

# Cross of Christ Lutheran Church

## CONSTITUTION

### 2017 Cross of Christ Constitution

Ratified at February 1994 Annual Meeting

Constitution and Bylaws Amended at Congregational Meeting June 4, 2017

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## INTRODUCTION

The *Model Constitution for Congregations of the Evangelical Lutheran Church in America* originally was adopted by the Constituting Convention of this church in Columbus, Ohio, on April 30, 1987. This was done as required by the *Constitutions, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.

The current edition of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America* contains changes adopted by the 1989, 1991, 1993, 1995, 1997, 1999, 2001, 2003, 2005, 2007, 2009, 2011, and 2013 Churchwide Assemblies.

The model is consistent with the requirements of the constitutional governing documents of the ELCA's churchwide organization and synods.

**Required provisions:** Sections of this constitution marked by an asterisk [\*] are required when a congregation amends its governing documents. These sections must be used without alteration or amendment of the text in any manner (neither additions nor deletions). This is in keeping with provision 9.52. in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. This provision stipulates that when a congregation of this church “wishes to amend any provision of its governing documents, the governing documents of that congregation shall be so amended to conform to 9.25.b.” in the churchwide constitution. The provisions herein marked by an asterisk are those that are indicated as required in ELCA constitutional provision 9.25.b.

**Review by synod:** In keeping with provisions that apply to all congregations of this church, each congregation is to provide a copy of its governing documents to the synod. As specified by ELCA bylaw 9.53.03. (numbering as listed in the 1991 and subsequent editions):

All proposed changes in the constitution or incorporation documents of a congregation shall be referred to the synod with which the congregation is affiliated. The synod shall approve or disapprove the proposed changes within 120 days of receipt thereof, and shall notify the congregation of its decision; in the absence of a decision, the changes shall go into effect.

**Codification explanation:** A numerical codification indicates (a) general subject, (b) constitutional provisions, (c) bylaws, and (d) continuing resolutions.

- a. Major sectors are designated as chapters. The chapter designation becomes the first number in the codification sequence and is followed by a period. Thus, provisions in “Chapter 8. Membership” are preceded by “8.”
- b. Constitutional provisions are codified with two sets of numbers: the chapter number and a two-digit number preceding the second period in the codification. Thus, one constitutional provision related to “Membership” is codified \*C8.02.
- c. Bylaw provisions are codified with three sets of numbers: the chapter number, the related constitutional provision number, and a two-digit number. Thus, one bylaw provision related to “Membership” would be codified C8.02.01. Because bylaws and continuing resolutions normally are so specifically related to details of each congregation's organization, operation, and life, no model set of bylaws or continuing resolutions is provided. Each congregation may develop its own bylaws and continuing resolutions, but no such bylaws or continuing resolutions may conflict with this constitution, the constitution and bylaws of the Evangelical Lutheran Church in America, and the constitution of the synod, as indicated in \*C6.03.e.

- d. The Congregation Council may adopt “continuing resolutions,” which may provide descriptions of operational patterns or of the ongoing responsibilities of committees or other units within the organizational structure of the congregation. Within the governing documents of a congregation, continuing resolutions are the provisions most easily amended. Unlike constitutional provisions and bylaws, continuing resolutions may be updated regularly by the Congregation Council without the necessity of calling a regular or special Congregation Meeting. Continuing resolutions also are codified with three sets of numbers except that the third set is preceded by a capital letter. Thus, a continuing resolution might be numbered C13. to designate the chapter; C13.07. to designate the subject matter within the chapter; and the third set might be numbered A05. in the codification C13.07.A05. to indicate by the “A” that it is the first continuing resolution regarding that subject and to indicate by the “05” that it was adopted in 2005.

***Ease of use:*** The provisions of your congregation’s constitution, the bylaws, and the continuing resolutions that pertain to the same matter should be placed together for clarity and ease in use.

If chapter numbers are considered the major sequence number, constitution numbers as a fraction of the chapter number, and bylaw numbers as a fraction of the constitution number, then the codification can be said to provide a progressive sequence. Thus, \*C5.01. will precede C5.03.10., and C9.11.16. will precede \*C9.13.

All provisions in the Constitution are prefaced with “C” to distinguish these provisions from comparable ones in the synodical and churchwide constitutions.

***Missing numbers:*** You may notice that certain numbers seem to be missing from the numbering sequence in some chapters. That is intentional. In the style followed here, the number “.10.” and multiples thereof have been reserved for possible use as section headings in future editions of the Constitution.

***References to church:*** In the governing documents, “Church” with a capital letter is used in references to the one, holy, catholic, and apostolic Church. In references to the Evangelical Lutheran Church in America, the words “church” and “this church” in lower case letters are employed, although, for clarity in this constitution, the full name or “ELCA” normally is used.

The specific congregation may be identified, as provided in C1.02., as “this congregation.”

***Guidelines:*** A list of guidelines for a congregation engaging in review and amendment of its constitution is available through each synod office and on the ELCA Web site. The task of amending a constitution is not easy. It is, however, an important endeavor that merits thoughtful work. In your constitutional responsibilities, God grant you wisdom, mutual love, clear understanding of good order, and commitment to the unity of this church in faithful witness to our Lord and Savior, Jesus Christ.

## **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 Cross of Christ Lutheran Church.
- C1.02. For the purpose of this constitution and the accompanying bylaws, the Cross of Christ Lutheran Church congregation is hereinafter designated as “this congregation.”
- C1.03. For the purpose of this constitution and accompanying bylaws and continuing resolutions, the Evangelical Lutheran Church in America may be referred to as “the ELCA” or as “the church.” Except in references to the Evangelical Lutheran Church in America, “Church” with a capital “C” refers to the one, holy, catholic, and apostolic Church.
- C1.04. For the purpose of this constitution and the accompanying bylaws and continuing resolutions, the Northwest Washington Synod may be referred to as “the NWW Synod” or “the synod.”
- C1.05. For the purpose of this constitution and the accompanying bylaws and continuing resolutions, the bishop of the Northwest Synod may be referred to as “the bishop.”
- C1.06. For the purpose of this constitution and the accompanying bylaws and continuing resolutions, references to pastor(s) refer to ordained clergy called to serve this congregation.
- C1.11. This congregation shall be incorporated under the laws of the State of Washington.

### **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, they 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. This church confesses the one, holy, catholic, and apostolic Church and is resolved to serve Christian Unity throughout the world.
- \*C3.03. 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 Evangelical Lutheran Church in America, therefore, derives its character and powers both from the sanction and representation of its congregations 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.
- \*C3.04. This church, inspired and led by the Holy Spirit, participates in The Lutheran World Federation as a global communion of churches, engaging in faithful witness to the gospel of Jesus Christ and in service for the sake of God’s mission in the world.
- \* C3.05. The name Evangelical Lutheran Church in America (ELCA or “this church”) as used herein refers in general references to this whole church, including its three

expressions—congregations, synods, and the churchwide organization. The name Evangelical Lutheran Church in America is also the name of the corporation of the churchwide organization to which specific references may be made herein.

## **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 ministry 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. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.

- g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.
- \*C4.04. This congregation shall develop an organizational structure to be described in the bylaws. The Congregation Council shall prepare descriptions of the responsibilities of each committee, task force, or other organizational groups and shall review their actions. [Such description shall be contained in continuing resolutions in the section on the Congregation Committees].
- \*C4.05. This congregation shall, from time to time, adopt a mission statement which will provide specific direction for its programs.
- C4.05.01. Mission Statement*
- By God's grace, through faith in our Lord Jesus Christ, we are called to:
- Worship God
  - Grow in faith
  - Share the Gospel
  - Serve others
  - Welcome all
- \*C4.06. References herein to the nature of the relationship between the three expressions of this church—congregations, synods, and the churchwide organization—as being interdependent or as being in a partnership relationship describe the mutual responsibility of these expressions in God's mission and the fulfillment of the purposes of this church as described in this chapter, and do not imply or describe the creation of partnerships, co-ventures, agencies, or other legal relationships recognized in civil law.

**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 Congregation Meeting called and conducted as provided in this constitution and bylaws.
- \*C5.03. Only such authority as is delegated to the Congregation 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 a minister of Word and Service;
- d. terminate the call of a minister of Word and Service in conformity with the constitution of the Evangelical Lutheran Church in America;
- e. adopt amendments to the constitution, as provided in Chapter 16, and amendments to the bylaws, as specified in Chapter 17, and continuing resolutions as provided in Chapter 18;
- f. approve the annual budget;
- g. acquire real and personal property by gift, devise, purchase, or other lawful means;
- h. hold title to and use its property for any and all activities consistent with its purpose;
- i. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;
- j. elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- k. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

*C5.03.01.* The list of powers reserved to the Congregation in \*C5.03. is complete; all other powers (authority) not specifically mentioned in this constitution are implicitly delegated to the Congregation Council.

*C5.03.A06.* Roles of the Congregation, the Congregation Council, and the Pastor at Cross of Christ Lutheran Church; see Appendix B, page 65.

\*C5.04. 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 Northwest Washington Synod of the Evangelical Lutheran Church in America.

**Chapter 6**  
**CHURCH AFFILIATION**

\*C6.01. This congregation shall be an interdependent part of the Evangelical Lutheran Church in America or its successor, and of the Northwest Washington Synod of the Evangelical Church in America. This congregation is subject to the discipline of the Evangelical Lutheran Church in America.

\*C6.02. This congregation accepts the Confession of Faith and agrees to the Purposes of the Evangelical Lutheran Church in America and shall act in accordance with them.

\*C6.03. This congregation acknowledges its relationship with the Evangelical Lutheran Church in American 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 Evangelical Lutheran Church in America.
- c. This congregation agrees to call pastoral leadership from the roster of ministers of Word and Sacrament of the Evangelical Lutheran Church in America in accordance with its call procedures except in special circumstances and with the approval of the bishop of the synod. These special circumstances are limited either to calling a candidate approved for the roster of ministers of Word and Sacrament of the Evangelical Lutheran Church in America or to contracting for pastoral services with an ordained minister of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion.
- d. This congregation agrees to consider ministers of Word and Service for call to other staff positions in the congregation according to the procedures of the Evangelical Lutheran Church in America.
- 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 Evangelical Lutheran Church in America and with the constitution of the synod.

\*C6.04. Affiliation with the Evangelical Lutheran Church in America 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 Evangelical Lutheran Church in America according to the procedures for discipline of the Evangelical Lutheran Church in America.
- d. This congregation follows the procedures outlined in \*C6.05.

\*C6.05. This congregation may terminate its relationship with the Evangelical Lutheran Church in America by the following procedure:

- a. A resolution indicating the intent to terminate its relationship must be adopted at a legally called and conducted special meeting of the congregation by a two-thirds vote of the voting members present. Such meeting may be held no sooner than 30 days after written notice of the meeting is received by the bishop of the synod, during which time the congregation shall consult with the bishop and the bishop's designees, if any. The times and manner of the consultation shall be determined by the bishop in consultation with the congregation council. Unless he or she is a voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.
- b. The secretary of the congregation shall submit a copy of the resolution to the bishop, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, and shall mail a copy of the resolution to voting

members of the congregation. This notice shall be submitted within 10 days after the resolution has been adopted.

c. The bishop of the synod and the congregation shall continue in consultation, as specified in paragraph a. above, during a period of at least 90 days after receipt by the synod of the notice as specified in paragraph b. above.

d. If the congregation, after such consultation, still seeks to terminate its relationship, such action may be taken at a legally called and conducted special meeting by a two-thirds vote of the voting members present. Notice of the meeting shall be mailed to all voting members and to the bishop at least 10 days in advance of the meeting. Unless he or she is voting member of the congregation, the bishop and the bishop's designees, if any, shall have voice but not vote at the meeting.

e. A copy of the resolution, attesting that the special meeting was legally called and conducted and certifying the outcome of the vote, shall be sent to the bishop within 10 days after the resolution has been adopted, at which time the relationship between the congregation and this church shall be terminated subject to paragraphs g., h., and i. below. Unless this notification to the bishop also certifies that the congregation has voted by a two-thirds vote to affiliate with another Lutheran denomination, the congregation will be conclusively presumed to be an independent or non-Lutheran church.

f. Notice of termination shall be forwarded by the bishop to the secretary of the ELCA, who shall report the termination to the Churchwide Assembly.

g. This congregation shall abide by these covenants by and among the three expressions of this church:

- 1) Congregations seeking to terminate their relationship with this church which fail or refuse to comply with each of the foregoing provisions in \*C6.05., shall be required to receive Synod Council approval before terminating their membership in this church.
- 2) Congregations which had been members of the Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05., to receive synodical approval before terminating their membership in this church.
- 3) Congregations established by the Evangelical Lutheran Church in America shall be required, in addition to complying with the foregoing provisions in \*C6.05, to satisfy all financial obligations to this church and receive Synod Council approval before terminating their membership in this church.

h. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's first meeting as specified in paragraph a. above, another special meeting to consider termination of relationship with this church may be called no sooner than six months after that first meeting. If this congregation fails to achieve the required two-thirds vote of voting members present at the congregation's second meeting as specified in paragraph d. above, another attempt to consider termination of relationship with this church must follow all

requirements of \*C6.05. and may begin no sooner than six months after that second meeting.

*C6.05.01.* A vote to sever membership in the ELCA shall be by written ballot. (See 10.01.01, d-5)

\*C6.06. If this congregation considers relocation, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action. The approval of the Synod Council shall be received before any such action is effected.

\*C6.07. If this congregation considers developing an additional site to be used regularly for worship, it shall confer with the bishop of the synod in which it is territorially located and the appropriate unit of the churchwide organization before any steps are taken leading to such action.

## **Chapter 7**

### **PROPERTY OWNERSHIP**

\*C7.01. If this congregation ceases to exist, title to undisposed property shall pass to the Northwest Washington Synod of the Evangelical Lutheran Church in America.

