

Operational Policies

Revised 7/2013 (by staff)

Council

Barnabas Educational Endowment Fund

The Barnabas Educational Endowment Fund is designed to help our church at large by adding to the Church Extension Funds, supporting members of our congregation in Synodical schools and assisting individual missionaries. The Barnabas Fund began with \$50,000.00 and will be added to as funds are designated for it.

1. Purpose:
 - 1) Support the Church Extension Fund and its projects.
 - 2) Support members attending Synodical Higher Education Schools.
 - 3) Support designated church workers engaged in full time missionary work.
2. Administration: The Committee of the Barnabas Education Endowment Fund is made up of 4 members:
 - 1) Pastor
 - 2) President of the Congregation
 - 3) Treasurer, chair
 - 4) Head Elder
3. Duties:
 - 1) The Committee meets once annually to send applications to potential beneficiaries and again annually to review the returned applications.
 - 2) This Committee makes recommendations concerning beneficiaries to the Church Council, which will approve all disbursements.
 - 3) The Treasurer annually reports the assets of the fund to the Church Council.
4. Governing Policies:
 - 1) All monies received in the Barnabas Educational Endowment Fund are deposited into the CNH Church Extension Fund in instruments bearing the best interest, considering the congregation's needs.

- 2) All interest from Church Extension Fund deposits received by Good Shepherd annually are dispersed in equal shares to beneficiaries within a category as defined below:
5. Category 1: Student
 - A member of Good Shepherd Lutheran, Turlock, CA;
 - Currently enrolled as a full time student at a Lutheran Church—Missouri Synod institution of higher education;
 - Or, accepted by and will attend as a full time student at a Lutheran Church—Missouri Synod institution of higher education;
 - Completed an appropriate application form;
 6. Category 2: Missionary
 - A church worker engaged in mission work;
 - Submitted an application for specific needs.
 7. The number of beneficiaries in category 2 cannot exceed two unless the number of beneficiaries in category 1 is less than two; in which event the maximum number of beneficiaries shall be four.
 8. All applications must be submitted by December 31 for consideration by the Barnabas Educational Endowment Fund Committee and approval by the Church Council.

Elders

Nave/Sanctuary Use Policy

1. Organists: The organist may practice up to the worship service time, as she/he deems necessary and appropriate, and as fits into the following schedule. If the organist is providing prelude music, all other musicians must conclude 15 minutes prior to the service.
2. Congregation: The congregation will always be allowed to enter the Nave/Sanctuary 15 minutes prior to any service. Therefore, if entry is to be restricted before that time, please inform an usher or elder.
3. Chancel Choir: Normally the Chancel Choir does not rehearse in the Nave/Sanctuary before a worship service. However, if such is needed, arrangements will be made with any other musician scheduled for the service. On Wednesdays the Chancel Choir has use of the Nave/Sanctuary from 7:30 p.m., as needed.
4. Chamber Orchestra: When we have an orchestra, it will need to set up in the Nave/Sanctuary 45 minutes prior to the service and to rehearse 30 minutes prior to the service. If the organist is playing a prelude, the orchestra must be done at least 15 minutes prior to the service.

5. Special Music (Individuals or Groups): Anyone who is preparing special music for a service may use the Nave/Sanctuary 25 minutes prior to the service. They must be done at least 15 minutes prior to the service.
6. Praise Band: In most instances the Praise Band is the only music group for a particular worship service. Therefore, they have access to the Nave/Sanctuary 60 minutes prior to the service. They must be done at least 15 minutes prior to the service. On Tuesdays the Praise Band has use of the Nave/Sanctuary from 7:00 – 8:15 p.m.

Notes:

- ⇒ If other time arrangements must be made, it is the responsibility of the requesting musician to contact all other musicians of the service to make changes.
- ⇒ If the Nave/Sanctuary is to be used by any other group, arrangements must be made in advance of the day with all scheduled musicians.
- ⇒ If a musician or group is part of both Sunday morning worship services, they will usually not need preservice time before the 11:00 a.m. service.

