may entail additional fees.

## **Wedding Fees**

Weddings involve some extra services that the church does not underwrite. ULC makes every effort to assist in keeping the costs to a minimum. Facilities use and fees can be found in the Use of University Lutheran Church Facilities Policy and Table 3: ULC facilities use request form and applicable fees. Separate checks should be written for the charges. Fees for the building use should be written to University Lutheran Church. The organist, and vocalists and/or instrumentalists should be paid separately with checks made payable to each one of them.

**Funeral/memorial service wishes**

**Name** \_\_\_\_\_  
Last First Middle SS#

**Address** \_\_\_\_\_  
City State Zip

**Birthdate** \_\_\_\_/\_\_\_\_/\_\_\_\_  
Mo Day Year

**Birthplace** \_\_\_\_\_  
City State County

**Spouse's / Partner's Name (if applicable)** \_\_\_\_\_

**Children's Names** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Designate Preferred Contact above with phone number after his/her name.)

**Preferred Location of Service** \_\_\_\_\_  
(Church, Funeral Home, or Other location)

**Address/City/State** \_\_\_\_\_

Do you plan to have a burial \_\_\_\_ or cremation \_\_\_\_?

Do you wish to have your remains present at the funeral/memorial service, Yes \_\_\_\_ or No \_\_\_\_?

If you have planned for a cremation, do you want this done before \_\_\_\_ or after \_\_\_\_ the service?

If you plan cremation after the service, do you want the body present in a casket at the funeral (Caskets, with an insert liner, are available for temporary use for a funeral), Yes \_\_\_\_ or No \_\_\_\_?

(Caskets, with an insert liner, are available for temporary use for the funeral)

**Special Note:** Since a funeral is considered a worship service in many churches, the ceremonies or tributes of social or fraternal societies are more appropriate at the funeral home prior to the service. The choice of music should, also, be appropriate for a religious service. Discussion of these issues with the presiding clergy is strongly encouraged, beforehand.

**Favorite Hymns to be played/sung** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Requested Readings:**

1st Reading \_\_\_\_\_

2nd "(or Psalm) \_\_\_\_\_

3rd Reading (or Epistle) \_\_\_\_\_

Other "(Gospel) \_\_\_\_\_

Is there anything you would like to say to comfort your family and friends?

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What would you like to be remembered about you?

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Do you prefer a Communion Service, Yes \_\_\_\_ or No \_\_\_\_?

Would you like to have graveside services, Yes \_\_\_\_ or No \_\_\_\_?

Do you have any special requests for the graveside service or remains?

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Please discuss and keep this with personal papers and provide a copy of this document to your clergy and your family member(s).

September 17, 2007

## Appendix C: Documented procedures - financial

### Tax exempt letter



## Fundraising or Collection of purchased goods procedure



*As we fulfill God's unique calling, ULC's outstanding groups and ministry teams sometimes are called to have special fundraisers or collections of goods in accordance with the ULC fundraising policy. In order to maximize the potential results and minimize competition between events, all fundraisers or collections of purchased goods should be proposed to and approved by the ULC Lead management Team. ULC is an innovative church and this policy improves coordination so your events are more successful.*

Fundraising is not only a means to an end (money for ministry), but offers other benefits, such as:

- Building relationships/community among participants
- Giving participants a sense of trip/event ownership
- Providing service to others
- Giving others the opportunity to invest in various ministries of the church
- Increasing awareness of
  - ULC ministries
  - Other positive aspects of our church
  - Important needs in our local and global communities

### Fund Raising Guidelines

- Provide information about fundraising events in ways that encourage growth in Christian stewardship, and appreciation for participation and support.
- Be thoughtful, creative and deliberate in your fundraising techniques:
  - Celebrate everyone's contributions (participation and support) with continual expressions of appreciation and thanks.
  - Be entrepreneurial, innovative, and promote the benefits of your program(s).

### Recommended Practices

- Have Faith!
- Make it FUNd-raising...and keep smiling.
- Dwell on the successes.
- Do a plan and be strategic to strengthen relationships and tap the many talents of our congregation.
- Time your programs to avoid a concentrated time period of fund-raising requests.
- Inform your friends and supporters and to ask them to help because beyond any monetary donation, their help in advertising your cause and financial need will reach farther than you could ever do alone. It'll just be another excuse to enjoy the company of your friends.

### Other Resources

- Good fundraising ideas can also be found at:
  - Lutheran World Relief <http://www.lwr.org/parish/fundraising.asp>
  - Mission Adventures [http://www.missionadventures.net/cms/fundraising\\_ideas.html](http://www.missionadventures.net/cms/fundraising_ideas.html)
  - [http://www.fundraising.com/Fundraising\\_Ideas.asp](http://www.fundraising.com/Fundraising_Ideas.asp)
- Consider the following recommendations for fund-raising for youth programs:
  - <http://www.elca.org/youth/helpsheets/fundraising.html#step1>

### Register your event

Please apply for special offerings and fundraisers using the *ULC Fund-Raising Application* *and indicate if you wish to use Pay Pal on Other Side*

ULC's Stewardship Vision: *a church where all people share their God given gifts and grow in joyful service within the body of Christ.*

Version 1.0 May 2007

## Fundraising application

*An integrated family, journeying faithfully together, inspired by God's grace, guided by Christ, and empowered and sustained by the Holy Spirit.*

Instructions: ULC ministry teams and ULC-sponsored groups should complete this application and submit to the Lead Management Team for review and decision. Applications need to be submitted in sufficient time for decision-making and publicity--at least four weeks in advance of the event.

Date submitted: \_\_\_\_\_

Submitting group: \_\_\_\_\_ Partner group? \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Description of event: \_\_\_\_\_  
\_\_\_\_\_

Purpose for funds: \_\_\_\_\_

Event date(s) and location(s)/room(s): \_\_\_\_\_

Promotion/publicity strategies: \_\_\_\_\_

ULC account to receive funds: \_\_\_\_\_

Participant contributions (Check all that apply):

Pen Pal

Freewill offering

Money/Suggested Donation: (Specify if a given amount \$\_\_\_\_\_)

Material Goods: Specify anticipated items \_\_\_\_\_

Other

### Completed by LMT

Accepted  Rejected

Explanation:

\_\_\_\_\_  
*Signature (Lead Pastor)*

\_\_\_\_\_  
*Date*

1020 S. Harrison Road \* East Lansing, MI 48823 \* 517/332-2559 or 517/332-4184 (fax)

## Payment request form

### Payment request form

Today's Date \_\_\_\_\_ Requested Amount \$ \_\_\_\_\_ Date Check Needed \_\_\_\_\_

Payable To: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

Account or Fund to be charged: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature of approval: \_\_\_\_\_

-

### Payment request form

Today's Date \_\_\_\_\_ Requested Amount \$ \_\_\_\_\_ Date Check Needed \_\_\_\_\_

Payable To: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

Account or Fund to be charged: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature of approval: \_\_\_\_\_

-

### Payment request form

Today's Date \_\_\_\_\_ Requested Amount \$ \_\_\_\_\_ Date Check Needed \_\_\_\_\_

Payable To: \_\_\_\_\_

Description of purchase: \_\_\_\_\_

Account or Fund to be charged: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Signature of approval: \_\_\_\_\_



Preferred vendor list as of June 2014.

<b>Name of Vendor</b>	<b>Telephone</b>	<b>Acct No.</b>	<b>Comments</b>
A Catered Affair	372-7370		Has done funeral receptions at ULC since 2003
A Complete Rental	484-6600		
Anderson Windows	810-653-3719		Addition windows
Augsburg Fortress Pub	1-800-328-4648	1274290101	
Automatic Door Service, Inc. Grand Rapids, MI	616-363-6554, fax 616-363-6776		Outer doors (handicap). Dan Tacoma
Ayers Tree Service	484-8318		
Bornor Restoration	482-1625		Sanctuary roof and concrete maintenance
Bud Kouts Chevrolet	374-7504		Church van
BulbConnection.com			Sanctuary light bulbs
Calkins Paint	203-4749	77762	
Church Budget Envelope	1-330-337-8707	EO536	
Church Mutual	1-800-554-2642		Insurance
DBI	485-3200		Most ULC Office Furniture
D & D Maintenance Supply	629-2173		Paper towels, toilet paper, plastic bags
Fowler Organ Co. (Brian)	485-3748		Organ Repair
DeLau Fire Services	321-1111		Annual inspection/maintenance of fire extinguishers
Dennis Glew	351-3853		Small electrical jobs
DuroLast Roof	800-241-0280		Addition roof
ELAN	1-866-552-8855		Church Credit Card
Eradico Exterminating	351-6085	105373	Monthly Pest Control
Feldpausch Cleaning, LLC	Mike: 582-1083		Contracted Janitorial Services
Fowler Organ Co. (Brian)	485-3748		Organ Repair
Gall Vac Service	333-0500		Sewing Machines, Vacuums
Gift and Bible Center	347-5500	20150	
Gordon's Food Service	887-0750		
Granger	372-2800		Trash & Rubbish
Hampton Products	248-547-0900		Jessica Roberts - Narthex and Fireside Furniture
Hayhoe Asphalt	517-694-9033		Parking Lot
Hobies	351-3800		
Home Acres	882-9864		Ceiling Tile and gypsum
Home Depot	381-0650		Any Home Depot (Tax ID 1401655165)
Jeffers Handbell Supply	1-803-781-0555	35502	
J. W. Pepper Music	1-800-253-9692	6511240	
Kinko's	332-5855	47564	
Landmark Lawn & Snowplow	339-7577		Snowplowing
Lansing Safe & Lock	327-6736		Handicap door & safe
Lansing Sanitary	487-3362		Custodial Supplies
Lansing State Journal	377-1000		
Lansing Upholstering	517-485-8950		Re-cover Pews
Len's	886-5367		Carpet cleaning
Lightening Lines	1-877-383-0639		Sam Curtis - Parking Lot Stenciling

<b>Name of Vendor</b>	<b>Telephone</b>	<b>Acct No.</b>	<b>Comments</b>
Lowe's	699-3574		Any Lowe's
Luther Church Library Assn	1-651-430-0770		
Luther Sem Book Store	1-651-641-3440	4936	
Mark's Lock Shop	517-482-5809		
Marshall Music	337-9700		Wireless Mics
Matt Morse	468-3286		Sanctuary stained glass repair
Menards	393-0197		Any Menards
Michigan Church Supply	1-800-521-3440	1514	
Michigan Company, Inc.	484-9312	1723	
MI Plumbing Sewer & Drain	1-517-322-2993		Exterior sewer
MSU Stores	355-1700		will deliver free
MSU Surplus	355-0364		
Myers Heating and Plumbing	886-2255		Chris Myers - all church plumbing
Norman Foods	1-800-695-5696		Set up by LaVon Miller
Otis Elevator	322-0100		1-800-233-6847 (fax 517-322-9431 corrections)
Pearson, Rick	242-3505		Piano tuning
Pricco's	332-3963		Carpet cleaning
Professional Party Planner	627-5493		Teresa Barcy. Preferred Caterer (Funerals)
Project Professionals	517-974-7318		Small repair work
Rosary Book & Gift Shoppe	323-4800	206535	
SignArt	800-422-3030		Front sign and signage
Smith Floral	484-5327	64061	Sunday flowers
Stamp-Rite	487-5071		Interior signage, stamps
Staples	332-3632	7972-8300-0600-7941	
Summit Electric Ryan Emerick	Ofc: 575-0881 819-0952 cell#		Major electrical jobs.
Superior Services (Roof)	321-8222		Dave
Tru-Cut Lawnscape	655-8809		Mowing
Underground Printing	853-1211		t-shirt screens, printing
Vertex Computers	332-6116		ULC computer hardware & repair
Williamston Greenhouses	655-5614		Palm Sunday palms

(Revised 6-27-14)

## **University Lutheran Church Endowment fund grant application packet**

Dear Friends in Christ:

Thank you for considering an application to the University Lutheran Church Endowment Fund.