\*C7.02. If this congregation is removed from membership in the Evangelical Lutheran Church in America according to its procedure for discipline, title to property shall continue to reside in this congregation.

\*C7.03. If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to transfer to another Lutheran church body, title to property shall continue to reside in this congregation, provided the process for termination of relationship in \*C6.05. has been followed. Before this congregation takes action to transfer to another Lutheran church body, it shall consult with representatives of the Northwest Washington Synod.

\*C7.04. If two-thirds of the voting members of this congregation present at a legally called and conducted special meeting of this congregation vote to become independent or relate to a non-Lutheran church body, and have followed the process for termination of relationship in \*C6.05., 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 Evangelical Lutheran Church in America.

## **Chapter 8**

### **MEMBERSHIP**

\*C8.01. Members of this congregation shall be those baptized persons on the roll of this congregation at the time that 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. Members shall be classified as follows:

- 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. **Voting** members are confirmed members. Such confirmed members, during the current or preceding calendar year, shall have communed in this congregation and shall have made a contribution of record to this congregation. Members of this congregation who have satisfied these basic standards shall have the privilege of voice and vote at every regular and special meeting of the congregation as well as the other rights and privileges ascribed to voting members by the provisions of this constitution and bylaws.
- d. **Associate** members are persons holding membership in other Christian congregations who wish to retain such membership but desire to participate in the life and mission of this congregation. These individuals have all the privileges and duties of membership except voting rights or other rights and privileges ascribed to voting members by the provisions of this constitution and its bylaws.
- e. **Seasonal** members are voting members of other ELCA congregations who wish to retain such membership but desire to participate in the life and mission of this congregation, including exercising limited voting rights in this congregation. The Congregation Council may grant seasonal membership to such persons provided that this congregation is a member of a synod where the Synod Council has approved seasonal member voting on its territory. Such seasonal members shall have all the privileges and duties of voting members except that:
  1. they shall not be eligible for elected office in, or for membership on the Congregation Council or on a call committee of, this congregation;
  2. they shall not have the right to vote on any matter concerning or affecting the call or termination of call of any minister of this congregation;
  3. they shall not have the right to vote on any matter concerning or affecting the affiliation of this congregation with the ELCA;
  4. they shall not be eligible to serve as voting members from this congregation of the Synod Assembly or the Churchwide Assembly;
  5. they shall not, even if otherwise permitted by this congregation, vote by proxy or by absentee ballot; and
  6. they shall not, within any two calendar month period, exercise voting rights in this congregation and in the congregation where they remain voting members.

*C8.02.01* Admission to Baptized Membership

- a. Children, one or both of whose parents or guardians are members of this congregation, shall, upon receiving Christian baptism, be received as baptized members of this congregation.
- b. Children, neither of whose parents or guardians are members of this congregation, shall, upon Christian baptism duly recorded as a ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation unless there is understanding that, for good reason, they will be enrolled as baptized members of another congregation, in which case notice of the baptism shall be sent to the congregation in which the child is to be enrolled as a baptized member.
- c. Children baptized in other congregations shall be received as baptized members of this congregation upon admission of one or both parents or guardians to membership, or by consent of one or both parents or guardians, or by action of the church council.
- d. Unbaptized adults who have received instruction and have given evidence of having an adequate understanding and acceptance of the teaching of the word of God as confessed by the Lutheran church, shall, upon confession of faith and Christian baptism duly recorded as ministerial act performed under the auspices of this congregation, be received as baptized members of this congregation.

*C8.02.02.* Admission to Confirmed Membership.

- a. Baptized adults, not previously members of the congregation, who have received instructions and have given evidence of having adequate understanding and acceptance of the teachings of the word of God as confessed by the Lutheran church shall be admitted to confirmed membership through the rite of confirmation.
- b. However, adults received as baptized members according to the provisions of section C8.02.01. of this part of the bylaws shall be recognized as confirmed members whether or not, at the discretion of the pastors, they have participated in the rite of confirmation.
- c. Children who are baptized members of the congregation shall be admitted to confirmed membership through participation in the rite of confirmation.
- d. Applicants for membership presenting a Letter of Transfer showing them to be confirmed members in good standing in other Lutheran congregations shall be admitted to confirmed membership upon acceptance of their Letter of Transfer by the church council and the report of their names to the congregation.
- e. Applicants for membership who present evidence of confirmation in a Lutheran congregation but do not have a Letter of Transfer shall be admitted to confirmed membership when the church council has determined that they meet the standards of Christian faith and life indicated in the constitution and bylaws and when they have reaffirmed their faith before the congregation.

*C8.02.03.* Admission to Voting Membership.

The Congregation Council shall be responsible for determining the voting membership in accordance with the qualifications specified in the constitution and bylaws. Any doubtful cases shall be decided by the congregation.

- \*C8.03. All applications for confirmed membership shall be submitted to and shall require the approval of the Congregation Council.
- \*C8.04. It shall be the privilege and duty of 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; and
  - c. support the work of this congregation, the synod, and the churchwide organization of the Evangelical Lutheran Church in America through contributions of their time, abilities, and financial support as biblical stewards.
- C8.04.01.* All baptized Christians who profess faith in Jesus Christ as Lord and Savior and who believe that Jesus is truly present in the bread and wine are welcome to commune. Visiting Christians who commune at their home parish are also welcome at our table. Our policy is to admit children to communion at an age determined by their parent(s) in consultation with one of the pastors. If a parent has a child that the parent feels is ready to receive his or her first communion, the parent must contact the church office. Children who do not commune are encouraged to come to the communion rail for a personal blessing. "We go to the sacrament of communion because we receive there a great treasure, through and in which we receive the forgiveness of sins...The Lord's Supper is given as a daily food and sustenance so that our faith may be refreshed and strengthened and not weaken in the struggle, but grow continually stronger." – Martin Luther, The Large Catechism.
- C8.04.A06.* The information in the Church Directory is intended to facilitate the conduct of church business; any use of individuals' addresses, phone numbers, or email addresses obtained from the directory for matters other than church business must not be undertaken without the expressed permission of the individuals in question.
- \*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 in accordance with ELCA constitutional provision 20.40. and the accompanying bylaws; or
  - e. removal from the roll due to inactivity in accordance with the provisions of this constitution and its bylaws.

Such persons who have been removed from the roll of members shall remain persons for whom the church has a continuing pastoral concern.

*C8.05.01* Discontinuance of Membership

- a. Members who move away shall be encouraged to transfer their membership. A confirmed member in good standing desiring to change membership to another Lutheran congregation shall, upon request, receive a Letter of Transfer.
- b. A confirmed member who, in the judgment of the Congregation Council, shows no interest in a) attending church services, b) does not partake of Holy Communion, and c) does not contribute to the congregational treasury according to the congregation's records, for a period of two years, shall be presumed to no longer desire membership. Such individuals shall lose the right to vote, and shall not be counted in the membership statistics of the congregation.
- c. Individuals who have lost the right to vote shall have their name and records kept in the files for a period of five years thereafter. Such a person shall be encouraged to take part in the congregational life, or to transfer elsewhere, as the situation may indicate to be advisable. If that confirmed person resumes activity within the five year period, active membership shall be restored; if not, the confirmed shall be dismissed from the congregation and, if possible, shall be notified of this action.
- d. Members who have a) been dismissed, b) have resigned, or c) have been received into membership of other congregations without official transfer, have thereby terminated their membership in the congregation and have surrendered all membership rights.

## **Chapter 9**

### **ROSTERED MINISTER**

- \*C9.01. Authority to call a pastor shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by this congregation to recommend the call, shall seek the advice and help of the bishop of the synod.
- C9.01.01.*
- a. When 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
  - b. If the pastor receives a call to another congregation, the pastor shall consult with the present congregation, or at least with the Congregation Council, before coming to a decision. The pastor should attempt to reach a decision as quickly as possible, normally within thirty days. The pastor shall thereupon notify the present congregation and the synod bishop. When a release has been granted and the call accepted, the pastor shall terminate the ministry and transfer to the new field of service as quickly as feasible, normally within one month.
  - d. A desire for a change in pastorate by either congregation or pastor shall be brought to the attention of the bishop of the synod, who shall advise in the matter in accordance with Chapter 9.05 of this constitution and with the established procedures of the ELCA.
  - e. The congregation requires that its pastors shall be loyal to the faith and purpose of the congregation, as stated in Chapter 2 and Chapter 9.02 of this constitution.
  - f. The council is empowered to engage guest clergy (as per C12.04 g.) as well as guest clergy for special occasions. However, clergy serving this congregation on a repetitive basis that does not qualify as an interim position (as per \*C9.06.)

may do so only with the approval of the congregation and its pastors or, in the case of vacancy in pastorates, the approval of the congregation and the synod bishop.

- \*C9.02. Only a member of the roster of Ministers of Word and Sacrament of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Sacrament 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 Evangelical Lutheran Church in America,
- a. Every ordained minister of Word and Sacrament shall:
    1. preach the Word;
    2. administer the sacraments;
    3. conduct public worship;
    4. provide pastoral care;
    5. seek out and encourage qualified persons to prepare for the ministry of the Gospel;
    6. impart knowledge of this church and its wider ministry through distribution of its communications and publications;
    7. witness to the Kingdom of God in the community, the nation, and abroad;  
and
    8. speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each pastor with a congregational call shall, within the congregation:
    1. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    2. relate to all schools and organizations of this congregation;
    3. install regularly elected members of the Congregation Council;
    4. with the council, administer discipline; and
    5. endeavor to increase the support given by the congregation to the work of the ELCA churchwide organization and of the Northwest Washington 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.
- \*C9.05. The provisions for termination of the mutual relationship between a minister of Word and Sacrament and this congregation shall be as follows:



- a. The call of this congregation, when accepted by a pastor, shall constitute a continuing mutual relationship and commitment which shall be terminated only by death, or following consultation with the synodical bishop 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, no later than 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;
  4. physical disability, or mental incapacity of the pastor;
  5. suspension of the pastor through discipline for more than three months;
  6. resignation or removal of the pastor from the roster of ministers of Word and Sacrament of this church;
  7. termination of the relationship between this church and the congregation;
  8. dissolution of the congregation or the termination of a parish arrangement; or
  9. suspension of the congregation through discipline for more than six months.
- b. When allegations of physical disability or mental incapacity of the pastor under paragraph a.4) above, or ineffective conduct of the pastoral office under paragraph a.3) above have come to the attention of the bishop of the synod,
  1. the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or
  2. when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of the congregation, the bishop shall personally investigate such conditions together with a committee of two rostered ministers and one layperson.
- c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the pastor's condition. When a disability or incapacity is evident to the committee, the bishop of the synod may declare the pastorate vacant. When the pastorate is declared vacant, the Synod Council shall list the pastor on the roster of Ministers of Word and Sacrament as disabled. Upon removal of the disability and restoration of the pastor to health, the bishop shall take steps to enable the pastor to resume the ministry, either in the congregation last served or in another appropriate call.
- d. In the case of alleged local difficulties that imperil the effective functioning of the congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together

with the committee shall present their recommendations first to the pastor and then to the congregation. The recommendations of the bishop's committee must address whether the pastor's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by the congregation and by the pastor, if appropriate. If the pastor and congregation agree to carry out such recommendations, no further action need be taken by the synod.

- e. If either party fails to assent to the recommendations of the bishop's committee concerning the pastor's call, the congregation may dismiss the pastor only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.
- f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

- \*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 the Congregation 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 Congregation Council. The interim pastor and any rostered minister providing assistance shall refrain from exerting influence in the selection of a pastor. Unless previously agreed upon by the Synod Council, an interim pastor is not available for a regular call to the congregation served.
- \*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 Evangelical Lutheran Church in America.
- \*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, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.11. 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 call may

also be terminated before its expiration in accordance with the provisions of \*C9.05.a.

- \*C9.12. The pastor of this congregation:
  - a. shall keep accurate parochial records of all baptisms, confirmations, marriages, burials, communicants, members received, members dismissed, or members excluded from the congregation;
  - b. shall submit a summary of such statistics annually to the synod; and
  - c. shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the pastor shall hold membership in one of the congregations.
- \*C9.13. The pastor(s) 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.
- \*C9.14. 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.
- C9.15. Under special circumstances, subject to the approval of the synodical bishop and the concurrence of this congregation, a minister of Word and Sacrament of a church body with which the Evangelical Lutheran Church in America officially has established a relationship of full communion may serve temporarily as pastor of this congregation under a contract between the congregation and the pastor in a form proposed by the synodical bishop and approved by the congregation.
- \*C9.21. Authority to call a minister of Word and Service shall be in this congregation by at least a two-thirds vote of voting members present and voting at a meeting legally called for that purpose. Before a call is issued, the officers, or a committee elected by the Congregation Council to recommend the call, shall seek the advice and help of the bishop of the synod.
- \*C9.22. Only a member of the roster of Ministers of Word and Service of the Evangelical Lutheran Church in America or a candidate for the roster of Ministers of Word and Service who has been recommended for this congregation by the synodical bishop may be called as a deacon of this congregation.
- \*C9.23. Consistent with the faith and practice of the Evangelical Lutheran Church in America, every minister of Word and Service shall:
  - a. Be rooted in the Word of God, for proclamation and service;
  - b. Advocate a prophetic diakonia that commits itself to risk-taking and innovative service on the frontiers of the Church's outreach, giving particular attention to the suffering places in God's world;

- c. Speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world, witnessing to the realm of God in the community, the nation, and abroad;
- d. Equip the baptized for ministry in God's world that affirms the gifts of all people;
- e. Encourage mutual relationships that invite participation and accompaniment of others in God's mission;
- f. Practice stewardship that respects God's gift of time, talents, and resources;
- g. Be grounded in a gathered community for ongoing diaconal formation;
- h. Share knowledge of the ELCA and its wider ministry of the gospel and advocate for the work of all expressions of this church; and
- i. Identify and encourage qualified persons to prepare for ministry of the gospel.