Property Ministries

A. Overall Property Policy

In addition to facing the challenge of maintaining facilities, the Property Ministry Team has found it necessary to adopt a policy for use of the Church property that will increase efficiency and improve access to facilities to all groups and individual members of the congregation.

1. No room or church area may be designated or deemed by members or groups as an exclusive use area without the approval of the Property Ministry Team. Excluded from this provision will be those spaces required by church staff for administration and conducting business of the ministry of the congregation.

B. Classrooms

1. The primary use of classroom areas shall be to provide individual learning areas for the congregation's total educational ministry.
2. It will be the responsibility of the teacher or responsible leader at the conclusion of any activity to restore the classroom to a condition that will allow its use by another group.
3. The designation and assignment of Sunday School classrooms and instructional areas will be made by the Sunday School Superintendent and/or Education Ministry Team.

4. All common work areas and counter space in the classroom facilities must be cleaned after each use and cleared of materials that would hamper the use of those areas by other groups.

C. Fellowship Room

1. The primary use of the Fellowship Room shall be for use as a group meeting area and library. After the use of this facility, furniture items must be returned in a manner consistent with its placement before the activity.

D. Folding Tables & Chairs

1. Folding tables and chairs are for use within the church. They are not to be taken off the premises. Due to liability and damage issues, the church no longer loans out folding tables and chairs. Some equipment, like tables and chairs, will be marked and designated for use off premises, when the event is a church sponsored **OUTREACH** event.

E. Handbells

1. Handbells are allowed to be transported under the supervision and coordination of the handbell director.

F. Sanctuary

1. The primary purpose of the Sanctuary is to provide an area for worship. Additionally, special programs, large group instructional activities, funeral and marriage worship services for members, and other programs approved by the pastor and/or Church staff may take place in the Sanctuary. Use of the audio visual equipment in the sanctuary will be only by those who have received training and instruction in the use of the equipment.
2. When used for wedding services, decorating will be done under the supervision of the wedding coordinator. Any expense the church incurs for cleaning the facility after the service must be paid by the responsible member.

G. Social Hall and Kitchen Facilities

1. The Social Hall and kitchen facilities are provided to support the fellowship ministries of the church, including the regular fellowship activities that follow each Sunday worship service.
2. The Social Hall and kitchen may also be used by members, as approved by the Church office. Cleaning deposits or fees may apply if any expense or anticipated expense is incurred by the church as the result of a member's use of the facility.
3. Refrigerators are provided for use in the kitchen. After each use, the responsible member must assure that the kitchen is cleaned and equipment and materials

are properly stored in the appropriate cabinets. All food and drinks served in the social hall must conform to a list of suitable refreshments maintained by church staff.

4. A responsible church member must be present any time the Social Hall is used for recreation. That responsible member must assure that the doors are locked and the Social Hall is clean and suitable for reuse following any recreational use.

H. Storage Closets and Cabinets

1. All storage areas and closets will be designated for a specific use by the Property Ministry Team.
2. Cabinets and storage areas in specific classrooms or for specific teachers shall be designated by the Children Ministries Team.
3. Other storage areas shall be designated by the Property Ministry Team.