The ULC Endowment Committee developed this Grant Application Packet as the means to apply for grant funds from the Endowment Fund of University Lutheran Church. Grant applications seeking to apply principles consistent with the values, vision and mission and current goals of University Lutheran Church of East Lansing, Michigan will be considered for funding. Members in good standing of University Lutheran Church, or those endorsed by members in good standing, are eligible to submit an application.

Prior to completing this Grant Application, please read thoroughly the ULC Endowment Distribution Policy included in this packet.

When applying, please submit two copies of all forms.

If you have questions, please contact a member of the University Lutheran Church Endowment Committee. Members of the committee can be reached through the ULC office at 517-332-2559.

Yours in Christ,

ULC Endowment Committee

**Grant application form ULC Endowment fund**

**Date of application:** \_\_\_\_\_

**Name of organization or group applying:** \_\_\_\_\_  
*(If a 501C-3 nonprofit, please use same name as on IRS determination letter & IRS Form 990.)*

**Name of project:** \_\_\_\_\_

**Person responsible for project:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City/State/Zip:** \_\_\_\_\_

**List any previous funding form ULC Endowment Fund in the last five years:**

\_\_\_\_\_

**ULC Member(s) involved in this grant request (if different from persons responsible for project):**

\_\_\_\_\_

\_\_\_\_\_

**Amount requested:** \$ \_\_\_\_\_

**Total project cost:** \$ \_\_\_\_\_

**Geographic area served (County/city/township):**

\_\_\_\_\_

\_\_\_\_\_

**Summary of grant** *(Brief explanation of why you are requesting the grant, what you hope to achieve and how grant funds will be used):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Summary of organization** *(Brief history, include year founded, mission and current operating budget):*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Purpose of grant:**

**What are the needs or problems to be addressed?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Is this a new or ongoing project?** \_\_\_\_\_

**Describe goals and action plans:**

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**How does this proposal reflect and support the mission of University Lutheran Church?**

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**What is the time table for implementation?**

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**List key people and their roles:**

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**What is the long term strategy for funding this project following the grant period?**

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**Evaluation** (*describe how and when you will report on project progress and/or results*):

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**Budget Narrative** (*attach a simple budget for the complete project describing all sources and uses of funds*)

**Attachments:**

- Attach any letters of support verifying project need and collaboration with other organizations.
- Attach annual report, if available.

**Grant applications may be submitted by October 15 each year for review by the University Lutheran Church Endowment Committee. Grantees will be notified of the decision on their grant application within two months of the grant deadline.**

\_\_\_\_\_  
**Signature of Member of University Lutheran Church**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature, Person in charge of Project**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name**

## Appendix D: Documented procedures - facilities, health and safety

### Emergency action plan

#### Emergency for an adult on the main floor or sanctuary level during a service or event

When a person collapses, two ushers (or two first aiders) will immediately proceed to the person experiencing difficulty. One usher (or first aider) will gently shake the victim and ask “Are you OK?”

If the person is unresponsive (or partially unresponsive) start the Emergency Action Plan

- a. The first usher (or first aider) will stay with the victim. Check if the person is breathing.
  - i. If breathing, leave the person in the position they were found.
  - ii. If not breathing or you cannot tell, position the person on their back. Open the airway by doing a head-tilt/chin-lift method. Check for signs of life (chest rises, feel breathe movement, breathing). If not breathing, give two breaths.
  - iii. If no signs of life start CPR until AED arrives. Turn on AED and follow the directions on the AED. Continue until emergency personnel arrive.
- b. The second usher (or first aider) will immediately proceed to Call 9-1-1. Closest land telephone is in the main office.
  - i. Follow the directions posted by the phone.
  - ii. Return to the victim to let the first usher know help has been called.
  - iii. Go to the end of the driveway and wave to attract the emergency personnel.
  - iv. Direct the emergency personnel to the victim.
- c. A third usher, first aider or bystander will get the first aid kit and AED located in the upstairs kitchen and return to the victim.

Special note: If the emergency occurred during a worship service, when the emergency is under control – please discreetly notify the Pastor as to the identity of the victim and if the person is being taken to the hospital.

#### Emergency for an adult during a non-church service event

When a person collapses two first aiders will immediately proceed to the person experiencing difficulty. One usher (or first aider) will gently shake the victim and ask “Are you OK?”

If the person is unresponsive (or partially unresponsive) start the Emergency Action Plan

- a. The first (first aider) will stay with the victim. Check if the person is breathing.
  - i. If breathing, leave the person in the position they were found.
  - ii. If not breathing or you cannot tell, position the person on their back. Open the airway by doing a head-tilt/chin-lift method. Check for signs of life (chest rises, feel breathe movement, breathing). If not breathing, give two breaths.
  - iii. If no signs of life start CPR until AED arrives. Turn on AED and follow the directions on the AED. Continue until emergency personnel arrive.
- b. The second (first aider) will immediately proceed to Call 9-1-1. Closest land telephone is in the main office. If the office is locked the closest telephone is on the lower level by the kitchen entrance closest to the women’s bathroom.
  - i. Follow the directions posted by the phone.
  - ii. Return to the victim with the first aid kit and AED (unless a third person has gotten this equipment).
  - iii. Go to the end of the drive way and wave to attract the emergency personnel.
  - iv. Direct the emergency personnel to the victim.
- c. **If alone**, check the victim for responsiveness: gently shake and “Ask are you OK?”
  - i. If the person is unresponsive (or partially unresponsive), call 9-1-1. Closest land telephone is in the main office. NOTE: If the office is locked the closest telephone is on the lower level by the kitchen entrance closest to the women’s bathroom.
  - ii. Follow directions by the telephone.
  - iii. Pick up the first aid kit and AED from the upstairs kitchen.
  - iv. Make sure the outside door is open for emergency personnel to enter the building.
  - v. Return to the victim; check if the person is breathing.
  - vi. If breathing, leave the person in the position they were found.

- vii. If they are not breathing or you cannot tell, position the person on their back. Open the airway by doing a head-tilt/chin-lift method. Check for signs of life (chest rises, feel breathe movement, breathing). If not breathing, give two breaths.
- viii. If no signs of life start CPR until AED arrives. Turn on AED and follow the directions on the AED. Continue until emergency personnel arrive.

### **Emergency on lower level**

When a person collapses two first aiders will immediately proceed to the person experiencing difficulty. One usher (or first aider) will gently shake the victim and ask “Are you OK?”

If the person is unresponsive (or partially unresponsive) start the Emergency Action Plan

- a. The first (first aider) will stay with the victim. Check if the person is breathing.
  - i. If breathing, leave the person in the position you found them.
  - ii. If not breathing or you cannot tell, position the person on their back. Open the airway by doing a head-tilt/chin-lift method. Check for signs of life (chest rises, feel breathe movement, breathing). If not breathing, give two breaths.
  - iii. If no signs of life start CPR until AED arrives. Turn on AED and follow the directions on the AED. Continue until emergency personnel arrive.
- b. The second (first aider) will immediately proceed to Call 9-1-1. Closest telephone is outside the kitchen entrance closest to the women’s bathroom.
  - i. Follow the directions posted by the phone.
  - ii. Return to the victim with the first aid kit and AED located in the upstairs kitchen (unless a third person has gotten this equipment).
  - iii. Go to the end of the drive way and wave to attract the emergency personnel.
  - iv. Direct the Emergency Personnel to the victim.
- c. **If alone**, check the victim for responsiveness: gently shake and “Ask are you OK?”
  - i. If the person is unresponsive (or partially unresponsive), call 9-1-1. Closest land telephone is on the lower level by the kitchen entrance closest to the women’s bathroom.
  - ii. Follow directions by the telephone.
  - iii. Pick up the first aid kit and AED from the upstairs kitchen.
  - iv. Make sure the outside door is open for emergency personnel to enter the building.
  - v. Return to the victim, check if the person is breathing.
  - vi. If breathing, leave the person in the position they were found.
  - vii. If not breathing or you cannot tell, position the person on their back. Open the airway by doing a head-tilt/chin-lift method. Check for signs of life (chest rises, feel breathe movement, breathing). If not breathing, give two breaths. .
  - viii. If no signs of life start CPR until AED arrives. Turn on AED and follow the directions on the AED. Continue until emergency personnel arrive.

### **Emergency outdoors during an event at the church**

When a person collapses two first aiders will immediately proceed to the person experiencing difficulty. One usher (or first aider) will gently shake the victim and ask “Are you OK?”

If the person is unresponsive (or partially unresponsive) start the Emergency Action Plan

- a. If an event coordinator is available, please notify them to assist with the emergency.
  - i. One person will check for responsiveness: gently shake and “Ask are you OK?”
  - ii. If not fully responsive, send a bystander to call (9-1-1).
  - iii. Event coordinator will have a phone or access to the church. The event coordinator can pick up the first aid kit and AED or assign someone to get the equipment.
  - iv. The person that checked for responsiveness will proceed to check if the person is breathing. If breathing, leave the person in the position they were found.
  - v. If not breathing or you cannot tell, position the person on their back. Open the airway by doing a head-tilt/chin-lift method. Check for signs of life (chest rises, feel breathe movement, breathing). If not breathing, give two breaths.
  - vi. If no signs of life start CPR until AED arrives. Turn on AED and follow the directions on the AED. Continue until emergency personnel arrive.

- b. Person that called 9-1-1 should go to the end of the drive way and wave to attract the emergency personal.  
Direct the emergency personnel the victim.

**Emergency information at each Telephone and when calling.**

When calling for an **Emergency** be ready to give the following information

1. My name is \_\_\_\_\_.
2. There is an emergency at **University Lutheran Church.**
3. Located at **1020 South Harrison, East Lansing.**
4. Between **Kalamazoo and Trowbridge.**
5. State what happened? (e.g., person fainted)
6. Number of victims.
7. Condition of victim.
8. First aid being given.
9. The church telephone number is **332-2559**
10. Hang up after dispatcher tells you to or says help is on the way.



## **General guidelines for ULC kitchen use by members**

The purpose of these guidelines is to reduce waste and maintain ULC's facilities. Currently refrigerators, freezers, the conference room and kitchens are being picked up and cleaned by one or two members or sometimes the staff. This is not appropriate since it is not in their respective job descriptions. We should each clean up after ourselves.

All groups meeting in the church should clear dates, times and locations with the Administrative Assistant. Food service approval may be given by the Administrative Assistant, or when necessary, by the Facility Team Leader or his/her designate.