\*C9.24. The specific duties of the deacon, compensation, and other matters pertaining to the service of the deacon shall be included in a letter of call, which shall be attested by the bishop of the synod.

\*C9.25. The provisions for termination of the mutual relationship between a minister of Word and Service and a congregation shall be as follows:

a. The call of a congregation, when accepted by a deacon, shall constitute a continuing mutual relationship and commitment, which shall be terminated only by death or, following consultation with the synodical bishop, 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 deacon, which shall become effective, unless otherwise agreed, no later than 30 days after the date on which it was submitted;
- 3) inability to conduct the ministry of Word and Service effectively in this congregation in view of local conditions;
- 4) physical disability or mental incapacity of the deacon;
- 5) suspension of the deacon through discipline for more than three months;
- 6) resignation or removal of the deacon from the roster of Ministers of Word and Service of this church;
- 7) termination of the relationship between this church and this congregation;
- 8) dissolution of this congregation or the termination of a parish arrangement; or
- 9) suspension of this congregation through discipline for more than six months.

b. When allegations of physical disability or mental incapacity of the deacon under paragraph a.4) above, or ineffective conduct of the office of minister of Word and Service under paragraph a.3) above, have come to the attention of the bishop of this synod,

1) the bishop in his or her sole discretion may investigate such conditions personally together with a committee of two rostered ministers and one layperson, or

2) when such allegations have been brought to the synod's attention by an official recital of allegations by the Congregation Council or by a petition signed by at least one-third of the voting members of this congregation, the bishop personally shall investigate such conditions together with a committee of two rostered ministers and one layperson.

c. In case of alleged physical disability or mental incapacity under paragraph a.4) above, the bishop's committee shall obtain and document competent medical opinion concerning the deacon's condition. When a disability or incapacity is evident to the committee, the bishop of this synod may declare the position vacant. When the position is declared vacant, the Synod Council shall list the deacon on the roster of Ministers of Word and Service as disabled. Upon removal of the disability and the restoration of the deacon to health, the bishop shall take steps to enable the deacon to resume the ministry, either in the congregation last served or in another appropriate call.

d. In the case of alleged local difficulties that imperil the effective functioning of this congregation under paragraph a.3) above, the bishop's committee shall endeavor to hear from all concerned persons, after which the bishop together with the committee shall present their recommendations first to the deacon and then to this congregation. The recommendations of the bishop's committee must address whether the deacon's call should come to an end and, if so, may suggest appropriate severance arrangements. The committee may also propose other actions that should be undertaken by this congregation and by the deacon, if appropriate. If the deacon and congregation agree to carry out such recommendations, no further action need be taken by the synod.

e. If either party fails to assent to the recommendations of the bishop's committee concerning the deacon's call, this congregation may dismiss the deacon only at a legally called meeting after consultation with the bishop, either (a) by a two-thirds 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 majority vote of the voting members present and voting where the bishop and the committee recommended termination of the call.

f. If, in the course of proceedings described in paragraph c. or paragraph d. above, the bishop's committee concludes that there may be grounds for discipline, the committee shall make recommendations concerning disciplinary action in accordance with the provisions of this church's constitution, bylaws, and continuing resolutions.

\*C9.26. The deacon shall make satisfactory settlement of all financial obligations to a former congregation before:

- a. installation in another field of labor, or
- b. the issuance of a certificate of dismissal or transfer.

- \*C9.27. When a deacon is called to serve in company with another rostered minister or other rostered ministers, the privileges and responsibilities of each rostered minister shall be specified in documents to accompany the call and to be drafted in consultation involving the rostered ministers, the Congregation Council, and the bishop of the synod. As occasion requires, the documents may be revised through a similar consultation.
- \*C9.28. With the approval of the bishop of the synod, this congregation may depart from \*C9.25.a. and call a deacon 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 deacon and representatives of this congregation for a review of the call. Such a call may also be terminated before its expiration in accordance with the provisions of \*C9.25.a.
- \*C9.29. The deacon shall become a member of this congregation upon receipt and acceptance of the letter of call. In a parish of multiple congregations, the deacon shall hold membership in one of the congregations.
- \*C9.31. The deacon(s) 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.

## **Chapter 10**

### **CONGREGATION MEETING**

- C10.01. The annual meeting of this congregation shall be held at a time specified in the bylaws.
  - C10.01.01.* a. The current roster of voting, confirmed, and baptized members shall be determined prior to each annual meeting.
  - b. The annual congregational meeting shall be held in the month of June, generally on the first Sunday of June.
  - c. The items of business at annual congregational meetings shall normally include:
    1. Opening devotion.
    2. Approval of the minutes of the previous meeting.
    3. Abbreviated reports of pastor, church council, treasurer, selected committees, and others. (NOTE: Full reports will be included in the printed annual meeting brochure.)
    4. Elections of president, vice-president, secretary, and council members as announced.
    5. Election of congregational members to the nominating committee.
    6. Election of Synod Assembly delegates.
    7. Approval of budget.
    8. Unfinished business as provided by the secretary.

- 9. New business.
- 10. Closing prayer.
- d. In the following cases voting shall be by written ballot:
  - 1. To elect members of the church council unless there is only one candidate for each position.
  - 2. To adopt or amend the articles of incorporation, constitution, or bylaws of the congregation;
  - 3. To call a pastor or to request a resignation;
  - 4. To dismiss a member from the congregation or to remove a member from office in the congregation;
  - 5. To sever membership from the ELCA;
  - 6. To dispose of, encumber, or purchase real property;
  - 7. When requested by ten or more members present.
- e. No one shall be declared elected without having received a majority of the votes cast.
- f. If more than one ballot is required in an election, the balloting after the first ballot shall be limited to the three candidates receiving the highest number of votes on the first ballot; and after the second ballot the balloting shall be limited to the two candidates receiving the highest number of votes.
- g. Any new business to be presented for vote of the congregation at the annual meeting shall be submitted in writing to the church president with copy to the Lead Pastor at least ten days prior to the annual meeting date.

C10.02. A special Congregation Meeting may be called by the senior pastor, the Congregation Council, or the president of this congregation, and shall be called at the written request of fifty (50) voting members. The president of the Congregation Council shall call a special meeting upon request of the synodical bishop. The call for each special meeting shall specify the purpose for which it is to be held and no other business shall be transacted.

*C10.02.01.* Items of business at special congregational meetings shall include:

- a. Opening devotion.
- b. Approval of previous special meeting(s) minutes
- c. Special meeting business
- d. Closing prayer

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 or electronic means, as permitted by state law, to all voting members at least ten (10) days in advance of the

date of the meeting. Electronic notice of meetings may be provided in addition to notice by regular mail.

- C10.04. Fifty (50) voting members present shall constitute a quorum.
- C10.05. Voting by proxy or by absentee ballot shall not be permitted.
- C10.06. All actions by the congregation shall be by majority vote except as otherwise provided in this constitution.
- C10.07. Robert's Rules of Order Newly Revised, latest edition, shall govern parliamentary procedure of all meetings of this congregation.

## **Chapter 11 OFFICERS**

- C11.01. The officers of this congregation shall be a president, vice-president, and secretary.
  - a. Duties of the officers shall be specified in the bylaws.
  - b. The officers shall be voting members of the congregation.
  - c. Officers of this congregation shall serve similar offices of the Congregation Council and shall be voting members of the Congregation Council.

### *C11.01.01.* Duties of the Officers

- a. The president shall preside over meetings of the Congregation Council and of the congregation unless the meeting decides otherwise.
  - b. The vice-president shall preside in the absence of the president, unless the meeting decides otherwise.
  - c. The secretary shall keep the minutes of the council and of the congregation.
- C11.02. The congregation shall elect its officers and they shall be the officers of the congregation. The officers shall be elected by written ballot unless there is only one candidate for each position. Officers shall serve for three years or until their successors are elected, with the exception of the vice-president who is elected to a one year term. Their terms shall begin on the first Sunday of September after the annual meeting at which they are elected.
  - C11.03. No officer shall hold more than one office at a time. No elected officer shall be eligible to serve more than six consecutive years as elected member of the council.
  - C11.04. Should the office of the president be declared vacant, the vice-president will assume the office until the next annual meeting.
  - C11.05. Should the office of the vice-president be declared vacant, the Congregational Council shall elect, from its membership, a successor until the next annual meeting.
  - C11.06. Should the office of the secretary be declared vacant, the Congregational Council shall elect a successor until the next annual meeting.



## **Chapter 12**

### **CONGREGATION COUNCIL**

C12.01. The voting membership of the Congregation Council shall consist of the called and/or interim pastors, the officers of the congregation, and not less than six (6) members of the congregation. Any voting member of the congregation may be elected, subject only to the limitation on the length of continuous service permitted in that office. A member's place on the Congregation Council may be declared vacant if the member a) ceases to be a voting member of this congregation or b) is absent from three consecutive regular meetings of the Congregation Council without cause acceptable to the council.

#### *C12.01.01.* Membership and Meeting of the Congregation Council

- a. The Congregation Council shall be composed of not less than nine members, elected each for a term of three years, except the vice-president who will be elected each year. The council members shall be elected in such a manner that approximately one third are elected each year. Elected members shall include president; vice-president, secretary; and not less than six council members.
- b. In addition to the requirements of congregational membership stated in Chapter 8 of the constitution, qualifications for elected membership on the Congregation Council shall include such practical qualifications as are needed.
- c. If a member of the Congregation Council is absent from three consecutive regular meetings without an excuse approved by the council, council membership is forfeited. A member having two consecutive unexcused absences from regular meetings shall be notified thereof by the secretary.

C12.02. The members of the Congregation Council except the officers and the pastors shall be elected to serve for three (3) years or until their successors are elected. Such members shall be eligible to serve no more than two (2) full terms consecutively. No one may serve more than six consecutive years as an elected member of the council. Their terms shall begin on the first Sunday of September after the annual meeting at which they are elected.

*C12.02.01.* An unexpired term of one year or less shall not be considered a term of office.

C12.03. Should a member's place on the Congregation Council be declared vacant, the Congregation Council shall elect, by majority vote, a successor until the next annual meeting.

C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation 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 rostered minister(s) and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
- 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 churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
- i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
- j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

C12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.

- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Washington, except as otherwise provided herein.
- b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
- c. The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
- d. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
- e. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

- C12.05.01. The treasurer shall be elected to a three-year term by the Congregation Council, shall be bonded and shall be custodian of all funds of the congregation, and shall disburse all such funds in accordance with the decisions of the congregation or the Congregation Council. The treasurer shall provide a year-end financial report to the annual congregational meeting and such other reports to the Congregation Council as may be required. The treasurer shall not be a member of the Congregation Council. The number of consecutive terms the treasurer may serve shall not be limited.
- C12.05.02.* Adjustments in the salary(ies) and benefits of the pastor(s) and other professional staff members shall be the responsibility of the Congregation Council upon the recommendation of the Executive committee in consultation with the Treasurer, subject to the congregation's approval of the budget. The pastor(s) are to leave the room during discussions of the pastor(s) salary(ies) and benefits.
- C12.05.03.* The Congregation Council shall as far as possible operate within the limits of the approved budget of the congregation. Any expenditures in excess of the total voted budget must be approved by the congregation.
- C12.05.04.* Use of Property
- a. The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall not be used in any way not in harmony with the purpose of the congregation.
  - b. Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the ELCA unless application for such use has been approved by the Congregation Council.
- C12.06. The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.06.01.* The church should encourage the understanding and use of the constitution through new member classes, confirmation classes, and any other appropriate means. In particular, new members of the Congregation Council should read and understand the constitution.
- C12.07. The Congregation Council shall provide for an annual review of the membership roster.
- C12.08. The Congregation Council shall be responsible for the appointment and supervision of the staff of this congregation. Nothing in this provision shall be deemed to affect the congregation's responsibility for the call, terms of call, or termination of call of any employees who are on a roster of this church.
- C12.08.01.* The Congregation Council shall be empowered to secure such help as is needed to carry on the work of the congregation, such as organist, choir director, parish worker, pastor's secretary, office secretary, intern, custodian, etc., and shall fix their salaries as recommended by the appropriate core team leaders.
- C12.08.A06.* Personnel Policies for Cross of Christ Lutheran Church; see Appendix A, page 35.
- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.

- C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the senior pastors or interim pastors, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting. Chronic or repeated absence of the senior pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop.
- C12.12.01.* The Congregation Council shall not transact any business unless a majority of its elected members is present. Presence at a meeting of the Congregation Council may occur electronically or by telephone conference as permitted by state law.
- C12.13. The Congregation Council and its committees may hold meetings by remote communication, including electronically and by telephone conference, and, to the extent permitted by state law, notice of all meetings may be provided electronically.

### **Chapter 13**

#### **CONGREGATION COMMITTEES**

- C13.01. The officers of this congregation and the pastors shall constitute the **Executive Committee**.
- C13.01.01.* a. (See C11.01)
- b. Members of the Executive Committee will set the agenda for each Congregational meeting and Congregational Council meeting.
- c. Members of the Executive Committee will recommend salaries and benefits.
- d. The president will chair the Executive Committee meetings.
- C13.02. The **Nominating Committee** shall be composed of no more than seven (7) and no less than five (5) voting members of this congregation. At least one (1), but not more than two (2) committee members shall be members of the Congregation Council and five (5) shall be elected at the annual meeting for a term of one year. Members of the Nominating Committee are not eligible for consecutive re-election. Alternate members would not be elected.
- C13.02.01.* a. The senior pastor shall serve as convener and as an advisor of the nominating committee..
- b. The members of the nominating committee shall serve for the year following their election. They shall normally nominate one or more candidates for each office to be filled and shall secure the consent of each candidate to serve, if elected.