I. Use of Church Property – Use of Facilities

1. Congregational members may use the facilities when:
 - ⇒ the Church Office is notified in advance and the event has been placed on the calendar in the Church Office.
 - ⇒ the event does not interfere with or disrupt previously scheduled activities.
 - ⇒ the responsibility for damage is assumed by the member using the facility.
 - ⇒ the member assumes full responsibility for setting up and taking down all chairs, tables and any other moveable items.
 - ⇒ custodian fees (see box below) are paid in advance. (NOTE: Custodian fees may be waived, if the member takes complete responsibility for clean up and set up for next congregational event as needed.)
 - ⇒ the use is limited to family functions (wedding, anniversary, etc.).
2. Non members may use the facilities when:
 - ⇒ prior approval has been obtained from the Property Ministry Team or the Pastor.
 - ⇒ a signed agreement stating responsibilities, liabilities, and conditions (including, but not limited to, profane activities, serving alcoholic beverages, and smoking), shall be made prior to such activity.
 - ⇒ proof of personal liability insurance is required to be on file at the church.
 - ⇒ a security deposit of \$150.00 has been made prior to the reservation of the facility. The security deposit will be refunded after the date of the activity, provided all rules and regulations have been observed.
 - ⇒ facility use fees and custodian fees (see box below) are paid at least 24 hours prior to the event.
 - ⇒ the use is limited to family functions (wedding, anniversary, etc.).
 - ⇒ use of facilities for weddings by non-members will be considered when:
 - the couple are members of another local church which is too small;
 - the couple are members of a church which is not in town, but need a place in Turlock for the ceremony;

- our Pastor is marrying the couple.

3. Community service organizations:

- ⇒ A community service organization requesting use of the facilities on an on-going basis shall be approved by the Church Council and may be terminated by the Church Council. Generally use is limited to Christian oriented organizations.
- ⇒ The organization must request use every year by letter indicating reason for use and dates requested.
- ⇒ Facility use fees (see box below) must be paid at least 24 hours prior to the scheduled event.
- ⇒ A certificate of general liability of insurance listing Good Shepherd Lutheran Church as the location of the event is required.
- ⇒ The organization is required to pay the custodian fee.

J. Use of Church Property (off premise)

- ⇒ **Only** congregational members may borrow items from the church for family functions, excluding tables and chairs.
- ⇒ A requisition must be made through the church office **and** approved by the Property Ministries Team or the Pastor prior to the need.
- ⇒ A full inventory of items borrowed is to be left with the church office, including the length of time items will be used.
- ⇒ Full responsibility will be taken for such items borrowed, and returned in same condition, immediately after such time agreed. The responsible person will pay any and all costs due to damage or loss.

	<u>½ Day/Full Day</u>
Nave/Sanctuary.....	\$150.00/\$300.00
Social Hall.....	\$100.00/\$200.00
Social Hall w/tables & chairs	\$125.00/\$250.00
Social Hall w/tables & chairs and use of kitchen	\$150.00/\$300.00
Custodian Fees for cleaning the Nave/Sanctuary.....	\$60.00
Custodian Fees for cleaning the Social Hall	100.00

NOTE: 1. Fees are reviewed periodically.
2. The facility use fee is not the same as the security deposit. The security deposit cannot be applied towards any fee.

Outreach Ministries

Volunteer Missions: Application for Budget Funds (4/2008)

The Outreach Ministries Team has budgeted funds for individuals who desire to serve in a mission trip. The Volunteer Mission budget item is to help encourage people to be involved in short term missions. Participants will need to provide their

own funds or use fund raising methods to gather total funding for a trip. Funds over and above the budgeted money may be available through specific gifts that come in the Volunteer Mission envelopes. Such funds are designated by the Outreach team.

1. Up to 50% of the total funds needed, but no more than \$500.00 per individual, may be allocated from the Volunteer Mission budget.
2. A "Volunteer Missions: Application for Budget Monies" must be submitted and approved at least 90 days prior to the mission trip.
3. Funds will be allocated up to the budgeted amount only and distributed in the order received.
4. These funds are available for adults and youth. However, these funds are not available for organized youth mission trips.
5. Any additional funding is the responsibility of the individual. Fund raising may be a source for those funds.