1. Any group using either the upstairs or downstairs kitchens is requested to clean up afterwards, whether it is just a cup of coffee or a full dinner. Recycling containers are provided for bottles, metal, plastic, paper and Styrofoam.
2. Any group using either kitchen is requested to arrange for disposition of leftover food. See leftover food guidelines.
3. Any group using the conference room is requested to remove all food, drinks, dishes, and papers and dispose of them properly, either in wastebaskets or dishwasher.
4. Any group making coffee is encouraged to make a donation to the office to pay for the coffee.
5. When a formal dinner is held, whether catered or not, Facility Team Leader will determine if an Event Coordinator is needed. If so, the group sponsoring the dinner will be responsible for paying the Event Coordinator.

### **Leftover food**

Leftover food can be a health problem in our kitchens. In order to maintain acceptable food safety standards, the Health Ministry and Social Action Teams recommend the following to all groups using ULC kitchen facilities:

- All unused food must be removed from the kitchen after an event.
  - Haven House (121 Whitehills Drive, E. Lansing, 337-2731 or 318-0900) will accept donations of food delivered the same day they are used at church. Park behind the house and make delivery to the front door.
  - City Rescue Mission (607 E. Michigan Ave, Lansing, 485-0145) will accept unopened food only. Please park in the alley behind the Mission and ring the bell.
- Food left after a ULC event may be sold or offered to persons attending the event.
- If there is another upcoming event where you are certain your food will be used:
  - Seal it.
  - Mark it with the current date.
  - Mark the date of the next event (e.g. Lenten supper on 3/15/07).
  - Refrigerate or freeze (must be double bagged for freezing) the sealed and dated food.
- Open condiments may be sealed and dated and left in the refrigerator, if they have not remained open for more than 2 hours.
- Unopened soft drinks and juice may be dated and left in the refrigerator.

Any food that does not meet these standards must be removed from the kitchen on the day of the event.

## **ULC facilities use policy summary**

ULC reserves the right to refuse the use of its facilities, or any portion of them to any group or person whom ULC, acting through its pastors in consultation with the Finance Committee or the president of the congregation, deems to be at odds with ULC's views regarding appropriate religious or charitable purposes. The decision of ULC in this regard is final. Status as a tax-exempt organization is not germane. Any exceptions to this policy must have the approval of the Church Council. *In exceptional circumstances ULC reserves the right to preempt any group should the need arise.* University Lutheran Church is not responsible for any lost or stolen personal property.

- All groups must be given a copy of the Guide for Use of Facilities.
- All groups must complete Facility Use Application / Agreement / Damage Deposit form.
- All groups must schedule with the Administrative Assistant.
- All groups must have one person designated as liaison.
- All groups are expected to put things back (including table and chair arrangement) as they found them.
- All groups are expected to recycle bottles, metal, plastic, Styrofoam and paper into appropriate containers.
- All groups are expected to perform a facility security check (refer to procedure).
- All groups are expected to turn off lights, close windows and be out by scheduled end time of 10:00 p.m. at the latest.

### **Restrictions**

- No beer, wine, liquor or other controlled substances.
- No smoking.
- No non-church-related fundraising.
- No long-term storage is provided for any group.
- Phone use is limited to local calls unless approved by office staff.
- Internet access via wireless attachment to building LAN must be pre-arranged and approved – no computer support is provided.
- Scheduled use of sanctuary, fellowship hall or fireside lounge does not include kitchen use; kitchen use must be scheduled separately and arranged for in advance.

### **Special Kitchen Use Requirements**

- Kitchen use must be pre-approved and application made when other ULC facilities are requested.
- Administrative Assistant will provide group with rules of use of kitchen.
- An ULC-approved event coordinator must be present and will be paid at the current rate with a 3 hour minimum. The coordinator fee will be included in the building use fee and/or deposit. The coordinator will help guests find equipment and instruct them in its use.
- The kitchen must be cleaned at the close of the activity.

### **ULC Facilities Use Fees (See Table 3: ULC facilities use request form and applicable fees)**

- Fees for the use of facilities assist in defraying operational and maintenance costs.
- Deposit refunds may be made at the discretion of the Administrative Assistant and lead pastor.
- No charge for building use for ULC members or ELCA organizations, related or sponsored groups.
- Church supplies are to be used for church business. Reimbursement, at the appropriate rate, by staff and members will be expected when supplies are used for personal business. ULC property (e.g., silver, glassware, china, coffee pots, tables, chairs, etc.) shall only be used for ULC sponsored or supported events.
- No charge for ULC member weddings or funerals.
- Event Coordinator is necessary for weddings and funerals unless waived as above.
- “Sponsored” or “related” groups (e.g., AA, etc.) will contribute, as they are able.

## Usher check list

Please arrive 30 minutes prior to service.

### Pre-Service

- Turn on lights – press button by appropriate service.
- Open drawer in the Table of Gifts: take out green usher binder where you will find nametags, attendance slips and directions.
- Turn on sound system – settings are already pre-set. Please do not adjust.
- Check temperature. You may need to turn on fans.
- Check for altar flowers in conference room and place on stand by altar. (8:30 service)
- Check for bulletins on the Bible cart in Narthex, or check in conference room for extras; browse through and see if there are any special events (e.g., baptism). See attached for details pertaining to these events. Large print bulletins are on the nametag cart.
- Check for four offering plates. If they're not on Table of Gifts, check in the office where they count the money.
- Place NOTHING on the Table of Gifts, except offering plates and wine and bread.
- Open doors by pushing back until the magnets catch.
- Stand outside of doors in Narthex to pass out bulletins. One usher could be in the church about halfway down the center aisle to direct people to pews.
- Note anyone who might require communion in the pew. Ask them and report this to the Pastors by note when bread and wine is brought up. Whenever possible, after the congregation is finished, stay and lead the pastor to the person.
- Encourage people to take a seat when close to start time, (when the prelude is being played).
- Close doors just before service starts to minimize voices and other sounds from the Narthex.
- Hold any late arrivals in the back of the church until after prayers – if possible. If they are unsure of where to sit, lead them to an open pew.
- Seat all on left side (north side) of the church at 8:30 service
- Stay by the closed doors to assist with anyone leaving and re-entering the church during the service.

### Collection

- Two people – one on each side of the section. Start at front and work to the back. If pew is not full take plate back and continue with next row. Alternate if possible.
- Count people in each row; fill out form that is in the drawer in the table of gifts. Be sure to count and fill in the entire form.
- After collection is complete, stack plates one on top of the other. Depending on service and number of people you could have two or four plates).
- Two ushers take the offering plates up, followed by two ushers carrying the bread and wine. Left usher stacks their collection plates on top of right usher's who then hands all to acolyte; these two ushers stand aside and let the bread and wine be placed on the altar. All ushers then proceed to the back of the church.

### Communion

- Start with front right (south side) of church.
- Three ushers go up center aisle. First usher goes up to the first step of the altar and waits to escort the first members up and around the altar, This usher will then stay up front to direct communion glasses to be placed in basket, help anyone down the steps and to direct those finished back to their pew. The second usher positioned by the first pew will act as the gatekeeper and keeps the altar filled. The third usher guides people out of the pews and collects the communion cards. The flow of people to the aisle should be continuous which the second usher (gate) will regulate and guide to the altar.
- After the south side is completed, the second usher will move to the extreme left front (north side) where the fourth usher is now positioned to direct people from the pews and collect the communion cards. The first usher will remain up front to help and direct people back to their pew by means of the center aisle.
- Ushers are the last ones to commune.
- Escort the pastor and liturgical deacon to anyone communing in their seat.

**Post-Service**

- Save about a dozen leftover bulletins and put these plus the attendance form, communion cards and any other cards collected on the volunteer's desk in the office.
- Check pews – replace and straighten hymnals and bibles and pick up any trash.

**Special Services – Baptism**

Have families sit together up front if possible. During the “Hymn of the Day” escort them up to the altar and have them bring their hymnals. Details have usually been discussed with the pastor. Escort them back to the pew at end of the baptism.

## **Appendix E: Documented procedures - committees / teams / service**

### **E-Vote Procedures**

All Council/Committee/Team members must agree to e-voting prior to use.

#### **Minutes:**

1. Once the minutes are written, President/Committee Chair shall distribute draft minutes for edits and discussion either by email attachment or discussion board (member login). Line numbering is helpful for editing purposes, and minutes should be marked as draft.
2. Edits will be taken for a minimum of 5 days and directed to the recorder (e.g., secretary).
3. Once the minutes are edited, the President/Committee Chair will distribute edited copy by email attachment or discussion board (member login), and call for a motion and second for acceptance.
4. Motion(s) and second(s) for acceptance will count as “affirmative” votes and will require no additional voting by parties offering motion.
5. Once motion and second are received, President/Committee Chair will call for a vote. Majority vote of the entire group’s population is required for motion to carry (e.g., N=13 for Council so 7 affirmative votes are required). President/Committee Chair will count votes and announce/record outcome after 5 days. If insufficient affirmative votes are received to pass the motion, the motion is considered automatically tabled and listed as an action item on the group’s next meeting agenda when final action will be taken.
6. All e-vote motions and action will be attached to the group’s minutes for the next month as official records with the e-vote date recorded.

#### **Other Motions:**

Committee appointments  
Emergency expenditures  
Membership changes

President/Committee Chair only can originate request for motion and second. A 5 day electronic discussion format must be allowed prior to e-vote (except in emergency expenditure situations).

For any non-minutes motion, any group member can email or call the President/Committee Chair during the discussion phase to table the motion until a formal meeting is held. No second to table is required. If tabled, no e-vote can be taken, and the motion shall be added as an agenda item at the group’s next formal meeting.

Voting would follow same approval steps 4-6.

(Provided by ULC Council March 2008)

## **Mutual Ministry Committee**

### **Theology of Mutual Ministry**

Pastors and other professional leaders minister to the congregation. At the same time, members of the congregation minister to one another and to the church's pastors and staff (Gal. 6:2).

Unfortunately, this multiplicity is not always evident.

One important truth must always be kept in mind: the church does not belong to the staff or to the people; it belongs to Jesus Christ.

### **Purpose**

We understand the ministry of the church to be the responsibility of all the people of God, congregation, officers, committees, teams, Council and staff. The Mutual Ministry Committee is established to strengthen the ministry of the University Lutheran Church by:

- Enhancing communications between congregation and staff and among staff through mutual counsel, support and feedback information.
- Reflecting on the ministry of this unique combination of staff and congregation; and
- Clarifying expectations and images that staff people and members of the congregation have of each other, by referring to specific tools as established by congregational leadership and constitution (i.e. goals and objectives and job descriptions).

### **Objectives**

- Listening and clarifying - Major emphasis should be given to listening, conferring and enabling the staff and congregation so they can build effective relationships among themselves.
- Reviewing and Reflecting – This committee shall create an atmosphere in which the staff and congregation feel free to share both the joys and frustrations, the accomplishments and disappointments of ministry.
- Sharing and communicating – This committee shall be alert to the health of the relationship between the congregation and staff and among staff. The committee shall serve as a communication link and sounding board for the congregation and staff.
- Meetings of the committee shall be open to staff except by request of a committee or staff member. No notice of meetings need be given, except to participants. The committee shall meet at least two times per year, one of these times with staff as a group, and as needed with individual staff and congregation members.
- The committee shall provide an annual report to the congregation concerning the number of meetings held during the previous twelve months and listing the names of the current membership of the committee.