- c. The slate of candidates presented by the nominating committee shall be made known to the congregation in advance of the special or annual meeting at which the election is to take place.
  - d. In addition to the slate of candidates presented by the nominating committee, additional nominations may be made from the floor. Prior consent of such nominees must be obtained and qualifications for council members noted in Bylaws C12.01.01. announced at the annual meeting.
  - e. Should the congregationally elected membership of the nominating committee be fewer than three individuals, positions shall be filled by a special congregational meeting called for that purpose.
- C13.03. An **Audit Committee** of two (2) voting members shall be elected by the Congregation Council. Audit Committee members shall not be members of the Congregation Council. Term of office shall be two (2) years, with one member elected each year. Members shall be eligible for reelection.
- C13.03.01.* An audit committee composed of two persons shall be nominated by the president and elected by the Congregation Council. The audit committee shall present its annual report in writing to the Congregation Council. The audit committee shall carefully examine all insurance policies to determine the amount and kind of insurance in force and include this report in its statement.
- C13.04. ***Mutual Ministry Committee(s)*** (in the absence of a mutual ministry committee, the duties shall be fulfilled by the executive committee) shall be appointed jointly by the president and the rostered minister. Term of office shall be two years, with three members to be appointed each successive year.
- C13.05. When a pastoral vacancy occurs, a **Call Committee** of six (6) voting members shall be elected by this congregation. Term of office will terminate upon installation of the newly called pastor.
- C13.05.01.* The Call Committee membership is elected during a legal Congregational Meeting with nominations from the floor and a majority vote of those voting members present and voting. Not more than two (2) alternate members may be elected by the congregation at the time of the Congregational Meeting to fill vacancy(ies) on the Call Committee.
- C13.06. Other congregation committees may be formed as the need arises, by decision of the Congregation Council.
- C13.07. Duties congregation committees shall be specified in the Continuing Resolutions.
- C13.08. The pastors are ex-officio members of all congregational committees except the Nominating Committee.

## **Chapter 14**

### **ORGANIZATIONS WITHIN THE CONGREGATION**

- C14.01. 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. As outgrowths and expressions of this congregation's life, the organizations are subject to its oversight and direction. This congregation at its meeting shall determine their policies, guide their activities, and receive reports concerning their membership, work, and finances.

- C14.01.01. All committees and organizations handling funds within the congregation shall submit accounts to the treasurer or the congregation office at least two weeks prior to the annual meeting.
- C14.02. Special interest groups, other than those of the official organizations of the Evangelical Lutheran Church in America, may be organized only after authorization has been given by the Congregation Council and specified in a continuing resolution.
- C14.03. If the Congregation is represented on the board of another organization, such representatives shall be nominated by the Congregation Council but shall be elected by the organization on whose board they serve.

## **Chapter 15**

### **DISCIPLINE OF MEMBERS AND ADJUDICATION**

- \*C15.01. Persistent and public denial of the Christian faith, willful or criminal conduct grossly unbecoming a member of the Church of Christ, continual and intentional interference with the ministry of the congregation, or willful and repeated harassment or defamation of member(s) of the congregation is sufficient cause for discipline of a member. Prior to disciplinary action, reconciliation and repentance will be attempted following Matthew 18:15-17, proceeding through these successive steps, as necessary: a) private counsel and admonition by the pastor, b) censure and admonition by the pastor in the presence of two or three witnesses, c) written referral of the matter by the Congregation Council to the vice president of the synod, who will refer it to a consultation panel drawn from the Consultation Committee of the synod, and d) written referral of the matter by the consultation panel to the Committee on Discipline of the synod. If, for any reason, the pastor is unable to administer the admonitions required by paragraphs a. and b. hereof, those steps may be performed by another pastor chosen by the Executive Committee of the Congregation Council.
- \*C15.02. 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 Evangelical Lutheran Church in America*. If the counseling, censure, and admonitions pursuant to C15.01 do not result in repentance and amendment of life, charges against the accused member(s) that are specific and in writing may be prepared by the Congregation Council, signed, and submitted to the vice president of the synod. The vice president shall select from the synod's Consultation Committee a panel of five members (three lay persons and two ministers of Word and Sacrament). A copy of the written charges shall be provided to the consultation panel and the accused member(s). The consultation panel, after requesting a written reply to the charges from the accused member(s), shall consider the matter and seek a resolution by means of investigation, consultation, mediation,

or whatever other means may seem appropriate. The panel's efforts to reach a mutually agreeable resolution shall continue for no more than 45 days after the matter is submitted to it.

- \*C15.03. If the consultation panel fails to resolve the matter, that panel shall refer the case in writing, including the written charges and the accused member's reply, to the Committee on Discipline of the synod for a hearing. A copy of the panel's written referral shall be delivered to the vice president of the synod, the Congregation Council, and the accused member(s) at the same time it is sent to the Committee on Discipline of the synod. The Executive Committee of the Synod Council shall then select six members from the Committee on Discipline to decide the case, and shall appoint a member of the Synod Council to preside as nonvoting chair. Those six members plus the nonvoting chair comprise the discipline hearing panel for deciding the case. The Congregation Council and the accused member(s) are the parties to the case.
- \*C15.04. The discipline hearing panel shall commence and conduct the disciplinary hearing in accordance with the provisions governing discipline of congregation members prescribed in the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*.
- \*C15.05. By the vote of at least two-thirds of the members of the discipline hearing panel who are present and voting, one of the following disciplinary sanctions can be imposed:
  - a. suspension from the privileges of congregation membership for a designated period of time;
  - b. suspension from the privileges of congregation membership until the pastor and Congregation Council receive evidence, satisfactory to them, of repentance and amendment of life;
  - c. termination of membership in the congregation; or
  - d. termination of membership in the congregation and exclusion from the church property and from all congregation activities.
- \*C15.06. The written decision of the discipline hearing panel shall be sent to the vice president of the synod, the accused member(s), and the Congregation Council as required by the *Constitution, Bylaws, and Continuing Resolutions of the Evangelical Lutheran Church in America*. The decision of the discipline hearing panel shall be implemented by the Congregation Council and recorded in the minutes of the next council meeting.
- \*C15.07. No member of the congregation shall be subject to discipline a second time for offenses that a discipline hearing panel has heard previously and decided pursuant to this chapter
- \*C15.10. **Adjudication**
- \*C15.11. 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 chair of the Congregation 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 16**

### **AMENDMENTS**

- \*C16.01.** Unless provision \*C16.04. is applicable, those sections of this constitution that are not required, in accord with the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*, may be amended in the following manner. Amendments may be proposed by at least 50 voting members or by the Congregation Council. Proposals must be filed in writing with the Congregation Council 60 days before formal consideration by this congregation at a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal together with the council's recommendations at least 30 days in advance of the meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C16.02.** An amendment to this constitution, proposed under \*C16.01., shall:
- a. be approved at a legally called Congregation Meeting according to this constitution by a majority vote of those voting members present and voting;
  - b. be ratified without change at the next annual meeting by a two-thirds vote of those voting members present and voting; and
  - c. have the effective date included in the resolution and noted in the constitution.
- \*C16.03.** Any amendments to this constitution that result from the processes provided in \*C16.01. and \*C16.02. shall be sent by the secretary of this congregation to the synod. The synod shall notify the congregation of its decision to approve or disapprove the proposed changes; the changes shall go into effect upon notification that the synod has approved them.
- \*C16.04.** This constitution may be amended to bring any section into conformity with a section or sections, either required or not required, of the *Model Constitution for Congregations of the Evangelical Lutheran Church in America*—as most recently amended by the Churchwide Assembly. Such amendments may be approved by a majority vote of those voting members present and voting at any legally called meeting of the congregation without presentation at a prior meeting of the congregation, provided that the Congregation Council has submitted by mail or electronic means, as permitted by state law, notice to the congregation of such an amendment or amendments, together with the council's recommendations, at least 30 days prior to the meeting. Upon the request of at least two (2) voting members of the congregation, the Congregation Council shall submit such notice. 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 17**

### **BYLAWS**

- \*C17.01. This congregation may adopt bylaws. No bylaw may conflict with this constitution.
- \*C17.02. Bylaws may be adopted or amended at any legally called meeting of this congregation with a quorum present by a two-thirds vote of those voting members present and voting.
  - C17.02.01.* (See C10.01 and C10.02.)
- \*C17.03. Changes to the bylaws may be proposed by any voting member provided that such additions or amendments be submitted in writing to the Congregation Council at least 60 days before a regular or special Congregation Meeting called for that purpose. The Congregation Council shall notify the congregation's members of the proposal with the council's recommendations at least 30 days in advance of the Congregation Meeting. Notification may take place by mail or electronic means, as permitted by state law.
- \*C17.04. Approved changes to the bylaws shall be sent by the secretary of this congregation to the synod.

## **Chapter 18**

### **CONTINUING RESOLUTIONS**

- \*C18.01. The congregation in a legally called meeting or the Congregation Council may enact continuing resolutions. Such continuing resolutions may not conflict with the constitution or bylaws of this congregation.
- \*C18.02. Continuing resolutions shall be enacted or amended by a majority vote of a meeting of the congregation or a two-thirds vote of all voting members of the Congregation Council.

## **Chapter 19**

### **INDEMNIFICATION**

- \*C19.01. Consistent with the provisions of the laws under which this congregation is incorporated, this congregation may adopt provisions providing indemnification for each person who, by reason of the fact that such person is or was a Congregation Council member, officer, employee, agent, or other member of any committee of this congregation, was or is threatened to be made a party to any threatened, pending, or completed civil, criminal, administrative, arbitration, or investigative proceeding.

## **Chapter 20**

### **PARISH AUTHORIZATION**

- \*C20.01. This congregation may unite in partnership with one or more other congregations recognized by the synod named in \*C6.01. to form a parish. Except as provided in \*C20.02. and \*C20.03., a written agreement, developed in consultation with

the synod and approved by the voting members of each congregation participating in the parish, shall specify the powers and responsibilities that have been delegated to the Parish Council. The Parish Agreement shall identify which congregation of the parish issues calls on behalf of the member congregations or shall establish a process for identifying which congregation issues calls on behalf of the member congregations.

- \*C20.02. One congregation of a parish shall issue a call on behalf of the member congregations to a minister of Word and Sacrament or a candidate for the roster of Ministers of Word and Sacrament who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.03. One congregation of a parish may issue a call on behalf of the member congregations to a minister of Word and Service or a candidate for the roster of Ministers of Word and Service who has been recommended by the synodical bishop to serve the congregations of the parish. Such a call shall be approved prior to issuance by a two-thirds vote at a congregational meeting of each congregation forming the parish. If any congregation of the parish should fail to approve the call, the other congregations of the parish shall have the right to terminate the parish agreement.
- \*C20.04. Any one of the congregations of the parish may terminate their relationship with the pastor as provided in †S14.18.d. of the synodical constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.05. Any one of the congregations of the parish may terminate their relationship with a minister of Word and Service as provided in †S14.43.d. of the synodical constitution of the synod named in \*C6.01. In such case, the other congregation(s) of the same parish shall have the right to terminate the parish agreement.
- \*C20.06. Whenever a parish agreement is terminated, the call of any rostered minister serving that parish is terminated. Should any congregation that was formerly part of the parish agreement desire to issue a new call to that rostered minister, it may do so in accordance with the call process of this church.

## **APENDICES - CONTINUING RESOLUTIONS**

Adopted by The Congregation Council at its January 18, 2011 meeting.

The following sections are a compilation of Policies enacted by the Congregation or the Congregation Council as Continuing Resolutions. Only such Policies and Continuing Resolutions contained within this document are valid.

**APPENDIX A:  
PERSONNEL POLICIES**

# Cross of Christ Lutheran Church Personnel Policies

*Adopted as Continuing Resolution C12.08.A06 on March 14, 2006  
Revision 1 (approved on March 9, 2010)*

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## INTRODUCTION

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.” (Northwest Washington Synod Constitution, Chapter S6.01, Statement of Purpose). Cross of Christ Lutheran Church of the Evangelical Lutheran Church in America (“ELCA”) is one of the churches in the Northwest Washington Synod. In all of its service in this synod, in the region, and throughout the Church, the employees of Cross of Christ Lutheran Church shall carry out the duties to which they are assigned, in faithfulness to the faith and mission of the ELCA.

The Cross of Christ Personnel Committee shall recommend to the Congregational Council personnel policies for Cross of Christ Lutheran Church, including salaries, fair practices, staff position descriptions, and training. This committee shall be responsible for annual review of the personnel policies and recommendations to the Congregational Council for revision.

These policies have been prepared in order that every employee of Cross of Christ Lutheran Church may know the terms of employment that will govern his or her relationship with this church. It is the responsibility of the Pastor and the Congregational Council to administer these policies, with respect to persons in the employ of the church. Questions regarding interpretation of policies should be directed to the Congregational Council.

These personnel policies do not create, imply, or express a promise of continued employment of any employee by Cross of Christ Lutheran Church.

### 1.0 GENERAL

#### 1.1 Authority

Adoption of these policies by Cross of Christ Lutheran Church is granted by the general authority in the Constitution and Bylaws of the church. Nothing in these policies shall conflict with the Constitution and Bylaws of the church or the ELCA.

#### 1.2 Scope

These personnel policies apply to all staff in the church, except where the Congregational Council has granted a written exception. The ARK Daycare has a separate set of personnel policies for its staff.

#### 1.3 Personnel Committee

The Cross of Christ Lutheran Church Personnel Committee will bring reports and recommend policies to the Congregational Council and will prepare budget recommendations for staff salaries.

#### 1.4 Exceptions

Exceptions to these personnel policies may be granted by the Congregational Council, in consultation with the Personnel Committee, when it is judged that such exceptions are in the best interest of both Cross of Christ Lutheran Church and the

employee concerned. No exception will be valid unless it is a recorded action of the Congregational Council.

#### 1.5 Amendments

The Congregational Council may adopt amendments, corrections, additions or deletions to these policies in its sole discretion. Any such changes shall apply both to persons employed at the time the change is adopted and to persons employed thereafter, unless the Congregational Council's action specifically provides to the contrary.

#### 1.6 Distribution of Personnel Policies

The Cross of Christ personnel policies shall be distributed to all existing staff when the document is adopted by the Congregational Council and to new employees at the time of employment.