Social Ministries

Policy For Handling Transient Needs

During Sunday mornings and at other worship services we observe the following guidelines when approached by a transient person:

1. Do not give the person money.
2. Contact the elder of the day. ("I'll get someone to help you.")
3. Move away from the person and the elder.
4. The elder and an assistant will move the person to a private place, like the Overflow Room to discuss the need.
5. The elder will invite the person to join us for worship and for refreshments after the service.
6. A reference card will be given that lists the various places people can receive help. Other help will be given as needed.
7. Police. The police will be called if the person becomes belligerent and/or refuses to leave the property if asked to leave.

Stewardship Ministries

A. Budget Guidelines

The following guidelines are applicable for expenditures from the General Fund at Good Shepherd Lutheran Church. Ultimately, the professional ministry staff is responsible for budget items in his/her area.

1. Every ministry team should be aware of all expenditures from its budget.
2. Resources used for ministry events/classes will be funded through budgeted church funds. Any unusual or large expenditure for curriculum or materials needs approval from the professional ministry staff team and/or ministry responsible for that ministry area.
3. Resources for general use by and available to church members may be purchased from budgeted church funds.
4. Food items for individual small group events/classes are usually not purchased from budgeted church funds.
5. In general food items are provided from budgeted church funds when such events are open to the congregation (e.g., the annual church picnic and social hour refreshments on Sunday mornings)
6. Several other exceptions are noted where food items may be purchased from budgeted church funds: new member dinners, VBS, youth study nights, special Sunday school and youth events. The professional ministry staff person will approve of such expenditures in conjunction with the ministry team responsible for that event.
7. Recreational/fellowship events are not typically funded from budgeted church funds (e.g., movies, theme parks, etc.)
8. All personal costs for retreats are not paid from budgeted church funds, including personal materials for the retreat. However, leadership materials for conducting the retreat may come from budgeted church funds.
9. If someone cannot afford to participate or attend an event, the professional ministry staff team is able to authorize budgeted church funds be used.
10. Request for expenditures of an event or activity (one time or ongoing) are to be submitted on the Event Planning Form for approval by the professional staff team and/or the ministry team responsible for the event/activity.
11. A printed summary of income and expenditures will be prepared after all major events.

B. Fund-Raising Guidelines

All church fund-raising events shall be a complement to the concept of stewardship in the Holy Scriptures. Therefore:

1. A fund-raising event will not be used to solicit funds in order to meet the budget expenditures of the church.

2. All fund-raising events shall be presented as an opportunity to increase the ministry of our church, not simply an activity to raise money.
3. Usually, the solicited monies shall be for a service (e.g. car wash) not a product (e.g. candy), and be used for specifically stated needs.
4. Usually, monies shall be solicited as donations, not a purchase.
5. Usually, fund raising after worship services will be limited to an identified table in the Social Hall, which would include fund raising by the congregation as well as any and all fund raising done by members on behalf of other organizations. The Church office should be notified in advance of fund-raising activities on Sunday mornings.
6. All funds received at a church-related fund-raising event should be counted by 2 people at the conclusion of the event on that day and recorded and signed by the counters.

C. Use of Church Funds (For Events/Activities)

1. Events/activities using church funds must have plans in place at least 3 weeks prior to the event/activity as indicated on an "Event Form." (A completed "Event Form" is due in the office at least 3 weeks prior to the event date.)
2. In general most events/activities will be funded by the people attending the specific event/activity. (This does not apply to training events that are specifically focused on training people for specific ministries.)
3. Expenses for counselors at youth events/activities will be paid
4. Expenses for travel by car may be paid from church budget funds. (This may include the rental of a vehicle.)
5. In general, no more than 50 %, but not to exceed \$200.00, may be paid from church budget funds for any individual attending an event/activity.
6. Special events/activities, especially for missions, that have been set up in advance may provide more church budget funds for each individual as approved by the ministry staff.
7. A grant can be given to cover expenses for an individual according to financial need. A grant must be approved by the ministry staff at least 3 weeks in advance of the event/activity.
8. Deposit money must be paid at least 4 weeks in advance for an activity/event in order to secure a place for that individual.
9. The remainder of individual participant funds is due 2 weeks prior to an activity.