### **Guidelines**

- The group shall be devotional in attitude, shall seek opportunities to worship together and retreat together, and should be open and receptive to the leading of the Holy Spirit.
- Confidentiality must be guarded. Information shared in the meetings is not to be talked about outside the group unless permission is given by the one who shared it.
- The committee shall have no authority to set policy or program, but may share their insights with the appropriate persons.
- Members of the committee shall be accountable to each other and to the staff and congregation they serve in collegial ministry. No committee minutes should be kept and no public reports need to be made.
- Decisions, if any, are normally reached by consensus rather than by majority vote.
- Differences or conflicts between Mutual Ministry Committee members or between committee members and staff or congregation members shall be openly considered during meetings.

### **General guidelines for the Altar Guild ministry**

Meaningful worship does not simply happen; it requires reverent and thorough preparation by all who are involved in it. Our goal is to see that the worship space is kept beautiful and in good order, both to glorify God and to provide a setting which enables the congregation to worship in a meaningful way.

## **Responsibilities**

- To care for the chancel area, its furnishings, linens, paraments for and appointments.
- Prepare the chancel for services, communion, baptisms, weddings, funerals and special festivals.
- Care for albs used by acolytes.
- To see that there are adequate supplies such as candles (baptism, altar, Paschal, candles for candle light services) linens, bread/wafers, wine/grape juice, as well as cleaning supplies for sacristy and to see that all are properly stored.
- Care for special banners, as well as putting them up and taking them down.

## **Guild membership and responsibilities**

- Members will be from the congregation and not limited to women.
- The Alter Guild Team is responsible for Altar Guild Ministry.
- It will be the responsibility of each member to know the correct terminology for liturgical space, furnishings and appointments.
- Members will get together twice a year for fellowship and devotion. The ministry of preparation involves learning, and learning in turn will make worship more personally meaningful.

## Lead Management Team Coordinators

### Spiritual Formation

Carolyn Haase  
323-8179  
[carolynulc@comcast.net](mailto:carolynulc@comcast.net)

*Vacancy*

### Outreach

Bryan Rahe  
485-4864  
[b.rahe@comcast.net](mailto:b.rahe@comcast.net)

*Vacancy*

### Resource

Ann Booren  
332-3585  
[boorena@msu.edu](mailto:boorena@msu.edu)

Melody Kiefer  
351-9098  
[Kiefer.family@comcast.net](mailto:Kiefer.family@comcast.net)

## Spiritual Formation

**Coordinators:** Carolyn Haase, *Vacancy*

### Altar Guild

A ministry team that ensures that the worship space is kept in good order, both to glorify God and to provide a setting which enables the congregation to worship in a meaningful way.

Volunteer opportunities:

- Communion preparation.
- Help with making of linens, such as bread napkins and purificators.
- Launder and iron communion linens.
- Care for robes used by acolytes.
- Care for candles (back wall)
- Seasonal decorations (Easter and Christmas flowers)

Team Leader: Gerry Erickson  
349-5664  
[gerry.erickson@gmail.com](mailto:gerry.erickson@gmail.com)

### Bell Choir

A ministry team that provides an opportunity for members to contribute to our diverse music program. The choir plays at least once a month from September through April and, when possible, participates in local festivals such as the local March Spring Rings.



Volunteer opportunities:

- Be a regular or substitute ringer of the choir.
- Bell music librarian.
- Help with bell maintenance.
- Wash bell gloves and table covers when needed.

Team Leader: Louise Paquette

626-6207

[paquetl47@gmail.com](mailto:paquetl47@gmail.com)

## Choirs

There are four vocal choirs at ULC: the Senior Choir, Camarata, Youth Choir and Cherub Choir. All choirs contribute to the worship service through vocal music and participants enhance their vocal skills and basic musicianship through the rehearsal process.

Volunteer opportunities:

- Share your musical talents:
- Sing in one of ULC's choirs
- Instrumentalists are sometimes needed to accompany a choral offering
- Assist in the music library, e.g., filing music
- Assist in fundraising activities
- Give financial support to the Senior Choir Student Scholarship Program
- Assist with Cherub Choir rehearsals and on the days they sing during worship
- Assist with the spring musical (offered by the Youth Choir and Camarata).

Team Leader: Janine Novenske Smith

339-8708

[smithj17@lcc.edu](mailto:smithj17@lcc.edu)

## Eucharistic Ministers

A ministry team that takes the Sacrament of Communion to members who are unable to physically attend worship at ULC. Eucharistic Ministers, by means of prayer and conversation, offer a personal connection to the community of believers.

Volunteer opportunities:

- Become a Eucharistic Minister

Team Leader: Pastor Fred Fritz

203-4405

[ffritz@ulcel.org](mailto:ffritz@ulcel.org)

## Fellowship

A ministry team that promotes growth and interaction of spiritual groups in social settings. The team plans and coordinates social events that not only enhance relationships among current members, but also provide opportunities for new members to join.

Volunteer opportunities:

- Assist with Alpha Sunday picnic (September)
- Assist with Advent Dinner (December)
- Assist with Adults Night-out Game Night (March)

Team Leaders:

Norm Jolin Jr.

Kirstan Jolin

655-3329  
[jolin\\_norm@hotmail.com](mailto:jolin_norm@hotmail.com)

655-3329  
[kjolin@mphi.org](mailto:kjolin@mphi.org)

## Health Ministry

The Health Ministry Team is primarily involved in health education. The team has articles in the LUX and bulletin, sponsors one or two forums, stocks Care Notes on various topics and provides CPR and AED training. The team stocks the church's first aid kits and maintains the AED. Team members organize assistance (meals, transportation, going to appointment, grocery purchase, etc.) to ULC members after being discharged from a medical facility or during recovery from an illness or injury. Letters, phone calls or visits are provided to homebound members on a monthly basis. Prayer candle opportunities are offered quarterly.

Volunteer opportunities:

- Assist with blood pressure screening by taking BP or keeping records
- Make home visits or phone calls
- Assist members with transportation or meals in case of illness or injury
- Maintain a prayer list and send cards to members
- Maintain prayer candles and prepare them for the quarterly worship service
- Assist with a healing service once or twice a year
- Maintain first aid kits

Team Leader: Jane Braatz  
699-1864  
[jsbraatz@comcast.net](mailto:jsbraatz@comcast.net)

## Liturgical Deacon

Liturgical deacons assist with the public performance of worship services at ULC by assisting with the liturgy, the offering of public prayer, and the distribution of the Sacraments. Deacons meet monthly with the lead pastor to pray, study evangelical worship, and schedule coverage of services.

Team Leader: Pastor Fred Fritz  
203-4405  
[ffritz@msu.edu](mailto:ffritz@msu.edu)

## Seminarian Support

The Seminarian Support Team mentors persons for service as rostered leaders for the ELCA, coordinates efforts to raise tuition support for ULC members seeking ordination in the ELCA, and provides on-going encouragement to member seminarians.

Volunteer opportunities:

- Become a mentor for a person training to be a rostered leader in the ELCA
- Raise funds for Seminarian support for tuition
- Make a gift for Seminarian support in addition to regular offering
- Provide on-going encouragement to member seminarians

Team Leader: Pastor Fred Fritz  
203-4405  
[ffritz@ulcel.org](mailto:ffritz@ulcel.org)

## Sunday Education

Our goal is to provide school year and Sunday morning education opportunities for all youth, during the Education Hour (9:40-10:30am), and related activities as planned (luncheons, etc.).

Team Leader: Cindy Baswell

## Worship Planning

A ministry team that meets monthly to thoughtfully plan all worship services of the congregation so as to ensure the primacy of Word and Sacrament and an evangelical, confessional witness to the Gospel

The team is comprised of the Lead Pastor, the Director of Music, the Director of Choirs, the Bell Choir Director, and members from the congregation. Planning is completed up to two months in advance and utilizes the ELCA's "Sundays and Seasons." The team reviews the seasons of the church year, the lectionary texts, and special events such as baptisms, annual meeting, stewardship emphases, etc. and then determines hymns, liturgies, and special music. Attention is paid to the textual theme of the day, availability of choirs, musicians, special music, and service length.

The planning team also coordinates, recruits, trains, and schedules ushers, readers, acolytes for worship services.

Volunteer opportunities:

- Usher at 8:30 a.m. service (two needed)
- Usher at 10:45 a.m. service (four needed)
- Usher at Wednesday evening service (one needed)
- During summer, usher at 9:30 a.m. service (four needed)
- One reader is needed at each service
- One acolyte is needed at each service

Volunteers should sign up on the sheets near the sanctuary doors.

Team Leader: Kristie Wiggert  
332-1790  
[elmama43@gmail.com](mailto:elmama43@gmail.com)

Resource Leaders:

Acolytes: Dan Sadler  
285-9439  
[drsdds52@sbcglobal.net](mailto:drsdds52@sbcglobal.net)

Ushers:	
(8:30 a.m. Sundays)	(10:45 a.m. Sundays)
Steve Springer	Emmet Braselton
332-8956	655-4251
<a href="mailto:springers@michigan.gov">springers@michigan.gov</a>	<a href="mailto:braselto@msu.edu">braselto@msu.edu</a>

## Youth Ministry

Youth ministry consists of invested youth and adults who care for this age group. The team determines the year round programming, fundraising efforts and faith development. Through service, fellowship, bible study and leadership development, middle school and high school students have many avenues to help their faith life mature.

Volunteer opportunities:

- Meet monthly to plan and delegate youth activities, while maintaining the big picture
- Lead and/or participate in such events
- Chaperone events
- Pray for our youth and their families
- Assist with parking for MSU football games

Affirmation of Baptism seeks to instruct our 6-8<sup>th</sup> graders in catechism as well as the foundational understanding of being a Lutheran.

Volunteer opportunities:

- Be a Small Group Leader
- Help arrange service opportunities
- Help arrange fellowship opportunities

- Be a secret prayer warrior for a youth

Team Leaders:

Brandon Baswell

694-8677

[bbaswell@pplant.msu.edu](mailto:bbaswell@pplant.msu.edu)

Barbara Helser

669-6450

[helser4@comcast.net](mailto:helser4@comcast.net)

## Outreach

**Coordinator:** Bryan Rahe

## Bicycle Ministry

The Bike Ministry Team prepares and repairs used bicycles for distribution to the campus community at large especially international students.

Volunteer opportunities:

- Repair bicycles
- Obtain and deliver used bicycles

Team Leader: Pastor Fred Fritz

203-4405

[ffritz@ulcel.org](mailto:ffritz@ulcel.org)

## Campus Ministry

A ministry team that promotes the involvement of MSU and LCC students in the life of the congregation and supports the work of the Student Associates in planning activities, retreats and service-learning trips.

Volunteer opportunities:

- Participate in team meetings for planning and carrying out program activities.
- Provide transportation (church van) for students attending Sunday morning and Wednesday evening worship.
- Park cars in the ULC lot for MSU men's basketball games, to help raise money for retreats and service-learning trips.
- Invite students into ministry activities within the broader life of the congregation.

Team Leader: Brad Marks

339-4631

[marksbp@msu.edu](mailto:marksbp@msu.edu)

## Evangelism

Evangelism is proclaiming the Good News of Christ crucified and risen, inviting people to faith in the Triune God, and welcoming all into the Christian church. The Evangelism Team is a ministry team that educates ULC members about ways of sharing the Good News of Christ in their communities. This team is focused on fostering the formation of relationships between the community and our living God and other Christians. This team also assists the Members in Ministry Team in stimulating the active participation of inactive members. This team is encouraged to pursue a variety of forms of communication in addition to traditional methods in accomplishing these goals.