#### 1.7 Supervisory Structure

The supervisor is the Congregational Council as represented by the appropriate Congregational Council Administrator or another Council designee. A reporting matrix for all current staff positions will be maintained by the Congregational Council Secretary. The Pastor has day to day supervisory responsibility as defined in Appendix B: Roles and Responsibilities. The Pastor's supervisory responsibility does not supersede those of the Congregational Council.

### 2.0 EMPLOYMENT AT WILL

The goal is that all employees have a productive and rewarding employment relationship with Cross of Christ Lutheran Church. Nonetheless, employment is at will. This means that just as employees are free to resign at any time, the Church Council in consultation with the pastor has the right to discharge an employee at any time with cause.

At the election of a new Pastor, employees will submit a letter of resignation for the Pastor's consideration during the first six months of tenure.

### 3.0 EMPLOYEE CLASSIFICATIONS

All employees are considered staff of Cross of Christ Lutheran Church and the underlying organizational principle shall be that of a unified work force. Where it is required by law, distinctions will be made between those considered exempt and those considered non-exempt by the Fair Labor Standards Act.

#### 3.1 Regular Full-Time Employees

Regular full-time employees are employees on the church's regular payroll who are scheduled to work forty (40) hours per week. Regular full-time employees are eligible for the benefits outlined in these policies.

### 3.2 Regular Part-Time Employees

Regular part-time employees are employees on the church's regular payroll who are regularly scheduled to work at least twenty (20) but fewer than forty (40) hours per week. Regular part-time employees are eligible for the benefits outlined in these policies on a pro rata basis, reflecting their fraction of full-time employment.

Regular part-time employees will accrue sick leave and vacation credits on a pro-rated basis, reflecting their fraction of full-time employment, pursuant to procedures established for full-time employees as described in section 12.2

Employees working less than twenty (20) hours are not eligible for benefits, sick leave or vacation.

### 3.3 Temporary Employees

Workers who are on the regular payroll as temporary employees are not entitled to benefits. Temporary employees are subject to Social Security (FICA) contributions on their wages.

### 3.4 Exempt and Non-Exempt Employees

Every position in the church is categorized as either exempt or non-exempt under the wage and hour laws. Non-exempt employees are eligible for overtime pay. Exempt employees are not eligible for overtime pay.

### 3.5 Letter of Call or Contract

Those rostered persons serving the church under a Letter of Call or Contract are subject to the terms and conditions of the Letter of Call or Contract. Employees under a Letter of Call or Contract are subject to these policies, except where they conflict with the terms and conditions of the Letter of Call or Contract in which case the Letter shall control.

## 4.0 SERVICE TIME

### 4.1 General Principle

No rights shall accrue to an employee by virtue of service time, except as specifically stated in these policies; however, in the selection of vacation periods and similar matters, if other factors are equal, preference will be given to employees with the longest period of service.

### 4.2 Determination of Service Time



Service time depends on the duration of the employee's full-time employment or full-time equivalencies with Cross of Christ Lutheran Church, a congregation or other unit of the ELCA or one of its predecessor church bodies. The Personnel Committee will determine the nature and extent of the employee's service time and will communicate such determination to the employee in writing.

## 5.0 EQUAL EMPLOYMENT OPPORTUNITY

### 5.1 Inclusiveness in Employment

Cross of Christ Lutheran Church is committed to both the spirit and the applicable legal requirements of equal employment opportunity. Consistent with this commitment, the continuing policy of Cross of Christ Lutheran Church is to afford equal employment opportunity to qualified persons in all aspects of the employment relationship, including hiring, compensation, development opportunities, discharges, and retirement.

When the Congregational Council, in consultation with the Pastor, determines that there is a need for a rostered employee and/or an employee with Lutheran theological background, training, or experience, only individuals with those qualifications will be considered. A vote of the Congregation is required to approve hiring a rostered employee.

### 5.2 Employees With Disabilities

While Cross of Christ Lutheran Church is exempt from the American with Disabilities Act under provision 101.5.B of the Act, Cross of Christ Lutheran Church shall not discriminate in the hiring or employment of individuals who with or without reasonable accommodation can perform the essential employment functions of the position the person holds or seeks to hold. A written job description prepared by the Personnel Committee shall define what employment functions are essential.

### 5.3 Workforce Diversity

As part of Cross of Christ Lutheran Church's commitment to equal employment opportunity, the Church will actively seek to increase the diversity of our job applicants and workforce.

### 5.4 Harassment, Including Sexual Harassment

Cross of Christ Lutheran Church is committed to provide a work environment free from all verbal, physical and visual forms of harassment. All employees are expected to be sensitive to and respectful of co-workers and others with whom they come into contact while representing the Church. All forms of harassment are strictly prohibited.

A. Examples of prohibited conduct include:

- Epithets, slurs, negative stereotyping or threatening, intimidating or hostile acts that relate to sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age or disability.
- Written or graphic material brought to, displayed or circulated in the workplace that denigrates or shows hostility or aversion toward an individual or group because of their sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed, religion, age or disability.
- Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, sexual orientation, marital status, race, color, national origin, citizenship status, creed religion, age or disability.
- Using church resources (such as voicemail, e-mail or Internet access) to obtain, deliver, forward, circulate or store inappropriate or offensive materials.

B. With respect to sexual harassment, examples of prohibited conduct includes, but is not limited to:

- Vulgar or sexual comments, jokes, stories and innuendo.
- Graphic or suggestive comments about someone's body or manner of dress.
- Gossip or questions about someone's sexual conduct or orientation.
- Vulgarity, leering, inappropriate touching and obscene or suggestive gestures.
- Displaying, accessing or circulating in the workplace (including via Internet or e-mail) sexually suggestive photographs, cartoons, graffiti, jokes and the like.
- Unwelcome and repeated flirtations, requests for dates and the like.
- Subtle pressure for sexual activity, including unwelcome but apparently sanction-free sexual advances by a supervisor to a subordinate.
- Solicitation or coercion of sexual activity, dates or the like by the implied or express promise of rewards or preferential treatment.
- Solicitation or coercion of sexual activity, dates or the like by the implied or express threat of punishment.
- Sexual assault.
- Intimidating, hostile, derogatory, contemptuous or otherwise offensive conduct or remarks that are directed at a person because of that person's sex, regardless of whether the remarks themselves are sexual in nature.
- Retaliation against an employee for refusing sexual or social overtures, for complaining in good faith about sexual harassment, or for cooperating in good faith with the investigation of a complaint.

C. Harassment, particularly sexual harassment, can be difficult to define. For this reason, Cross of Christ Lutheran Church strongly urges employees to

use the harassment reporting policy (5.5) without worrying about whether the conduct involved would be considered harassment in a legal sense. This policy is intended to assist Cross of Christ Lutheran Church in addressing not only illegal harassment, but also conduct that is offensive and inappropriate.

## 5.5 Reporting Harassment or Other Discriminatory Behavior

If at any time an employee believes he/she is being subjected to harassment or discrimination, if an employee becomes aware of such conduct being directed toward someone else, or if an employee believes another employee has received more favorable treatment because of discrimination, that employee is required to promptly notify the Chair of the Personnel Committee, or the Congregational Council President. Any complaint received must be reported to the Pastor and the Personnel Committee. This applies to harassment or discrimination caused by anyone with whom an employee comes into contact as part of the employee's job: supervisors, co-workers, parishioners, vendors or others. All reported incidents will be investigated under the following guidelines:

- All complaints will be kept confidential to the fullest extent possible. This means they will be disclosed only as necessary to investigate and respond to the complaint, to management and as may be required by law.
- Anyone who has violated Cross of Christ Lutheran Church's anti-harassment or anti-discrimination policies is subject to corrective action, up to and including immediate discharge.
- Cross of Christ Lutheran Church will not permit retaliation against anyone who makes a good-faith complaint or who cooperates in good faith in an investigation.

Cross of Christ Lutheran Church strongly urges employees to report all incidents of harassment, discrimination or other inappropriate behavior in as timely a manner as possible.

## 6.0 RECRUITMENT AND SELECTION

### 6.1 Employee Eligibility

An employment application form will be prepared for use by applicants. Within three business days of hire or rehire, all new employees are required to provide documentation sufficient to establish their identity and eligibility to work in the United States.

### 6.2 Personnel Records

The Cross of Christ Lutheran Church Office will maintain and update annually an individual file for each employee, containing his/her job description, employment application form, interview evaluations, offer letter of employment, letter of

acceptance, payroll authorizations, salary information, attendance records, performance appraisals, and other pertinent documents (e.g. sabbatical leaves, continuing education leave). In addition, the Church Office shall maintain the hours worked each workweek for all non-exempt employees. All personnel files and information are the property of Cross of Christ Lutheran Church which reserves the right to use and disclose this information as it deems appropriate. In general, however, it is the policy to keep personnel records in a locked file with access by the Personnel Committee and the Pastor.

Employees have the right to review their individual personnel file and all documents contained therein, at a time mutually convenient to the employee and the Pastor or a member of the Personnel Committee.

Cross of Christ Lutheran Church will comply with all applicable state and federal laws regarding the confidentiality of medical records.

### 6.3 Employment of Relatives

Cross of Christ Lutheran Church does not discriminate in employment decisions or policies in violation of law on the basis of marital status. Persons who are related shall not be employed or engaged under contract in a relationship wherein one relative reports to the other. Relatives include spouses, children, parents, siblings, grandparents, grandchildren, aunts, uncles, first cousins, and corresponding in-laws or “step” relations.

### 6.4 Job Vacancies

Staff position vacancies shall be posted in the Cross of Christ Lutheran Church Office and website. Such positions may be posted at other church related offices. Positions also shall be announced by the Church’s official media. Such announcements will include the position’s description and salary range. Position vacancies may be advertised in local newspapers and other publications, including on-line resources, as appropriate.

Exceptional situations may require filling positions without a posting. The appropriateness of this action shall be determined by the Personnel Committee in consultation with the Pastor and the supervisory Congregational Council administrator.

Cross of Christ Lutheran Church may enter into employment agreements to resolve short-term staffing needs. These agreements shall provide for a start date, a specific compensation, and an end date of employment.

### 6.5 Hiring Procedures

The Personnel Committee, the Pastor and the search committee (when there is one) will review applications, select and interview candidates for each position and choose one candidate to be presented to the Congregational Council for ratification.

All offers of employment are to be sent to the ratified candidate by the Congregational Council President. In addition, Letters of Call will be issued for those rostered employees. No promises, commitments or representations which are inconsistent with or override these hiring procedures may be made to an employee or prospective employee without the prior written approval of the Congregational Council. Any such promise, commitment or representation shall be void unless it is in writing and signed by the Congregational Council President. This policy also applies when a change of status or responsibility is being considered for a current employee.

## 7.0 PERFORMANCE EVALUATION

### 7.1 Annual Performance Evaluation

- A. A formal written evaluation process for all employees will be conducted annually. This evaluation should be completed three (3) months prior to the end of the church's fiscal year. The Personnel Committee is responsible for developing and implementing evaluation procedures, and reporting the completion of the evaluation process to the Congregational Council. The written evaluation will be reviewed with the employee. A member of the Personnel Committee will conduct the annual review with the Pastor and appropriate Congregational Council Administrator. The Pastor's evaluation shall be completed by at least one member of the Personnel Committee, one member of the Congregational Council Executive Committee, and one member of the Congregation selected by the Pastor.
- B. Employee evaluations are intended to provide constructive and useful assessments of the employees' performance. They are also intended to assist in the development and fulfillment of the employees' career or occupational goals. Employees are encouraged to provide feedback.
- C. An unsatisfactory review indicates employment may not continue unless performance improves. A performance improvement plan will be created and the employee and the supervisor will work together in setting explicitly defined and attainable goals and actions to be taken. A reasonable period of time, generally within 3 months, should be established to reassess the employee's progress.
- D. A summary evaluation and recommendations will be provided to the employee for mutual review and acknowledgement. If desired, additional comments can be incorporated. Following conversation, a copy of the written evaluation will be filed in the employee's personnel file in the Cross of Christ Lutheran Church Office. Disputed evaluations will be handled according to the grievance procedures outlined in section 15.
- E. A summary of the evaluations will be provided to the Congregational Council and the Mutual Ministry Team, if appropriate.

## 7.2 Progressive Corrective Action

A. The process for progressive corrective action will be as follows.

1. The Pastor should orally call the employee's attention to shortcomings in work performance. The Pastor shall attempt to make the employee aware of his/her expectations for performance and his/her willingness to work with the employee in resolving the work-related problem. This conversation is to be documented and held by the Pastor and the appropriate Congregational Council designee.
2. If the performance continues to be unsatisfactory, the Pastor shall again counsel with the employee. This time, however, the counseling shall also be put in writing (a copy shall be given to the employee) and entered into the employee's personnel file together with documentation from the first conversation.
3. If the problem is not satisfactorily resolved, the employee may be placed on probation. The probation meeting shall be documented, including the date of the meeting, a description of the work-related problem(s), the course of corrective action to be taken, and the amount of time in which the employee and the Pastor shall resolve the problem. Probationary periods may be established for 30 or 60 days. The summary of the conversation should include a specific statement that failure to resolve the work-related problem may lead to termination. If the employee fails to perform specific actions set forth in the probationary period, termination may come before the end of the probationary period.

The final probation plan and timetable must be agreed upon and reviewed by the Personnel Committee and approved by the Pastor and the Congregational Council before being implemented. A copy of the meeting documentation shall be given to the employee and placed in the employee's personnel file.

4. If the conditions of the probationary period are not met or a performance problem is not resolved, the employee is subject to termination.

## 8.0 COMPENSATION PROGRAM

All decisions about compensation are made by the Congregational Council at its discretion. Compensation adjustments do not take effect until confirmed in writing by the Congregational Council.

### 8.1 Salary Recommendation

The Personnel Committee will recommend to Cross of Christ Lutheran Church's Congregational Council Executive Committee annual compensation for each employee of Cross of Christ Lutheran Church.