10. Money paid in advance and expended is non-refundable after the due dates as noted above. (See #8 & #9)

D. Handling Cash Guidelines (2/9/09; rev. 6/6/2012)

Staff:

1. All funds (cash and checks) given to an office staff member or to a ministry staff member are to be recorded and deposited by the end of the next business day.
2. Ministry staff will give all funds (cash and checks) to the office staff member who is responsible for deposits. A record of the amount and purpose of the funds will be provided in writing or in a *Pink Note*. Ministry staff members will provide a copy of the record to the bookkeeper if it is to be recorded as a contribution. Office staff members will follow the recording procedure.

Non-Staff:

1. Funds are to be counted by two people and recorded on the **GSLC – Record of Receipts** form.
2. Cash funds will never be kept in any church office overnight.
3. All funds that are kept at the church overnight must be placed in the church safe.
4. Funds collected at fund raisers are to be brought to the night deposit at the bank at the conclusion of the event each day. (For a Sunday morning event, the collected and counted funds may be given to an elder for placement in the church safe.)
5. Petty cash needed for an event will not exceed \$500, initially and throughout the event. One person will assume responsibility for that amount throughout the event. All cash above \$500 will be deposited nightly when an event extends beyond one day.

Youth Ministries

A. General Rules:

1. Each youth must have a Medical Release Form completed and turned into a youth counselor before the youth will be able to depart for an off-site activity. The Director of Youth Ministries (DYM) will keep these on file. Extra copies of these forms may be picked up in the (DYM) office.
2. Youth participants must refrain from any drug, alcohol, and tobacco use during all activities. (Exceptions are made for prescription medications and over-the-counter medications given with a parent/guardian approval and written permission.)

3. Counselors must have all forms required by the congregation's Child Abuse Policy completed and on file before they are able to volunteer for any youth activity. Counselors will also refrain from any drug or alcohol use during an event.
4. Counselors to youth ratio must follow that of the congregation's Child Abuse Policy and/or the Youth Ministry manual.
5. Counselors will have supervision over all youth during a planned youth event and have authority to make and carry out proper decisions regarding the direction of the event as well as disciplinary action, if necessary.
6. Once on church property or on a youth trip, each youth is expected to remain on-site with the group. If a youth needs to leave for any reason before the event is concluded, a youth counselor must be notified. Depending on the reason for departure, verbal or written verification from a parent/guardian may be needed.
7. YOU MUST SIGN UP FOR AN EVENT TWO WEEKS IN ADVANCE WITH FINAL PAYMENT TURNED IN ONE WEEK BEFORE DEPARTURE. Payment confirms your spot and helps determine the number of drivers needed.

B. Off-Site Trips / Guests

1. Each driver during a youth event must be at least 21 years old with a valid driver's license, a safe driving record, a dependable vehicle, and up to date insurance. Proof of insurance may be required and a copy kept on file in the church office.
2. Each driver is to have directions and appropriate maps for out of town trips.
3. Each individual in a vehicle must wear a safety belt at all times when the vehicle is in operation. (Exceptions will be made in the instance of a hayride or other specific cases where safety belts are not available.
4. Youth who do not follow safety belt rules, are disruptive, or disrespectful of a driver may be banned from the next off site trip.
5. If a youth is not able to be at the departure site by the time of departure, the DYM must be contacted in order to work out transportation details.
6. A *Travel Information/Itinerary Form* must be completed and a copy left in the Church office before departure on any out of town trip." (2/24/09 by staff)

C. Guests:

1. Non-members of Good Shepherd Lutheran are welcome to attend many of our youth functions and activities.
2. Non-member youth may attend one-day activities or lock-ins any time they wish provided that the non-member is in the grade for which the event is being held.

3. Non-member youth who wish to attend other over night events are asked to attend some other youth function prior to that event to help build relationships within the whole group ahead of time.