Volunteer opportunities:

- Equip and encourage ULC members to share the Good News of Christ.
- Design and produce Evangelism materials, and target groups to receive these materials.
- Provide the Welcome Team with materials for on-site outreach opportunities.
- Provide the Office Helpers Team with any assistance they need in organizing visitor data and aid the pastors with follow-up contact with worship visitors.
- Develop a media plan to share the Good News of Christ using various forms of communication such as the ULC website, Facebook, Twitter, texting, print advertising, and face to face contact.

- Identify and staff off-site community events where ULC representation would be advantageous.

Team Leader: Mike Anderson

676-1877

[mikevicki.Anderson@gmail.com](mailto:mikevicki.Anderson@gmail.com)

## **Mission Building (Habitat for Humanity/Rebuilding Together)**

The Habitat for Humanity team works on building or remodeling a home for a family which lives in substandard housing. The home is build in a 10-12 week time frame but preparation starts months before the build with fundraising, recruiting volunteers and praying for the build. Volunteers must be a minimum of 16 years of age (16 & 17 year olds must work with their parent and are restricted in power tool use). All volunteers must attend an orientation (online or at a site) and sign a yearly waiver form. No experience necessary to work on the home. Team members can also provide lunch and snacks to workers on site. ULC has been involved since 2003.

Habitat Volunteer opportunities:

- Praying for the home.
- Serving lunch or providing food for lunch.
- Leading devotions at the work site.
- ULC Representative for meeting with Habitat.
- Recruit workers.
- Registering volunteers on site.
- Work on the home.
- Working fundraising activities for the building of the home.
- Receive further information about this ministry.

The Rebuilding Day Team is a one day blitz to repair and rehabilitate the home of either low-income elderly or disabled home-owner. The works day is the last Saturday in April. Workers must be 14 years of age or older. Team members can also assist in providing a lunch . ULC has participated in this project since 2000.

Volunteer opportunities:

- House Captain (leader of home repairs and purchase supplies for )
- Work on Rebuilding Day the last Saturday in April
- Preparing food for volunteers
- Serving food for volunteers
- Writing a grant through Care Abounds in Communities to Thrivent Financial for Lutherans

Team Leaders:

**(Vacant)**

Jane Braatz (Rebuilding)

699-1864

[jsbraatz@comcast.net](mailto:jsbraatz@comcast.net)

## **Prayers & Squares**

A ministry team that focuses on making quilts as a mission of love and prayer, in association with the Prayer Quilt Ministry, an international project.

Volunteer opportunities:

- Donate fabric & supplies.
- Wash & iron fabric.
- Cut material.
- Make cards to accompany the quilt.
- Sew strips to make squares.
- Sew heavy thread into the quilt for tying.
- Identify someone who needs a prayer quilt.
- Assist with fund raising.

Team Leaders:

Bobbie Davis  
351-654  
[bobbie@acd.net](mailto:bobbie@acd.net)

Ann Booren  
394-7486  
[boorena@msu.edu](mailto:boorena@msu.edu)

## Social Action

A ministry team that educates the congregation about social needs in the congregation, neighborhood, local, regional, national, and global communities. The team coordinates congregational efforts to alleviate human suffering and recommends to Council disbursement of budgeted local benevolence funds.

Volunteer opportunities:

- Collaborating with a variety of ULC Hunger initiatives, such as:
  - Food pantry collections (Bethlehem Lutheran and St. Paul Lutheran)
  - CROP Walk in October
  - Greater Lansing Food Bank Food Movers program
  - Christ Lutheran Soup Kitchen
  - Delivery of leftover food to Haven House
- Social Action related to ULC's annual theme (e.g. "Clean Water" 2011-2014)
- Recommend to Council the disbursement of local benevolence funds.
- Collections
  - School and health kits collected and distributed
  - Cell phone and printer cartridge collection/recycling
  - Christian Services, Love, Inc.: Personal needs items collected and delivered to the Macedonian Church Personal Needs Closet twice a year.
  - Designated soup labels and unused greeting cards for LSSM (monthly)
  - Fundraising for a designated cause
  - Christmas Gift Tree for LSSM foster children and refugees, Tri-County Office on Aging seniors in need.

Team Leader: Bryan Rahe  
485-4864  
[b.rahe@comcast.net](mailto:b.rahe@comcast.net)

## Vacation Bible School (VBS)

A ministry team that plans and organizes a "stay at home camp experience" led by Camp Michi-Lu-Ca staff for ULC and community children from 3 years old through 5<sup>th</sup> grade. This is a great opportunity for outreach and evangelism as the majority of children attending are not affiliated with ULC.

Volunteer opportunities:

- Serving on the planning team
- Advertising VBS
- Planning meals for the children's lunches
- Working in the kitchen and serving lunch
- Donating food and supplies for lunch
- Helping with registration
- Housing the Camp Michi-Lu-Ca staff
- Assisting the Camp Michi-Lu-Ca Staff with VBS activities
- Lead the Pre-K program
- Assit with the Pre-K program

Team Leader: Bryan Rahe  
485-4864  
[b.rahe@comcast.net](mailto:b.rahe@comcast.net)

## Welcome

A ministry team that serves as the face of ULC and provides a welcoming and inclusive atmosphere to ULC guests and new members.

Volunteer opportunities:

- Recruit, train, and schedule greeters and coffee hosts.
- Purchase or order coffee and supplies and coordinate with the office Administrative Assistant.
- Manage the Welcome Center, interior displays, and the use of interior spaces.
- Manage messages on the church sign.
- Assist pastors in organizing New Member Sundays.
- Organize funeral and memorial service receptions.
- Assist with events at ULC involving food and coffee
- Identify on-site community events that are opportunities to tell the Good News of Christ with materials developed by the Evangelism Team and deploy those materials.

Team Leaders:

Jan Mace  
886-0632  
[janicemace@att.net](mailto:janicemace@att.net)

Barbara Riegle  
349-9848  
[Barbara.riegle@comcast.net](mailto:Barbara.riegle@comcast.net)

## Resource

**Coordinator:** Ann Booren; Melody Kiefer

## Electronic Resources

The Electronic Resources Team maintains the church computer network, website, sanctuary sound system, and audiovisual equipment. The team also recruits and trains persons to operate these systems.

Volunteer opportunities:

- One sound technician is needed at each service

Team Leaders:

Wilbur Mahoney  
899-1158  
[wtmahoney@gmail.com](mailto:wtmahoney@gmail.com)

Luke Reese (Sound System)  
339-6704  
[reesel@msu.edu](mailto:reesel@msu.edu)

## Facilities

A ministry team that is responsible for the maintenance of the ULC physical plant. (“Cleaning?”)

Volunteer opportunities:

- Resource assessment.
- Supervision of outside contractors.
- Coordination of volunteer projects.
- Development of building use policies.

Team Leader: Dave Wiggert  
332-1790  
[wiggert@egr.msu.edu](mailto:wiggert@egr.msu.edu)

## Grounds

A ministry team that will assess the needs and resources required to maintain the grounds. The team will coordinate, recruit and train individuals to maintain the grounds and propose policies for consideration by council related to the use of the grounds.

Volunteer opportunities:

- Participate in spring and fall work days
- Assist with garden and yard maintenance
- Assist with special projects when needed

Team Leader: Betsye Prince

349-0924

[bprince59@hotmail.com](mailto:bprince59@hotmail.com)

## Library/Archives

A ministry team that provides access to information and materials relating to the gift of the gospel and the sharing of that gift among members of the congregation and throughout the world.

Volunteer opportunities:

- Assess and update library use regulations.
- Promote library use and support.
- Select acquisitions (purchased and donated).
- Order books and media products.
- Prepare items for circulation.
- Update the computerized catalogue.
- Log in periodicals.
- Monitor overdue items.
- Maintain inventory control.
- Acknowledge donations.

Team Leader: Connie Lenkowski

655-5939

[clenkowski@frontier.com](mailto:clenkowski@frontier.com)

## Archives

A ministry team that identifies, arranges, describes, preserves and makes available for research the historical records of University Lutheran Church and related historical collections. These documentary materials provide the basis for appreciating our past, understanding the present and planning for the future.

Volunteer opportunities:

- Assist with the arrangement and description of historical church records and privately donated documentary collections.
- Help identify church related photos that lack information regarding date, activity, location and the like.
- Organize a digital photo library.**
- Research, design, label and change exhibits about ULC's history.
- Prepare permanent historical photograph displays that would be placed in a public space at ULC, e.g. framed photographs of ULC confirmation classes and ULC senior pastors.
- Assist with the ULC Oral History Project, i.e. transcription of taped interviews.
- Contribute funds for the purchase of a public exhibit case and archival supplies.

Team Leader: Connie Lenkowski

655-5939

[clenkowski@frontier.com](mailto:clenkowski@frontier.com)

## Lux

A ministry team that produces the newsletter (10 issues yearly) of University Lutheran Church.

Volunteer opportunities:



- Planning content for each issue
- Writing articles
- Gathering information on new members
- Gathering information for special features
- Editing the newsletter
- Taking pictures at church events
- Organizing a digital photo library**

Team Leader: Amy Wagenknecht  
 339-4370  
[amylarryw@comcast.net](mailto:amylarryw@comcast.net)

## Memorial Garden

A ministry team that provides care taking to ULC's Memorial Garden, providing a location for the interment of cremated remains.

Volunteer opportunities:

- Assist with ordering commemorative plate for those interred
- Install commemorative plate when received
- Scatter remains throughout the Garden

Team Leader: Bill Hartwig  
 332-3329  
[hartwig56@sbcglobal.net](mailto:hartwig56@sbcglobal.net)

## Nursery

A ministry team that seeks to monitors and equips:

1. Main upstairs nursery:

- Provide a safe and nurturing environment for Sunday a.m. and p.m. worship and other prescheduled events in the congregation that a paid nursery care provider is present

2. Cry room

- For families wishing to stay with their children during worship.
- A place for families to get a toy to bring to the pew if needed.

3. Downstairs fellowship play area

- A space for play groups to gather
- A safe play space for children while their parents gather in the larger meeting area.
- Storage area for outdoor recreation supplies (i.e. balls and Frisbees.)

Volunteer opportunities:

- Helping to choose items that need purchasing for the nurseries
- Helping with regular cleanings
- Volunteering to work in the nursery as needed

Team Leader: *tbd*

## Office Helpers

A ministry team who provides hospitality to visitors, guests and members. The team welcomes and directs those who enter or telephone the church office as well as assisting the church staff (pastors, financial administrator, administrative assistant, etc.) in various projects.

Volunteer opportunities for high school age and above include:

*Front Desk* ("First contact" position, both in person and on the telephone)

- Greeting and directing visitors to proper people and locations.
- Managing multi-line telephone system.

*General Office tasks*

- Maintaining Sunday worship visitor log and sending visitor notes.
- Maintaining church pews.
- Assist in maintaining filing systems.
- Word-processing. (Use of WORD, Excel)
- Assist with mailings.
- Use of copier and fax.
- Proof reading.