## 8.2 Overtime

- A. The Church pays overtime to non-exempt employees according to federal and state law.
- B. A non-exempt employee must record the number of regular and overtime hours worked each workweek. The employee must certify he/she has accounted for all hours worked each week. Working overtime without recording time (i.e., working "off the clock") is strictly prohibited and will result in corrective action, not reward. Non-exempt employees will only work and be paid for overtime approved by the Pastor. Exempt employees may also be asked to record the number of hours worked. For overtime calculation purposes, a new workweek begins at 1:00 AM, Monday.

## 8.3 Pay Periods

Paychecks are issued the 5<sup>th</sup> and 20<sup>th</sup> day of every month. If a normal payday falls on a non-working day, paychecks will be issued on the last working day preceding the non-working day. Deductions will be made from gross pay as required or allowed by law or as authorized by the employee.

Although Cross of Christ Lutheran Church shall endeavor to be accurate in maintaining payroll records, occasionally an employee may be paid more or less than appropriate. If the employee or Cross of Christ Lutheran Church determines a paycheck is more than it should be, Cross of Christ Lutheran Church will make a corresponding deduction from the next paycheck or arrange for the employee to pay the overage back over several paychecks. If the employee or Cross of Christ Lutheran Church determines a paycheck is less than it should be, Cross of Christ Lutheran Church will make a corresponding payment in the next paycheck or the employee may arrange to have the shortage repaid at another time.

As a rule, Cross of Christ Lutheran Church does not advance pay or benefits.

To the extent allowed by law, Cross of Christ Lutheran Church reserves the right to offset against an employee's compensation the amount of any loss suffered as a result of the employee's misconduct or negligence.

## 8.4 Garnishments and Wage Assignments

Cross of Christ Lutheran Church is bound to honor wage assignments as they represent a legal order to withhold and pay out a specified amount of an employee's earnings. If wages are attached, the employee will be notified, and must obtain a court order or withdrawal of the attachment/garnishment by the attaching party to prevent said deductions from being made.

## 9.0 REIMBURSABLE EXPENSES

### 9.1 General Principle

Costs for transportation and lodging associated with reimbursable travel associated Cross of Christ Lutheran Church business must be approved by the Pastor prior to travel commencing. Food and other appropriate expenses are to be obtained from moderately-priced vendors. All air travel will be paid at coach fares.

### 9.2 Use of Personal Automobile

Reimbursement shall be made for the use of an employee's personal automobile in accordance with Internal Revenue Service guidelines.

## 10.0 WORKING HOURS, HOLIDAYS AND ON THE JOB

### 10.1 Working Hours

Staff schedules will be coordinated by the Pastor based on each employee's job description. Work schedules will normally be on the basis of eight hours per day, Monday through Friday. The actual times an employee works may or may not be the same as the Church Office's normal working hours, depending on the employee's position, the needs of Cross of Christ Lutheran Church and whether the employee is classified as exempt or non-exempt.

### 10.2 Lunch Periods and Breaks

Normally, employees are expected to take a unpaid lunch period approximately mid-way through the workday. Non-exempt employees are also entitled to a paid 15-minute break every four hours.

### 10.3 Attendance

Absenteeism and tardiness can cause problems for employees who cover for or depend on the work of the absent or late employee. Excessive absenteeism or tardiness will affect performance evaluations and may result in suspension or discharge. Cross of Christ Lutheran Church and the employee will maintain adequate attendance records for payroll purposes and for meeting appropriate wage and hour requirements.

### 10.4 Use of Church Resources

Employees should use church equipment and supplies, including computers, internet access, and telephones for church business only. Limited, incidental, and infrequent personal use is permitted.

### 10.5 Telecommuting



It is recognized that it is not always required for the employee to be located within the church building to accomplish their work tasks. However, it is the expectation that the staff be available at the church for the benefit of the congregational members, other staff members and the community as much as possible. As such, telecommuting may be allowed with the approval of the Pastor and communicated to the Church Office to ensure attendance records can be maintained appropriately and all employees and or church organizations that may have a need to know are informed. The employee must ensure appropriate contact information is current and posted in the Church Office.

Telecommuting is not a right, but a privilege. If this privilege is abused or if job performance is not satisfactorily maintained, the employee's work schedule will be adjusted appropriately.

#### 10.6 Overtime and Holidays

Non-exempt employees who work in excess of forty (40) hours a week will be compensated one and one-half times their regular hourly pay rate.

The Church Office will be closed on the following holidays. Employees who are eligible for overtime and who are required or requested to work on holidays will be compensated at one and one-half times their regular hourly pay rate.

Labor Day	Martin Luther King Day
Thanksgiving Day	President's Day
Day after Thanksgiving	Day after Easter
Christmas Day	Memorial Day
Day after Christmas	Independence Day
New Year's Day	

When one of the listed holidays falls on a Saturday, the Church Office normally will be closed on the preceding day. If the holiday falls on Sunday, the Church Office normally will be closed the following day.

In order to be eligible, the employee must work the last scheduled workday before the holiday and the first scheduled workday after the holiday, unless the employee has an excused absence or is on vacation.

Regular part-time employees only receive pay for the holiday if the holiday falls on a day that they are normally scheduled to work. They will be paid for the number of hours they are normally scheduled that day.

#### 10.7 Personal Days

Regular full-time employees will be eligible for two personal days on an annual basis. When an employee elects to take a personal day, he/she should immediately contact his/her supervisor to coordinate his/her work responsibilities. Except in special circumstances, personal leave usually will not be granted to employees who

have not completed their first three months of employment. Persons hired during the first half of the year will be eligible for two personal days. Those hired during the second half of the year will be eligible for one personal day in the year of hire.

If personal days are not taken, they may not be carried over to the following year. Persons leaving the employ of Cross of Christ Lutheran Church will not be reimbursed for unused personal days.

Regular part-time employees are not eligible for personal days.

#### 10.8 Donation of Vacation and Personal Days

In cases of emergency, as determined by the Congregational Council, employees may be allowed to donate their unused vacation and personal days to a colleague at Cross of Christ Lutheran Church.

#### 10.9 Drug-Free Workplace

Cross of Christ Lutheran Church maintains a drug-free workplace. Except as specifically described below, the following activities are strictly prohibited:

- A. Trafficking of alcohol or drugs, legal or illegal, while on church premises, or time, or while representing Cross of Christ Lutheran Church.
- B. The possession, use or trafficking of illegal drugs at any time, on or off the job.
- C. Being impaired by alcohol or drugs, legal or illegal, while on church premises, or time, or while representing Cross of Christ Lutheran Church.

Employees who violate this policy are subject to corrective action, including discharge.

The responsible consumption of alcohol at Cross of Christ Lutheran Church-sanctioned events (e.g., holiday parties or dinners) is not a violation of this policy. Employees are expected to conduct themselves in a manner appropriate to the event and are strictly prohibited from operating motor vehicles or other equipment while under the influence of alcohol.

#### 10.10 Substance Abuse

Any employee whose abuse of alcohol or drugs, legal or illegal, results in job performance problems (e.g., absenteeism, tardiness, poor work) or misconduct is subject to corrective action for the performance problems or misconduct. The Congregational Council, at its discretion, can reduce the severity of the corrective action if the employee participates in a rehabilitation program.

If an employee voluntarily requests assistance for drug or alcohol problems (before being referred for drug or alcohol testing) the employee will be encouraged to enroll in a rehabilitation program. After available vacation and sick leave benefits are exhausted, the employee may be placed on a medical or personal leave of absence for the period of rehabilitation. A voluntary decision to seek assistance will not be used as a basis for corrective action. Cross of Christ Lutheran Church strongly encourages employees to obtain immediate help with any substance abuse problem.

The employee will be responsible for all costs associated with rehabilitation treatment. However, drug and alcohol rehabilitation may be covered in part by the Church's group medical insurance plan.

Cross of Christ Lutheran Church will do its best to ensure information about any substance abuse problem or treatment is disclosed only to those with a need-to-know.

#### 10.11 Smoke-Free Workplace

Cross of Christ Lutheran Church maintains a smoke-free workplace. Smoking is prohibited everywhere in church buildings. If an employee chooses to smoke, he/she must smoke outside and must stand far enough away from entrances and air intakes so that the smoke stays outside and to be in compliance with Washington State law.

#### 10.12 Confidential Information

Cross of Christ Lutheran Church considers all information about the Church and the rosters of Cross of Christ Lutheran Church that is not generally known to the public, to be confidential. Employees are reminded of their duty to keep all of this information confidential and not to disclose confidential information except as required by law.

### 11.0 EMPLOYEE BENEFITS

#### 11.1 Social Security

Cross of Christ Lutheran Church shall make contributions for its lay employees only as required of employers under the Social Security Act. "Social Security Offset" may be provided to ordained persons who are employees of Cross of Christ Lutheran Church.

#### 11.2 Workers' Compensation

As required by state law Cross of Christ Lutheran Church deducts workers' compensation insurance coverage for all employees.

### 11.3 Pension Plan and Other Benefit Plans

Cross of Christ Lutheran Church provides a pension plan for the benefit of its regular full-time employees and regular part-time employees reflecting their fraction of full-time employment. This one enrollment provides for a retirement account, for health insurance (medical, dental and disability coverage), and for a survivor's benefit plan. The contribution rates (as a percentage of "defined compensation") are set annually by the ELCA Board of Pensions and are paid by Cross of Christ.

Detailed information regarding benefits provided to Cross of Christ Lutheran Church employees are contained in brochures published by the ELCA Board of Pensions, which are available to all employees. Further inquiry or questions should be directed to the ELCA Office of Pensions.

Employees may opt out of the ELCA Pension and Other Benefits Program; there will be no other substitute compensation.

### 11.4 Automobile Accident Insurance

All employees are covered by a blanket liability policy while driving to and from destinations required for the performance of their job. This policy is secondary to the employee's own personal auto insurance policy. Details of the liability policy may be obtained from the Church Office. Commuting travel to and from work is not included.

### 11.5 Voluntary Salary Reduction Contributions and Additional Participant Contributions

Under provisions of the Optional Pension Plan as defined by the ELCA Board of Pensions, the employee may enter into a signed agreement with Cross of Christ Lutheran Church to reduce the employee's compensation and have the reduced amount credited on a before-tax basis to the employee's account, under the Optional Pension Plan.

### 11.6 Survivor Benefit

In the event of death of an employee, his/her salary will be paid to their surviving spouse or designated beneficiary of his/her pension plan through the month in which death occurs, plus one additional month. Where there is no surviving spouse or designated beneficiary, a decision concerning payment to surviving dependents shall be made by the Congregational Council in consultation with the Personnel Committee.

### 11.7 Employee Assistance Program

The ELCA offers an Employee Assistance Program (“EAP”) to employees and their dependents. The program is designed to assist in solving human problems that affect job performance and overall lifestyle. Employees and their dependents have access to this confidential assessment and referral service for problems including: chemical dependency, depression, family communications, health, financial or legal difficulties. This 24-hour service is provided as an employee benefit. Referrals from the EAP shall be covered under the Board of Pensions Managed Care Plan. The Board of Pensions Managed Care Plan may cover part of the cost of certain services.

#### 11.8 Unemployment Compensation

Under existing Washington State statutes, Cross of Christ Lutheran Church is exempt from unemployment compensation provisions.

#### 11.9 Revisions to Benefits

These policies describe the current benefits package of Cross of Christ Lutheran Church. It does not promise that any particular kind or level of benefit will continue in the future. Cross of Christ reserves the right, in its sole discretion, to terminate or modify benefits at any time at its discretion with or without advance notice. Changes in benefits, however, will not affect rights that have vested under the terms of any written benefit plan as determined under the federal employee benefits law (“ERISA”). Changes to benefits will be communicated to employees after approval from the Congregational Council.

### 12.0 ABSENCE FROM WORK

#### 12.1 Sick Leave

It is the philosophy of Cross of Christ Lutheran Church that being paid for sick leave is a privilege, not a right. Consequently, all employees are expected to be at work except when ill or when their absence is specifically approved for some other valid reason.

An employee who finds that he/she is going to be absent from work shall inform the Pastor of the nature and duration of the absence. An absence of one (1) day without proper notification and communication from the employee could be cause for dismissal.

Commencing on the first day of employment, regular full-time employees will begin to accrue sick leave for absences due to illness or injury at the rate of one (1) day per month worked, pro rata for regular part-time employees. For purposes of these personnel policies, illness may include disability resulting from pregnancy or childbirth.

Sick leave for regular full-time employees may accrue up to a maximum of 50 working days or 400 hours. Sick days may be used up to a maximum of 43 working

days (344 hours) at a time in order that this policy will correlate with the Board of Pensions Long Term Disability policy. Employees will not be paid for accrued sick leave upon separation from employment.

This policy relating to time off from work is included as a part of Cross of Christ Lutheran Church's concern for the welfare of the employee and entails a mutual respect and trust relationship between Cross of Christ and the employee. Should extended and/or recurring health problems prevent an employee from satisfactory work performance, that employee should notify the Pastor. Sick leave is not to be interpreted as a benefit accruing to the employee.

If an employee suffers a disabling illness or injury and, due to several previous illnesses, lacks the required number of paid sick leave days to carry them until the Board of Pensions Long Term Disability policy coverage begins, then the Congregational Council Executive Committee may authorize a one-time emergency allowance of additional paid sick leave days for that employee. This is solely at the discretion of the Congregational Council Executive Committee and, if granted, must be reported to the Congregational Council at its next scheduled meeting.

Please note that absenteeism may result in corrective action, including discharge, even if available time off (e.g., vacation, sick leave) has not been exhausted, unless otherwise required by law.

Employees may use their sick leave to care for a sick child or other relative under certain circumstances. The person to be cared for must be a child with a health condition that requires treatment or supervision or a spouse, parent, parent-in-law, or grandparent with a serious health condition or an emergency condition. Sick leave cannot be taken for this purpose before it is earned.