D. Fees

1. All fees and registration costs for an event must be turned into a youth counselor before departing, unless prior arrangements have been made with the DYM.
2. Cost for each event will be kept to the lowest amount possible in order to ensure greater youth/family participation.
3. No youth should be turned away from participation because of a financial issue. Scholarships for activities may be available. The DYM must be contacted prior to the event. All requests will be kept confidential.

E. Fundraising

1. Youth fundraisers will be held for specific events. Profits will be divided as follows: Youth participate in the fundraisers will receive credit to decrease their event expenses. If youth choose not to help with the fundraising work, they will not receive the benefits. The DYM and/or Youth Ministries Team may make some exceptions if a valid reason is given.

F. Discipline

It is important to maintain an environment suited to empower youth for lives of Christian servanthood. To help maintain and strengthen this type of environment, the following policy has been proposed.

1. Consequences of inappropriate behavior at a youth activity:
 - ⇒ "Steps 1 & 2 will not be used for youth caught using drugs, alcohol, or tobacco. Any such behavior will immediately require step 3.
 - ⇒ Step 1: The adult leader will give the youth a warning and explain how his/her behavior is inappropriate.
 - ⇒ Step 2: The youth will be asked to take a 10 minute time out of the activity, or for off-site trips be required to stay with an adult leader until the next check-in.
 - ⇒ Step 3: If inappropriate behavior continues:
 - If the activity is at church, their parent/guardian will be notified, and they will be sent home.
 - If the activity is an off site trip, their parent/guardian will be notified, and the youth will be sent home at the parent/guardian's expense, or

if the offense is minor they will be required to stay with an adult leader for the remainder of the trip.

- ⇒ (2)The Director of Youth Ministries will give a report to the Youth Ministries Team regarding the behavior of the youth concerned.
2. Swimsuit Policy: All swimsuits must be one-piece unless a t-shirt is worn over it, or it has been pre-approved by the Youth Ministries Team.
 3. PDA (Public Display of Affection) Rule: There shall be no public display of affection at church/youth functions.
 4. Discipline is a tool that allows a leader to maintain order at an activity. It is also a tool used throughout the Bible. In working within the context of the Bible, we must keep in mind the law and how it sets rules for behavior and order without forgetting the good news of the Gospel that allows the sinner to repent and be forgiven.

Not to be printed for general distribution. This is a staff policy item.

Staff Limitations

1. Staff will not fail to exhibit Christian morals and values.
2. Staff will not fail to maintain confidentiality of appropriate staff matters and congregational matters.
3. Staff will not fail to provide planning and coordination through staff meetings.
4. Staff will not fail to acknowledge volunteers. Some possible suggestions are:
 - ⇒ Devoting time during the first staff meeting of each month to send out Thank You notes to selected volunteers.
 - ⇒ Acknowledging volunteer groups in worship by offering a prayer blessing for them.
5. Staff will not fail to honor the identified staff norms:
 - ⇒ We will be held accountable for deadlines & commitments.
 - ⇒ We will be open with our personal lives and needs.
 - ⇒ We will be responsible for each other's success.
 - ⇒ We will keep the team informed.
 - ⇒ We will focus when present.
 - ⇒ We will be open with our own thoughts and feelings.
 - ⇒ We will evaluate our ministries together.
 - ⇒ We will assign action items to a specific person on the team and be willing to work within a specific time frame.
 - ⇒ We will focus on interests, not positions.
 - ⇒ We will be honest and we will defend honesty.
 - ⇒ We will normally respond to Pink Notes, emails and Voice Mail from each other within 24 hours at the latest.
6. Ministry staff will not fail to keep the staff informed of their upcoming scheduled events and activities on the office calendar software.

7. Full-time paid ministry staff will not fail to be available to other staff and church members by being regularly present in their respective offices.
8. Full-time paid ministry staff will not work less than 50 hours in an average work week.