Team Leader: Linda Ramsey

332-2559

[ulcsec@ulcel.org](mailto:ulcsec@ulcel.org)

## **Stewardship**

A ministry team that helps to fulfill our vision of a church where all people share their God given gifts and grow in joyful service within the body of Christ.

Volunteer opportunities:

- Coordinating Outreach with Community Partners.
- Working with youth to Teach Stewardship Principles.
- Stewardship team communications manager – write articles for Lux and bulletins.
- Stewardship team member – assist in coordinating annual faith commitment program.
- Volunteer Appreciation program manager.
- Outreach of the month coordinator.

Team Leaders: Max Miller

339-2334

Max1miller@aol.com

## **Visual Arts**

The Visual Arts Team promotes the aesthetic use of the visual arts within the ULC.

Team Leader: Lindsay Sadler

285-9439

[Drsdds52@sbcglobal.net](mailto:Drsdds52@sbcglobal.net)

## 2014 Leadership Roster

### Council

President: Barb Kissling  
President-Elect: Keith Harder  
Past-President: W.T. Mahoney  
Treasurer: Mike Lenkowski  
Secretary: Linda Triemer  
Lead Pastor: Fred Fritz  
Members-at-Large: Kirstan Jolin, Melissa Andresen, Dale Romsos, Jim Kiefer, Mary Werkman, Nancy Lindman.

*Vacancy*, (student)

### Lead Management Team

Lead Pastor: Fred Fritz  
President: Barb Kissling  
President-Elect: Keith Harder  
Coordinators  
- Outreach: Brian Rahe, *Vacancy*  
- Resource: Ann Booren, Melody Kiefer  
- Spiritual Formation: Carolyn Haase, *Vacancy*

### Team Leaders

#### Outreach:

- Bicycle Ministry: Fred Fritz
- Campus Ministry: Brad Marks
- Evangelism: Michael Anderson
- Mission Building: Jane Braatz
- Prayers & Squares: Bobbie Davis/Ann Booren
- Social Action: *Vacancy*
  - Cell Phone/Printer cartridges: Beth Hoger
  - Christian Services (Love INC)/Personal Needs Closet - Bill and Linda Trevarthen
  - Health kits: Lois Neves, Jan Mace, Barb Riegle
  - Hunger: Mike Anderson
  - School Kits: Lois Neves, Jan Mace, Barb Riegle
  - Giving Tree: Melody Kiefer
- Vacation Bible School: Brian Rahe
- Welcome: Barb Riegle/Jan Mace

#### Resource:

- Electronic Resources: Will Mahoney
- Facility: Dave Wiggert
  - Earthkeeping – Judy Kindel
- Grounds: Betsy Prince
  - Weed Warriors: Betsy Prince
  - Hatchet Men: Paul Kindel
- Library: Connie Lenkowski
  - Archives: Connie Lenkowski

- *Lux* Newsletter: Amy Wagenknecht
- Memorial Garden: *Vacancy*
- Nursery: Kirstan Jolin
- Office Helpers: Linda Ramsey
- Stewardship: **Max Miller**
- Visual Arts: Lindsay Sadler

### Spiritual Formation:

- Altar Guild: Gerry Erickson
- Bell Choir: Louise Paquette
- Choirs (Camarata, Sr., Youth) - Janine Novenske Smith
- Eucharistic Ministers: Fred Fritz
- Fellowship: Norm Jolin, Jr./ Kirstan Jolin
- Health Ministries: Jane Braatz
- Liturgical Deacons: Fred Fritz
- Seminarian Support: Fred Fritz
- Sunday School: Cindy Baswell
- Worship Planning: Kristie Wiggert
  - Elves: Luke Reese
  - Ushers: Emmett Braselton/ Steve Springer
- Youth Ministry/ Affirmation of Baptism: Sara Cogsil, Brandon Baswell & Barbara Helser

### Small Groups

- - Amnos Circle: Marilyn Johnson
- - Capitol Bible Study: Fred Fritz
- - Forum: Michael Anderson/ Bill Trevarthen
- - Freewheelers: Jan & Ole Mace
- - Grad. Students: Asher O'Callaghan
- - Lychnion Circle: LaVon Miller
- - Musers *Vacancy*
- - Rhodon Circle: Bobbie Davis
- - Women's Bible Study: Terrie Reinoehl
- - Young Families: Brad Marks

### Standing Committees

**Finance Committee:** Mike Lenkowski (Treasurer), Will Carlson Jr., Rich Triemer, Marv Schultz, Tim Rainey, Luke Reese, and Randy Asmus. *Ex-Officio* - Fred Fritz (Lead Pastor)

**Members in Ministry:** Will Mahoney, John Heller, Jeff Andresen, Nancy Lindman, Pat Lee, *Vacancy*, *Vacancy*. *Ex-Officio* - Fred Fritz (Lead Pastor)

**Endowment:** Dan Sadler - Chair, Matt Mutka, Jerry Lindman, Bill Trevarthen, Elizabeth Reynolds, Todd Helser, *Vacancy* (student). *Ex-Officio* - Fred Fritz (Lead Pastor), Barb Kissling (president)

## **Council Appointed Committees**

### **Audit Committee:** 3 year term

Carolyn Lohr (2014-2016 - 1<sup>st</sup> term)  
Howard Pierce (2014-2016 – 1<sup>st</sup> term)  
Chris Tague (2014-2016 – 1<sup>st</sup> term)

### **Gift Acceptance Committee:**

Dan Sadler (Endowment Chair)  
Fred Fritz (Lead Pastor)  
Mike Lenkowski (Treasurer)  
Annette Ophaug (Member at Large) (2014)  
Barb Kissling (Council President)  
Tim Rainey (Finance Committee member 2014)

### **Mutual Ministry Committee:** (2 year term)

Tom Kissling – 2<sup>nd</sup> term 2014, 2015  
LaVon Miller – 2<sup>nd</sup> term 2014, 2015  
Beth Hoger – 1<sup>st</sup> term 2014, 2015  
Marilyn Johnson – 1<sup>st</sup> term 2014, 2015

### **Personnel Committee:**

Tom Kissling – 2<sup>nd</sup> year of 1<sup>st</sup> term (2013, 2014)  
Lisa Swem – 2<sup>nd</sup> year of 2<sup>nd</sup> term (2011, 2012, 2013, 2014) - Chair  
Larry Wagenknecht – 1<sup>st</sup> year of 2<sup>nd</sup> term (2012, 2013, 2014)  
Peg Asmus – 2<sup>nd</sup> year of 1<sup>st</sup> term (2013, 2014)  
Will Mahoney, *Past President*  
*Ex-Officio* – Fred Fritz (Lead Pastor)

### **Council Liaisons: (1 year)**

- International Student Ministry: Jeff Andresen (2014)
- LSSM: Emmett Braselton (2014)
- Thrivent: Vicki Anderson (2014)
- Love Inc.: Bill and Linda Trevarthen (2014)

6/17/14 Revision

## **Appendix F: Documented procedures - staff**

### **Lead pastor review process**

The review process for the Lead Pastor is convened by the ULC Past-President by July 1<sup>st</sup> and completed by September 1<sup>st</sup>.

#### **By June 1:**

Members to serve on the Lead Pastor Review Team shall be appointed by the President, in consultation with the Personnel Committee, and with consent of Council. The four-person Review Team consists of the Past-President (chair), one other Council member, one member of the Personnel Committee, and one at-large member from the congregation.

#### **By July 1:**

The Lead Pastor writes a personal report that goes to the Past-President and the Review Team. The report includes:

- A self-assessment
- An itemized annual report, structured to follow the job description, which highlights under each major area of responsibility:
  - Ministry outcomes (measurable, when possible)
  - Notable achievements
  - Specific, assessable goals for the coming year

#### **By July 15:**

The Team reviews and discusses the Lead Pastor's report and completes the formal evaluation form prior to meeting with the Lead Pastor.

#### **By July 31:**

The review team meets with the Lead Pastor for the formal evaluation. Immediately following the formal evaluation with the Lead Pastor, the review team discusses the evaluation of the Lead Pastor and makes recommendations for a written report.

#### **By August 7:**

The Past-President submits a report in writing to the Lead Pastor and the Review Team.

#### **By August 15:**

The Review Team discusses the review with the Lead Pastor.

#### **By August 22:**

The Past-President shares the written report of the Lead Pastor's review with the Personnel Committee. Based on the review, the Committee recommends any salary/merit increases.

#### **By August 31:**

The Chairperson of the Personnel Committee submits a written report concerning the review of the Lead Pastor and sends it to the Council President. The report includes personnel and salary recommendations for the coming year for the Lead Pastor.

## **Associate pastor review process**

The review process for the Associate Pastors is convened by the Lead Pastor and coordinated with the ULC Past-President by July 1<sup>st</sup> and completed by September 1<sup>st</sup>.

### **By June 1:**

Members to serve on the Lead Pastor Review Team (which shall participate in the Associate Pastor Review Process) shall be appointed by the President, in consultation with the Personnel Committee, and with consent of Council. The four-person Review Team consists of the Past-President (chair), one other Council member, one member of the Personnel Committee, and one at-large member from the congregation.

### **By July 1:**

The Associate Pastor submits a written annual report to the Lead Pastor. The report includes:

- A self-assessment
- An itemized annual report, structured to follow the job description, which highlights under each major area of responsibility:
  - Ministry outcomes (measurable, when possible)
  - Notable achievements
  - Specific, assessable goals for the coming year

### **By July 15:**

The Lead Pastor: (1) reviews the Associate Pastor's written report, (2) meets with the Associate Pastor to discuss the report, outcomes, and goals, (3) specifies goals to be added to the Associate Pastor's annual plan for the coming year, (4) completes the formal evaluation form, and (5) forwards the annual report, goals, and evaluation documents to the review team.

### **By July 31:**

The review team meets with the Lead and Associate Pastor to discuss the annual report, evaluation, goals, and process. Immediately following the meeting, the review team discusses the evaluation of the Associate Pastor and makes recommendations for a written report.

### **By August 7:**

The Past-President submits a report in writing to the Lead Pastor and the Review Team for review.

### **By August 15:**

The Review Team discusses the written report with the Lead and Associate Pastor (if desired by any of the parties).

### **By August 22:**

The Past-President shares the written report with the Personnel Committee. Based on the review (by the Lead Pastor, and supplemented with the report from the review team), the Committee recommends any salary/merit increases.

### **By August 31:**

The Chairperson of the Personnel Committee submits a written report concerning the review of the Lead Pastor and sends it to the Council President. The report includes personnel and salary recommendations for the coming year for the Lead Pastor.

# **University Lutheran Church**

## **(Year) Staff Review**

### **(Name)**

ULC staff evaluation

Circle one:	Initial Evaluation	30 Day Evaluation	6 Month Evaluation	Annual Evaluation
-------------	--------------------	-------------------	--------------------	-------------------

<b>Dispositional Skills</b>	<b>Not Presently</b>	<b>Occasionally</b>	<b>Generally</b>	<b>Consistently</b>	<b>Comments</b>
Prioritizes tasks					
Practices hospitality					
Completes commitments					
Works well with others					
Communicates effectively					
Learns new skills					
Attends to task					
Keeps confidences					
Demonstrates initiative					
Open, and responds, to supervision and constructive feedback					
Uses time productively					





## SIGNATURES

### 1. Lead Pastor:

Summary Statement:

Goals:

**The review represents my considered judgment of the employee's performance during the rating period, and I have discussed this report with the employee.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 2. Employee:

Comments (optional)

**I have reviewed my performance appraisal for the period cited. All items covered have been discussed fully with me. I realize that my signature does not imply that I am in agreement with the appraisal.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Mid-period staff review

*Prior to our conversation, read the list of questions below and review your goals for this review period. During the conversation, we'll review progress toward achieving goals, what is working, and what course changes may need to be made.*

### Work Goals/Areas of Focus

What successes and challenges have you experienced within the duties of your job description?