## 12.2 Vacations

- A. Regular full-time employees will be granted vacation time based on years of service in accordance with the following schedule, or as approved by the Congregational Council:

One to two years	10 working days
Three through five years	15 working days
Six years and beyond	20 working days

Years of service will be calculated based on date of hire, or as determined based on applicable work experience.

- B. A maximum of 2 years allowance can be accrued.
- C. Regular full-time employees shall accrue vacation time each pay period, on a pro-rated basis, during their first calendar year of service with the Church in accordance with the schedule above. A calendar year is defined as

January 1 through December 31. No vacation may be taken until the employee has completed ninety (90) days of employment with the Church.

- D. Vacations will be taken at a time mutually satisfactory to the supervisor and the employee and will be approved by the supervisor in advance.
- E. For purposes of determining the amount of vacation to be granted to them, persons who previously have been employed by one of the predecessor church bodies or by an ELCA-related organization (regional center for mission, synod, congregation, institution and/or agency affiliated with or related to any unit of the ELCA) at any time within a five (5) year period preceding their employment with this Church, shall have 100% of that service counted.
- F. Regular part-time employees will receive pro-rated vacation, as described in section 3.2.
- G. An employee who becomes ill or injured during vacation may request that the time be counted as sick leave rather than charged against accrued vacation. Substitution of sick leave for vacation must be approved by the Pastor and confirmed by the employee's health care provider.
- H. An hourly employee will be paid for normally scheduled hours at that employee's regular rate for each day of vacation. The pay for salaried employees will simply be continued as if the employee were working.
- I. Earned, unused vacation accumulation will be paid upon termination.

### 12.3 Medical Leave

In situations where paid sick leave or paid disability leave is not available, Cross of Christ Lutheran Church may choose to provide an unpaid medical leave of absence. Available vacation can be used first to continue compensation during what would otherwise be an unpaid medical leave. The granting of such leave is entirely at the discretion of the Congregational Council unless otherwise required by law.

Total medical leave including paid sick leave and paid disability leave normally is limited to twelve weeks in any twelve-month period. Cases of disabilities that qualify for protection under federal, state or local disability discrimination laws shall be governed by those requirements.

Cross of Christ Lutheran Church requires medical certification to support a request for medical leave whenever the leave is expected to extend beyond five consecutive working days or will involve intermittent or part-time leave. Furthermore Cross of Christ Lutheran Church may require second or third opinions at its option and expense.

During a medical leave an employee is expected to keep the Pastor apprised of the status of his/her condition and anticipated date of return.

Medical leave automatically ends when the employee is physically able to return to work. However, Cross of Christ Lutheran Church requires the employee to provide a medical certification of fitness for duty to return to work after a medical leave that extends beyond ten (10) consecutive working days, that involves a mental disability or substance abuse, or that involves a medical condition which may present a serious risk of injury.

#### 12.4 Jury Duty

Regular full-time and part-time employees who have completed their first three months of employment shall be eligible to full pay during jury duty leave of up to two weeks each time they are called for jury service. Any jury duty service beyond two weeks will be considered unpaid leave. If an employee chooses to receive full pay, fees paid to him/her for serving on jury duty are to be given to Cross of Christ Lutheran Church. An employee must provide the Pastor with a copy of the jury duty summons as soon as possible after receiving it. Upon completion of jury duty, the employee is then required to provide the Pastor with proof of jury service.

The Pastor will consult with the Congregational Council Executive Committee on whether the jury service will cause an unnecessary hardship on the functioning of Cross of Christ Lutheran Church. If such a hardship is determined, a request will be made to excuse the employee from jury service.

#### 12.5 Church Activities

An employee who is a delegate to an ELCA national convention or a member of an ELCA national committee may be granted paid leave by the Congregational Council while serving in that capacity, provided his/her absence does not seriously impair the functioning of Cross of Christ Lutheran Church.

#### 12.6 Leave Without Pay

Leave without pay may be granted for personal reasons, after due consideration has been given to the work requirements of Cross of Christ Lutheran Church. Leave without pay may be granted for a period up to six (6) months. Such leaves of absence are granted by the Pastor and the Congregational Council. Service credits and other benefits do not accrue to an employee while on a leave without pay. If an employee chooses, they can pay their own insurance in order to keep their health benefits.



The person granted the leave without pay shall be authorized to return to the same position at the end of the authorized absence. Any replacement hired to fill the position during the absence shall be clearly informed that his/her employment is temporary. If the person does not return to work at the conclusion of the authorized absence or requests additional time off, a determination as to whether the position shall remain open shall be made by the Pastor and the Congregational Council.

#### 12.7 Military Leave

The Church follows federal law regarding the granting of time off for military duty.

#### 12.8 Bereavement Leave

The Church provides regular full-time and part-time employees who have completed their first three months of employment with paid leave for up to three (3) days in the event of the death of a spouse, domestic living partner, child, parent, sibling, grandparent, grandchild, or corresponding in-laws or “step” relations. In extenuating situations bereavement leave may be extended for a reasonable period of time by the Congregational Council.

#### 12.9 Family Leave

A. Although not required, Cross of Christ Lutheran Church complies with the Family and Medical Leave Act of 1993 (the “FMLA”) and all applicable state laws related to family and medical leave. This means that, in cases where the law grants an employee more leave than the leave policies outlined in this handbook provide, the Church will give the employee the leave required by law.

The FMLA provides up to twelve (12) workweeks of unpaid, job-protected leave every 12 months to eligible male and female employees for certain family and medical reasons. To be eligible the employee must have worked for the Church for at least one year and for 1,250 hours over the previous 12 months.

Unpaid FMLA leave may be granted for any of the following reasons:

- To care for a child of the employee after birth or placement for adoption or foster care.
- To care for the spouse, son, daughter or parent of the employee who has a serious health condition.
- For a serious health condition that renders the employee unable to perform the essential functions of their job.

B. A “serious health condition” means a health condition that involves (a) inpatient treatment (e.g., an overnight hospital stay), (b) a period of incapacity of more than three consecutive calendar days and continuing treatment (two visits to a health care provider or treatment by a health care

provider that results in a regimen of continuing treatment under the health care provider's supervision, (c) a period of incapacity due to pregnancy or prenatal care, (d) a chronic serious health condition (e.g., asthma), (e) a permanent or long-term period of incapacity because of a condition for which treatment may not be effective (e.g., Alzheimer's), (f) multiple treatments for restorative surgery, or (g) multiple treatments for a condition that would likely result in a period of incapacity of more than three consecutive calendar days if not treated (e.g., cancer).

- C. Leave to care for a child after birth, adoption or foster care must be concluded within twelve (12) months.
- D. Substitution of Paid Leave: At the employee's request to Cross of Christ Lutheran Church, certain kinds of paid leave may be substituted for unpaid FMLA leave.

Accrued vacation and paid personal leave may be substituted for any type of FMLA leave. Accrued medical/sick leave, and accrued paid family leave, may be substituted only in the circumstances where state law or our policies allow the employee to use that paid leave. This means, in general, that sick leave may be used only for leave taken because of the employee's own health condition.

If the employee has any accrued paid leave that may be used for the kind of FMLA leave the employee is taking, it is the policy that the employee must use that paid leave as part of their FMLA leave. For example, if the employee wishes to take twelve (12) weeks of FMLA leave due to the employee's own serious illness and the employee has accrued two weeks of vacation and two weeks of sick leave, the employee would first take two weeks of sick leave, then two weeks of vacation, and then have eight weeks of unpaid FMLA leave available.

If the employee uses paid leave for a purpose for which FMLA leave would be available, it is the policy to designate the paid leave as counting against the employee's FMLA leave allowance. The employee is required to notify Cross of Christ Lutheran Church if they use paid leave for a reason covered by the FMLA so that Cross of Christ may properly account for the leave.

- E. Leave due to the birth of a child, or the placement of a son or daughter with an employee for adoptive or foster care may not be taken on an intermittent or reduced schedule basis without the mutual consent of the Pastor and the employee. Leave for serious health conditions (either or the employee, or the employee's spouse, child or parent) may be taken intermittently or on a reduced schedule basis when medically necessary. Leave taken on an intermittent or reduced schedule basis will reduce the total amount of leave to which the employee is entitled by the amount of leave actually taken.

- F. Whenever possible the employee shall provide thirty (30) days notice of the leave or such notice as is practicable. Similar notice shall be given when leave is scheduled on an intermittent or reduced schedule basis. The employee also shall make a reasonable effort to schedule intermittent absences so as not to unduly disrupt the operation of Cross of Christ Lutheran Church.
- G. An employee must provide medical certification to support a request for leave due to a serious health condition whenever the leave extends beyond five consecutive working days, whenever intermittent or part-time leave is requested, or whenever Cross of Christ Lutheran Church questions the medical need for leave. Cross of Christ also may require second or third opinions at its option and expense.
- H. In circumstances where a leave exceeds two weeks or ten working days, the employee shall keep Cross of Christ Lutheran Church informed regarding status and intent to return to work at least every two weeks.

The employee also shall provide medical certification of his/her fitness to return to work after medical leave that: (a) extends beyond ten (10) consecutive working days, (b) involves a mental disability or substance abuse, or (c) the medical condition may present a serious risk of injury.

- I. While on an approved, unpaid family leave, the payment of premiums to maintain continued medical and dental insurance coverage is the responsibility of the Church. Church payments to the group pension plan also will continue to be made in the usual manner.
- J. Except as provided by legislation, the Church will hold an employee's position open while he/she is on an approved family leave, and he/she shall be entitled to equivalent employment benefits, pay and other forms and conditions of employment.

Service credits and other benefits do not accrue to an employee while on an approved, unpaid family leave.

#### 12.10 Maternity and Parenting Leave

- A. **Maternity Leave.** A six-week unpaid maternity leave shall be granted to the Church's pregnant staff members. Maternity leave is treated the same as medical leave for any other short-term disability, except that leave shall be granted for the entire period of temporary pregnancy or childbirth disability. Maternity leave is for the period of disability only, and not for the child rearing after the disability ends. The Church's pregnant staff members also shall be permitted to use accrued vacation and/or personal days in conjunction with a pregnancy, and are eligible for parenting leave (12.9.E). Employees who will be absent due to maternity leave shall provide as much advance notice as possible. Employees requiring additional leave may

apply for leave under section 12.3. An employee desiring additional leave may apply for leave without pay under sections 12.6 and 12.9.

Disabilities relating to maternity and childbirth are treated the same as any other disabilities, for purposes of sick leave, under section 12.1

- B. Parenting Leave. Two weeks (ten consecutive working days) of paid parenting leave is available to new mothers and fathers, following the birth or adoption of a child. Employees who wish to use this benefit shall provide as much advance notice as possible. Parenting leave shall be granted at the time requested by the employee, unless the Pastor determines that rescheduling is necessary to meet the work requirements of Cross of Christ Lutheran Church. While on parenting leave, the employee will continue to accrue benefits, including vacation and sick leave.

If the employee requests family and medical leave, it will begin immediately following the parenting leave.

#### 12.11 Requests for Leave

Requests for leave should be submitted in writing to the Pastor or his/her designee as far in advance as possible. All requests for leave must indicate the date the employee anticipates returning to work.

#### 12.12 Absence Due to Weather or Travel Conditions

An employee will not forfeit pay for a day on which he/she is unable to report for work because of the closing of the office due to weather conditions. However, when the Church Office is open, employees who do not report to work will not be compensated for time missed, but may use a day of vacation to compensate for time lost. Other alternatives which must be coordinated with the Pastor might be to make up the time during the pay period or to work from home if that is appropriate.

If an employee is not able to report to work as scheduled due to bad weather, he/she shall advise the Church Office and/or the Pastor as soon as possible.

### 13.0 STAFF DEVELOPMENT

#### 13.1 Continuing Education

Continuing education is an opportunity in which Cross of Christ Lutheran Church's professional employees develop knowledge, acquire new skills, and experience growth for more effective service. Continuing education activity shall be related to the employee's job responsibilities.

- A. Funding. Funds for continuing education shall be budgeted by Cross of Christ Lutheran Church. Continuing education funds are to be used in the

budget year and not carried over for use in future year. Expenditures shall be authorized by the Pastor.

- B. Time. Employees may be eligible to take up to five (5) days of time each year for continuing education purposes. Time for continuing education is to be arranged in consultation with the Pastor and approved in advance with the Congregational Council.
- C. Planning. The determination of an employee's plan for continuing education for the coming year is part of their annual evaluation. A plan is made in consideration of both the employee's and Cross of Christ Lutheran Church's needs.
- D. Cancellation of Continuing Education Courses. An employee may not cancel a continuing education course for which the tuition has been paid without the approval of the Pastor or his/her designee.
- E. If continuing education funds and days are not taken, they may not be carried over to the following year. Persons leaving the employ of Cross of Christ Lutheran Church will not be reimbursed for unused continuing education.

### 13.2 Ongoing Educational Opportunities

Discussion of ongoing educational needs and support are to be part of the annual performance evaluation of each employee. Such opportunities may include:

- A. Opportunities provided by units of the church-wide organization; or
- B. Professional and personal growth opportunities as determined, recommended, or approved by the Pastor and/or Personnel Committee.

Ongoing educational opportunities shall be based on the employee's need, and the need to enhance the work of Cross of Christ Lutheran Church.

Ongoing educational opportunities are granted at the discretion of the Pastor and the Personnel Committee, and may not be available each year, and do not accumulate.

### 13.3 Sabbatical (Extended Study Leave)

A sabbatical is understood to be a time of release from normal duties in order that a person may devote time to study and renewal. Such a sabbatical may be considered every seven years to members of the staff and is negotiated separately from Letters of Call or Covenant Agreements.

The sabbatical offers distinct benefits:

- a. It has considerable potential for renewing a person's ministry in a congregation and can enhance the congregation's sense of its mission.
- b. Congregations benefit from staff members whose work has been renewed and updated.