What plans and/or adaptations do you foresee for the remainder of the review period?

### Professional Development

What Professional Development activities have you been involved in since your last review?

What successes and challenges have you experienced related to your goals?

What plans and/or adaptations do you foresee for the remainder of the review period?

### Unplanned Activities

How do unplanned activities affect your ability to do your job?

What successes and challenges were involved?

What plans and/or adaptations do you foresee for the remainder of the review period?

### Reflections and Directions

What larger reflections about your work performance has this exercise prompted?

What additional resources would help you achieve your goals?

How can your supervisor work with you to attain your goals?

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Desk audit for position description**

Name \_\_\_\_\_

Position \_\_\_\_\_

Immediate Supervisor \_\_\_\_\_

Date \_\_\_\_\_

**EXPLANATION**

Purpose This form and process is designed to assist the employee in describing their work. Such factual information provided concerning the duties, responsibilities and other requirements of work will be used in helping to determine the scope of the position and proper title and/or to assist with updating the position's job description. The employee is requested to complete this form since she/he is the most familiar with the details of their work. The completed form will then be verified to ensure that all of the facts that properly apply have been obtained. It must be noted that it is the work that is being analyzed and not the employee or their ability to prepare this position description.

Instructions Please type or hand write one copy of the form as carefully as possible. The original should be given to your supervisor and a copy given to the Personnel Committee. State your duties and responsibilities, as you understand them rather than conferring with others who perform similar work. Any questions that arise should be discussed with your supervisor. In describing your work, tell what you do. Decide what is important, cover it tersely and clearly, and leave out insignificant details. Make the description sufficiently clear and complete to give an uninformed reader a true picture of the work performed and the skills required.

The following suggestions may be helpful in arranging and setting forth your duties in a simple and effective manner. Describe all of your duties in detail.

1. Divide your work (including special assignments and irregular duties) into separate steps or tasks, devoting one, concise, numbered statement to each.
2. In defining each task, state from whom the work or data is obtained, explain the operation which you perform, and indicate to whom the completed work is given (unless apparent.)
3. Separate the tasks according to the frequency of their performance (i.e. daily, weekly, monthly, occasionally, etc.) and, under the appropriate headings on the form, enter the statements that describe them.
4. Show in the columns provided the approximate amount of time devoted to each task.
5. Emphasize the most important features of your work.

IF MORE SPACE IS NEEDED USE ADDITIONAL 8 ½" X 11" SHEETS

DESCRIPTION OF DUTIES

1. -- Normal Daily/Weekly/Monthly Duties:

Hours per day

2. – Periodic Duties  
(Indicate whether weekly, semi-monthly, monthly, quarterly, semi-annual or annual.)

Hours per period

3. – Occasional Duties  
(Indicate frequency)

Hours per assignment

## SUPPLEMENTARY INFORMATION

1. List the machines and equipment used and show approximate % of time devoted to each. If the position involves or requires you to take minutes of meetings please indicate % of time.
  
2. List proportion of time spent
  1. Sitting \_\_\_\_\_
  2. Standing \_\_\_\_\_
  3. Walking \_\_\_\_\_
  4. Lifting and Carrying \_\_\_\_\_
  
3. If supervisory duties are performed, list the names and titles of those supervised. If you supervise the work product of other employees please list the work product and the names and titles of those who perform the original work.
  
4. What reports and forms do you personally prepare? If practicable, attach samples of non-standard forms used.
  
5. What contacts with other people are you required to make, other than with your immediate supervisor and those under your supervision? Indicate nature, frequency and method (in person, telephone, correspondence) of contact.
  
6. List your responsibilities for safekeeping of materials, equipment, records, cash or confidential information.
  
7. In the performance of your duties, what decisions are you permitted to make without reference to higher authority?

SUPPLEMENTARY INFORMATION (cont'd)

8. What in your opinion is the most complex or difficult part of your work? Explain why.

9. Enter below any further explanatory remarks or comments, which you feel, will help to clarify the duties, responsibilities and requirements of this position.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Request initiated by Employee ( ) Supervisor ( ) Personnel Committee ( )

---

Statement of immediate supervisor. Comment on statements of employee. Indicate any exceptions or additions.

Signature \_\_\_\_\_ Date \_\_\_\_\_

---

Statement of Personnel Committee

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Job description formatting guidelines

### Position Title (job description formatting template)

A. Position Description:

*3-4 sentence description (must include “at-will”)*

B. Qualifications: To be completed and/or revised when the position is to be filled. *Education and/or experience requirement(s), background check qualifications, physical requirements, etc.*

C. Position type: Salaried  Full-time  Part-time  Hourly  Volunteer

*Check all that apply*

D. Work Schedule:

*Anticipated standard hours of work*

E. Benefits:

a. Compensation

*Pay period, description for how compensation is set, etc.*

b. Vacation

*Vacation time allowance and restrictions, how it is requested and conditions*

c. Comp time

*Comp time option if any, how it is accrued, how it is expended, and conditions*

d. Sick leave

*Sick time option if any, how it is accrued, how it is expended, and conditions*

e. Insurance

- Unemployment – N/A
- Worker’s Comp – Provided
- Health Benefits – N/A

f. Continuing Education / Training

*Continuing education option if any, how it is requested, budgeted and applicable to the job*

g. Other

*Might include such things as extra hours for custodian for wedding/funerals, etc. Any other special benefit per position, Overtime qualification and conditions, etc.*

F. Direct Supervisor:

*Direct supervisor’s position title*

G. Tasks:

*Each should start with an action verb and contain any time and /or time frame requirements. Each is sub-lettered (a.) and sub-numbered (1.) if needed. An example might be for a custodian:*

*Vacuum all church carpets which have had human traffic minimally once per week*

*Inspect church carpet areas daily by 8:30 am and spot vacuum any carpet that is dirty*

*Perform other relevant duties as assigned by direct supervisor*

H. Accountability:

*Charge, financial responsibility, budget category/designated fund category if appropriate, etc.*

I. Evaluation:

*Timeframe, frequency, method, add 3-month probationary period for new employee*



## **Business and policy manual formatting guide**

### **Font/Styles**

Body text - Times New Roman 11 Normal left justified

Header 1 - Arial 14 Bold - TOC entry - left justified

Header 2 - Arial 12 Bold - TOC entry - left justified

Header 3 - Arial 10 Bold - TOC entry - left justified

### **Margins**

1 inch margins left and right, .5 inch top and bottom, .5inch header and footer.

### **Action Table**

The manual should include an action table at the end of the document detailing history of changes.

### **Change summary**

<b>Change</b>	<b>Date</b>	<b>Action/Notes</b>
Changed ...	1/6/07	Approved by...
Added ...	1/6/07	Approved by...

The table should include Change, Date and Action/Notes. Change entries might include corrections, additions or deletions to the document with appropriate titles and heading for reference. Date is the implementation date of the change. Action/Notes should indicate approval and by whom with any appropriate notes.

### **Sections / Footers / Footnotes**

As needed.

### **Page numbering**

Centered on all pages.

## Appendix G: Documented procedures - publishing

### **Lux article submission guidelines**

- Articles may be submitted via email (preferred) as a Word attachment to <amylarryw@comcast.net>, with a copy to <ulcsec@msu.edu> or to the *Lux* mailbox in the ULC office.
- Digital photos may be emailed to the above addresses or placed on a CD in the *Lux* mailbox. Film photos may be placed in the *Lux* mailbox and will be scanned to include in *Lux* if they are of good quality (dark photos don't scan well). Include captions with names of individuals if possible. Note: If including names of minors, permission to include in *Lux* must be received from parents or guardians.
- Try to keep articles brief, but interesting. If the item is something you would like to run in several issues, try to write the information in a different way for each article to keep reader interest.
- To make *Lux* more reader friendly, we try to keep type style, margins, etc. consistent. The following are a few guidelines:
  - Use Times New Roman font, point size 11; titles are usually point size 22, with subtitles point size 18.
  - Book titles are generally *italicized*; underlining is seldom used.
  - When writing times, use a.m. or p.m.
  - Margins are top, 0.5", bottom and sides, 0.6"
- Please try to submit articles by the deadlines unless you have received prior approval from *Lux* editors. We can allow for "late-breaking" news if we have prior notice.
- Try to plan ahead for upcoming events, so there is adequate advertising time in *Lux*. We have a busy congregation and the sooner events can be included on their calendar, the higher the chance that they will attend. It may seem difficult to plan for an event 3-6 months in the futures, but that will allow for scheduling and adequate notice in the newsletter.
- If you have a regular feature in *Lux*, e.g., Outreach of the Month, Library News, etc., it is helpful if you can plan who will be writing these articles for the entire year and submitting this schedule to the *Lux* Committee.
- As your team/committee/group plans activities throughout the year, try to include as many members of ULC as possible in the planning and completion of your projects or events. Many hands make light work and it's also a great way to get to know fellow members! Remember that *Lux* has a monthly column, ULC Service Opportunities that can list all kinds of volunteer opportunities, including helping your group. Again, this takes a little advance planning, since *Lux* is assembled a month earlier than it is mailed.
- Finally, we THANK YOU for all of your article submissions! You all help to make *Lux* one of the most important communication tools at ULC.

The 2014 ULC Lux Team: Betty & Charlie Downs, Tom Kissling, Connie Lenkowski, Linda Ramsey and Amy Wagenknecht.

#### 2014 Lux Publication Deadlines:

January

February

March

April

May

June/July

August/September

October

November

December

## ULC website calendar submission guidelines

We encourage groups to fully utilize the ULC calendar on the church website (ulcel.org). The office uses this calendar to schedule events and facilities and therefore contains the most current scheduling information available. This calendar format also allows you to publish additional information about the event including contact information, full event details, sign-up options, a map-link for offsite events, event categories of interest, etc.

Figure 2 shows a portion of the monthly calendar as it appears on the website. Visitors can click on an individual event and see additional information for the event as shown in Figure 3.

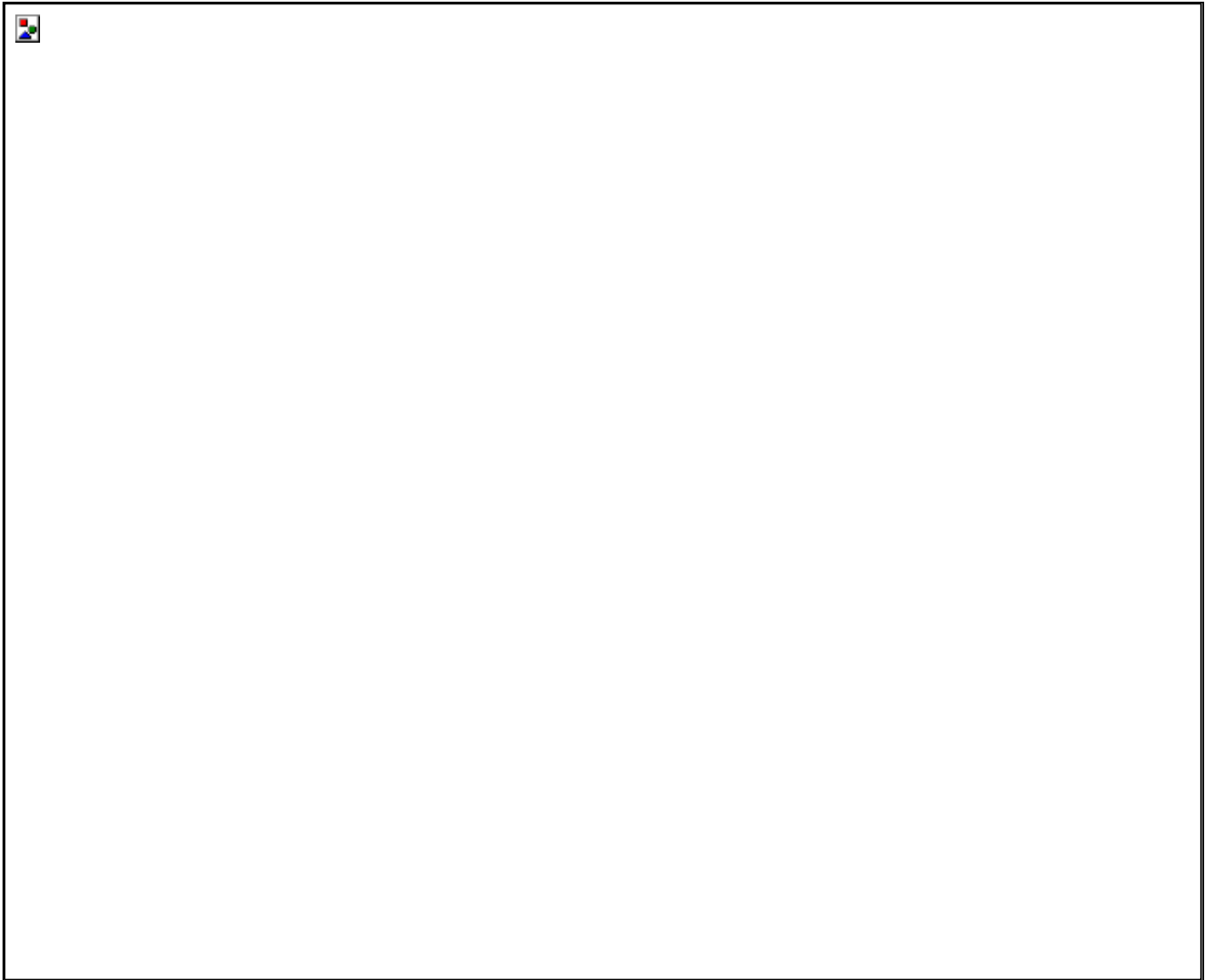


Figure 2: Sample ULC WWW calendar

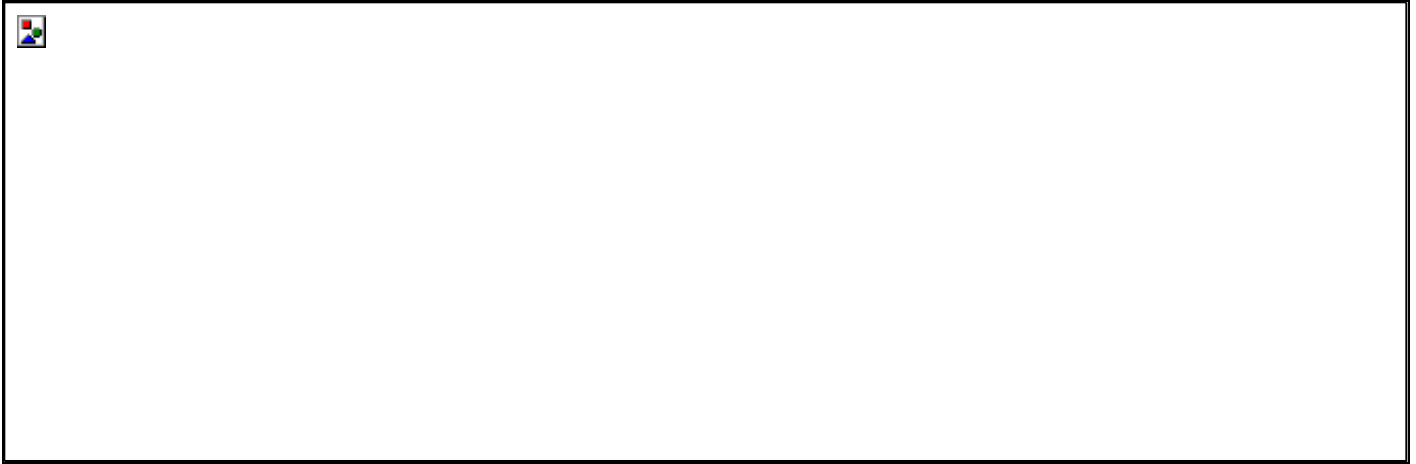


Figure 3: Sample event details

We ask that you try to include as much event information as soon as possible when submitting an event. To submit this information you can either fill out the paper form shown below and submit it to the ULC Administrative Assistant; or you can use the electronic form on the ULC web site. To submit the information electronically, go to the “forms” quick link and use the ***Calendar - Request to add an event*** form.

**Additions or Edits to the ULC Calendar**

**Event Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Start time:** \_\_\_\_\_ **Duration:** \_\_\_\_\_ **All Day:**  **Location:** \_\_\_\_\_

**Multiple Dates or Recurrences?** Yes  No  (list) \_\_\_\_\_

**Desire map link if off-site event?** Yes  No  Link desired: \_\_\_\_\_

**Additional Information** to be included on the website calendar (e.g., contact information, event description, sign-up options, child-care, activities included, etc.) Be as complete and concise as possible.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Possible Interest Groups:** (check all that apply)

- |                                          |                                          |                                                |                                                                |
|------------------------------------------|------------------------------------------|------------------------------------------------|----------------------------------------------------------------|
| <input type="checkbox"/> Adult           | <input type="checkbox"/> Education       | <input type="checkbox"/> Service Opportunities | <input type="checkbox"/> Youth: Affirm. Baptism                |
| <input type="checkbox"/> Bible Study     | <input type="checkbox"/> Fellowship      | <input type="checkbox"/> Small Groups          | <input type="checkbox"/> Youth: H.S.                           |
| <input type="checkbox"/> Campus Ministry | <input type="checkbox"/> Health Ministry | <input type="checkbox"/> Worship               | <input type="checkbox"/> Youth: SS (4yr-5 <sup>th</sup> grade) |
| <input type="checkbox"/> Community       | <input type="checkbox"/> Music           | <input type="checkbox"/> Young Families        | <input type="checkbox"/> Youth: Preschool                      |
| <input type="checkbox"/> Group Meeting   | <input type="checkbox"/> New Members     |                                                | <input type="checkbox"/> Other _____                           |
| <input type="checkbox"/> Self-Help       | <input type="checkbox"/> Seniors         |                                                |                                                                |

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Information also may be submitted on-line; go to the forms “quicklink” on the ULC website: [ulcel.org](http://ulcel.org)

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## Action Table

<b>Document Change Summary</b>		
<b>Change</b>	<b>Date</b>	<b>Action/Notes</b>
Changed Financial Policies for new constitution and structure	1/21/07	Approved by Council
Changed wording and responsibilities to reflect new constitution and bylaws. Added plaque policy, acceptable computer use, supply use by staff, off-site use of ULC property, leftover food documented procedure, Figure 1, Table 1, Table 2, Table 3 and Table 4, Lux documented procedure, Emergency documented procedure, lead pastor review document procedure	3/21/07	Approved by Council (entire document)
Edits (capitalization, headings, index, Table of Contents) per Beth Hoger and Luke Reese	6/25/07	
Fundraising policy statement for non-ULC groups, Endowment Resolution update, pastor fee for non-member weddings, minor job description modifications for Financial Administrator, Director of Music/Organist and Sunday School Superintendent. Procedures - fund raising procedure form, ULC Staff computer use policy acknowledgement, 2007 team accomplishments, payment request form.	11/26/07	Endowment Resolution Revision- Approved by Congregation Annual Meeting 11/18/07. Fundraising approved by Council 11/20/07.
Modified 2008 Team list, modified 2008 administrative calendar, added 2008 Leadership Roster, 2008 Lux Deadlines, Guidelines for WWW Calendar use	1/14/08	
Added Financial Policy 12 & 13 page 21 (checks over \$5,000 & Continuing Education carry over) added Van Replacement Designated Fund, edited 2008 leadership list adding appointment years	1/19/08	Approved by Council.
Added job descriptions for Coordinators, Team Leaders, and Student Associate Covenant. Added Student Associate Application and e-vote procedures. Change Rebuilding in April to Rebuilding Day.	4/21/08	
Revised Van Policy to Transportation and Driver Policy for ULC Sponsored Activities, updated Student Associate Covenant and application, added Endowment Fund grant application, added revised Lead and Associate Pastor review procedure, add revised Fundraiser application procedure.	9/15/08	Transportation policy approved by Council
Constitutional amendments – Treasurer to chair Finance Committee, Committee vacancies defined and temporary committee appointments C13.8-C13.10. Financial policy change for only one signature for mortgage (over \$5,000). Updated funeral guidelines. Updated 2009 calendar and scripture.	3/13/09	Revision- Approved by Congregation Annual Meeting 11/16/08.

<b>Document Change Summary</b>		
<b>Change</b>	<b>Date</b>	<b>Action/Notes</b>
Welcoming statement change and non-constitutional language changes.	11/30/09	Welcoming statement change and non-constitutional language changes – approved by Congregation Annual Meeting 11/15/09.
Changed Executive Secretary job title to Administrative Assistant. Removed Interim Maternity Leave Policy. Updated Teams reports to 2009, updated all Job Descriptions per Personnel Committee, updated leadership roster to 2010, update Lux dates to 2010, updated Team list.	4/25/10	Personnel committee approved position reformatting.
Updated Nursery Caregiver job description	6/21/10	Personnel committee approved position updates 6/21/10
Updated Wedding guidelines	10/05/10	Council approved.
Updated leadership roster to 2011; Deleted 2010 Team Reports and replaced with 2010 Team Descriptions; updated & reformatted position descriptions, revised Custodial position description	6/22/11	
Deleted “Sunday School Superintendent” position description.	7/5/11	Approved by Council 6/21/11
Updated Employee/Staff paid holidays to 10 days		Approved by Council 5/20/14
Changed Memorial Gifts procedure	6/10/14	Approved by Council 6/17/14
Added to Gifts of Publically Traded Securities		Approved by Council 6/17/14
Added Credit Card Use policy		Approved by Council 6/17/14
Added Administrative Assistant Ga2d “as needed”		July/August 2014
Replaced Director of Choirs with New Description		Approved by Council fall/2015
Eliminated Director of Music		Approved by Council fall/2015
Added Organist		Approved by Council fall/2015

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