With these benefits in mind,

1. A sabbatical of 12 weeks (three months) may be granted a member of the staff with full pay after he/she has served at Cross of Christ Lutheran Church for six years full-time (pro-rata as applicable).
2. The sabbatical is to be developed in cooperation with the Mutual Ministry Committee (or Congregational Council if this committee is not active) and is presented to the Congregational Council for approval at least six months before the leave is to begin.
3. The staff member is expected to continue to serve the congregation for at least one year following the leave.
4. The leave should not be planned consecutively with vacation or yearly educational leave so as not to excessively tax the resources of the remaining staff.
5. Coverage for the absence will be largely from the existing staff. However, allowances for additional interim help may be negotiated as part of the Congregational Council sabbatical approval process.
6. The staff member on leave would be responsible for the costs of tuition, books, supplies, travel and living expenses while on leave.
7. Within a month after returning from leave, a short written summary of the sabbatical activities is to be submitted to the Congregational Council. The summary should assess the quality of the educational experience so that the information can be filed as guidance for future sabbatical planning.

## 14.0 SEPARATION AND RETIREMENT

### 14.1 Discharge

A discharge is an involuntary termination of employment that is not due to a reduction of force. A discharge may occur at any time and shall be effective at the time notice is given. The discharge action is initiated by the supervisory Congregational Council Administrator. All proposed discharge actions shall be reviewed by the Personnel Committee, the Pastor and approved by the Congregational Council before the discharge decision is communicated to the employee.

### 14.2 Resignation/Retirement

An employee may resign by giving written notice of the resignation to the Pastor stating the reason(s) for resignation and the anticipated final day of work. The employee should give Cross of Christ at least two weeks advance notice of his/her resignation.

Cross of Christ Lutheran Church shall determine how a notice period will be completed once a resignation has been tendered.

#### 14.3 Reduction in Force

If it is determined that due to budgetary constraints or due to a change in the work requirements a reduction in the number of employees is required, a review of the current employees will be conducted and the Congregational Council will identify which position(s) will be eliminated. Consideration of current employees' skills and the remaining positions' job requirements will determine which employee will be let go. 30 days notice will be given to the employee and the final paycheck will include payment for any accrued benefits.

#### 14.4 Final Paycheck

A departing employee's final paycheck will have deducted from it any paid time off (e.g., vacation or sick leave) that the employee used in excess of the accrued amounts available to him or her.

#### 14.5 Severance Pay

Cross of Christ Lutheran Church is not legally obligated to provide severance pay under any circumstances but may at its own discretion decide that severance pay will be provided in a particular circumstance.

#### 14.6 Exit Interview

An exit interview will be offered to the employee at the end of their service. Two people from the Personnel Committee will participate in the interview and will use questions from a list that has been previously put together by the Personnel Committee

### 15.0 GRIEVANCE PROCEDURE

Cross of Christ Lutheran Church strives to provide fair and equitable consideration of all employee grievances and appeals. Grievances shall be discussed initially with the Pastor and every effort made to settle the matter informally.

#### 15.1 Filing of Grievance

If a grievance cannot be resolved informally, an employee may file a written grievance with the Personnel Committee with a copy to the Congregational Council

President. The Chair of the Personnel Committee will provide a written response to the grievant within ten (10) working days after the grievance is filed.

The filing of a grievance under this procedure will not delay implementation of any personnel action, including discipline or discharge of the employee. If the grievance is subsequently sustained, the Personnel Committee in consultation with the Congregational Council Executive Committee will determine what, if any, remedial steps should be taken.

#### 15.2 Hearing on Grievance

The Personnel Committee shall schedule the hearing within ten (10) working days of receiving the grievance. The hearing shall be held no later than sixty (60) days from the scheduling date. Notice of hearing will be given at least five (5) working days in advance of the date set for the hearing to the grievant, the grievant's supervisor, the Congregational Council Executive Committee and any other person who the Personnel Committee determines should be notified of the hearing. All hearings will be closed to the public.

Employee grievances shall be processed promptly; however, time limits may be waived or extended with the written consent of both parties.

#### 15.3 Response to Grievance

The Personnel Committee will make a written disposition of the grievance within ten (10) working days of the hearing. If the employee is not satisfied with the disposition by the Personnel Committee, the employee may submit a written request for a hearing by the Congregational Council Executive Committee within ten (10) working days of receiving the disposition by the Personnel Committee.

#### 15.4 Appeal of Grievance Decision

When the Congregational Council Executive Committee receives a grievance appeal, it shall meet with the grievant within fifteen (15) working days of the date on which the appeal is received. The action of the Congregational Council Executive Committee shall be final and shall be conveyed to all parties of the grievance in writing.



## **APPENDIX B: ROLES AND RESPONSIBILITIES**

Roles of the Congregation, the Congregation Council, and the Pastor at  
Cross of Christ Lutheran Church  
May 9, 2006

### **Role of the Congregation**

Chapter 5 of the constitution delineates the power and therefore the role of the congregation in governing or leading the church. “*The powers of this congregation are those necessary to fulfill its purpose.*” (C5.01) The purpose of the church is to participate in God’s mission as stated in the constitution chapter 4 and reproduced in Figure 1. To fulfill these purposes chapter 4 lists specific activities that the congregation shall perform. These are provided in Figure 2. The congregation has the powers necessary to achieve the purposes listed in Figure 1 and conduct the activities listed in Figure 2. However, “*The powers of this congregation are vested in the Congregation Meeting...*” (C5.02) This means that the congregation exerts its powers during Congregational Meetings and is without power to conduct business between meetings. To conduct business for it between meetings, the congregation delegates authority to the Congregation Council. Likewise, to conduct the activities listed in Figure 2 and fulfill the purposes in Figure 1, the congregation calls one or more pastors. The Council has only the authority granted to it by the congregation and the pastor performs only functions assigned by the congregation in the constitution or made more specific in a letter of call. Certain authorities were specified in the constitution for only the congregation to perform. They can not be delegated to the Council or any other entity.

The following authorities are those that the congregation retained for itself in the constitution:

- “C5.03. Only such authority as is delegated to the Congregation 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:
- l. call a pastor as provided in Chapter 9;
  - m. terminate the call of a pastor as provided in Chapter 9;
  - n. appoint or terminate the appointment of associates in ministry in conformity with the applicable policy of the Evangelical Lutheran Church in America;
  - o. approve the annual budget;
  - p. acquire real and personal property by gift, devise, purchase, or other lawful means;
  - q. hold title to and use its property for any and all activities consistent with its purpose;
  - r. sell, mortgage, lease, transfer, or otherwise dispose of its property by any lawful means;

- s. elect its officers, Congregation Council, boards, and committees, and require them to carry out their duties in accordance with the constitution, bylaws, and continuing resolutions; and
- t. terminate its relationship with the Evangelical Lutheran Church in America as provided in Chapter 6.

*C5.03.01. The list of powers reserved to the Congregation in \*C5.03. is complete; all other powers (authority) not specifically mentioned in this constitution are implicitly delegated to the Congregation Council*

C5.04. This congregation shall choose from among its voting member’s 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 synod.”

The congregation also retained the authority to have a Congregation Meeting called at the written request of 50 members. (C10.02) The Congregation Meeting can only conduct the business specified in the call for the meeting, but that business can address any of the above powers that the congregation reserved for itself or any power necessary for the congregation to fulfill its purpose. That would include any authorities delegated to the Council or activities conducted by the Pastor. That is to say, that the congregation can hold a meeting to discuss actions taken by the Council or Pastor. At such meeting, the congregation can change or even reverse actions taken by the Council or Pastor, if necessary, to achieve the purposes of the congregation as stated in the constitution.

**Figure 1:** Statement of Purpose of Cross of Christ Lutheran Church

In summary, the congregation’s role in conducting the business of the church is to

1. exercise its specifically retained authorities at congregational meetings;
2. elect a Congregation Council to conduct the business of the congregation between meetings;
3. call Pastors to conduct the activities stated in the constitution as being necessary to fulfill the purposes of the church;
4. choose from among its voting members, laypersons to serve as voting members of the Synod Assembly and represent it at other conferences; and
5. exert its authority to modify decisions and actions taken by the Council or Pastor if necessary to fulfill its purpose as stated in the constitution.

- \*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 ministry 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.

**Figure 2:** Activities of Cross of Christ Lutheran Church to fulfill its purpose.

- \*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. Respond to human need, work for justice and peace, care for the sick and the suffering, and participate responsibly in society.
  - g. Motivate its members to provide financial support for the congregation's ministry and the ministry of other parts of the Evangelical Lutheran Church in America.
  - h. Foster and participate in interdependent relationships with other congregations, the synod, and the churchwide organization of the Evangelical Lutheran Church in America.
  - i. Foster and participate in ecumenical relationships consistent with churchwide policy.

## **Role of the Pastor**

For the most part, the role of the Pastor is very clearly described in the constitution. The duties of the pastor are listed in C9.03 of the constitution and Figure 3 below. There are other duties of the pastor listed in Chapter 9 such as keeping parochial records and submitting reports to the bishop of the synod. “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....” It is important to note that the letter of call is subservient to the constitution and bylaws. That is, if there is ambiguity as to the duties of the pastor due to differing language in the letter of call and the constitution, the constitution outranks the letter of call and the wording in the constitution will be used to reconcile the ambiguity.

One of the duties of the Pastor specified in C9.03.b.2 is a potential source of ambiguity relative to the duties of the congregation council; “provide oversight for all organizations of this congregation.” This statement confers on the Pastor the duty of watchful guidance and direction over the activities of the church. It does not delegate authority to the pastor that has been retained by the congregation or delegated to the Council. The Pastor’s oversight is intended to facilitate achievement of the purpose of the congregation to participate in God’s mission (C4.02) and to facilitate achievement of the congregation’s intent to act in accordance with the Confession of Faith and the Purposes of the Evangelical Lutheran Church in America. (C6.01)

For example, the congregation council is specifically charged with the responsibility to appoint and supervise salaried lay workers. But the Pastor can and should have decision making authority over the day to day administrative operations of the church, including day to day supervision of the staff. The Pastor’s day to day supervisory responsibility arises from the Pastor’s membership on the council and the specific duties of the pastor outlined in the letter of call. The Pastor’s supervisory responsibility does not supersede those of the council. It can be thought of as the manner in which the council’s supervisory responsibility is implemented. The Pastor often supervises in conjunction with the appropriate Core Team Leader. Also some staff is delegated day to day supervisory responsibility of other staff. All of this supervisory hierarchy is implementation of the council’s responsibility to supervise salaried lay workers.

In summary, the Pastor has specific duties listed primarily in C9.03. The Pastor's oversight role is one of watchful guidance and direction to all organizations of the church to facilitate achievement of the congregation's purpose to participate in God's mission and to act in accordance with the Confession of Faith and the purposes of the Evangelical Lutheran Church of America.

**Figure 3:** Duties of the Pastor

- C9.03. Consistent with the faith and practice of the Evangelical Lutheran Church in America,
- a. Every pastor shall:
    1. preach the Word;
    1. administer the sacraments;
    2. conduct public worship;
    3. provide pastoral care; and
    4. speak publicly to the world in solidarity with the poor and oppressed, calling for justice and proclaiming God's love for the world.
  - b. Each pastor with a congregational call shall, within the congregation and consistent with the Letter of Call:
    1. offer instruction, confirm, marry, visit the sick and distressed, and bury the dead;
    2. provide oversight for all organizations of this congregation;
    3. install regularly elected members of the Congregation Council; and
    4. with the council, administer discipline.
  - c. Every pastor shall:
    1. seek out and encourage qualified persons to prepare for the ministry of the Gospel and strive to extend the Kingdom of God in the community, in the nation, and abroad;
    2. impart knowledge of this church and its wider ministry through distribution of its periodicals and other publications; and
    3. endeavor to increase the support given by the congregation to work of the ELCA churchwide organization and of the Northwest Washington Synod of the ELCA.

### **Role of the Congregation Council**

The role of the Congregation Council is to “have general oversight of the life and activities of this congregation...” The Council is the board of trustees of the congregation and has the powers and is subject to the obligations of such boards under the laws of the State of Washington, except as otherwise provided by the constitution. All of the numerous duties of the Congregational Council are listed in Figures 4, 5 and 6. They include such things as:

- lead the congregation in stating the mission of the church;
- oversee and provide for the administration of this congregation to enable it to fulfill its functions and perform its mission;
- maintain supportive relationships with pastors and staff and help them annually to evaluate the fulfillment of their calling...;
- responsibility for the financial and property matters of the church;
- responsibility for management of the church’s business and fiscal affairs;
- responsibility for appointment and supervision of salaried lay workers;

**In summary, the Council has the responsibility to manage all aspects of the Church’s operations for the congregation. The Council acts for the congregation between congregation meetings.**

Figure 7 on page 73 describes the relationships between the organizational governing bodies and how mutual trust must exist when time/priority determines the decision-making process. For example, if a water main breaks at the church, there is not time to call a special congregation or council meeting, or even the executive committee, so under this circumstance the Pastor or President must have the implied authority to act. Any action that incurs “cost” will then need to be ratified at the next council meeting.

#### **Figure 4: General and Worship Duties of the Congregational Council**

- C12.04. The Congregation Council shall have general oversight of the life and activities of this congregation, and in particular its worship life, to the end that everything be done in accordance with the Word of God and the faith and practice of the Evangelical Lutheran Church in America. The duties of the Congregation 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 pastors and staff and help them annually to evaluate the fulfillment of their calling, appointment, or employment.
  - 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 churchwide units of the Evangelical Lutheran Church in America as well as cooperation with other congregations, both Lutheran and non-Lutheran, subject to established policies of the synod and the Evangelical Lutheran Church in America.
  - i. To recommend and encourage the use of program resources produced or approved by the Evangelical Lutheran Church in America.
  - j. To seek out and encourage qualified persons to prepare for the ministry of the Gospel.

#### **Figure 5: Financial and Property Duties of the Congregational Council**

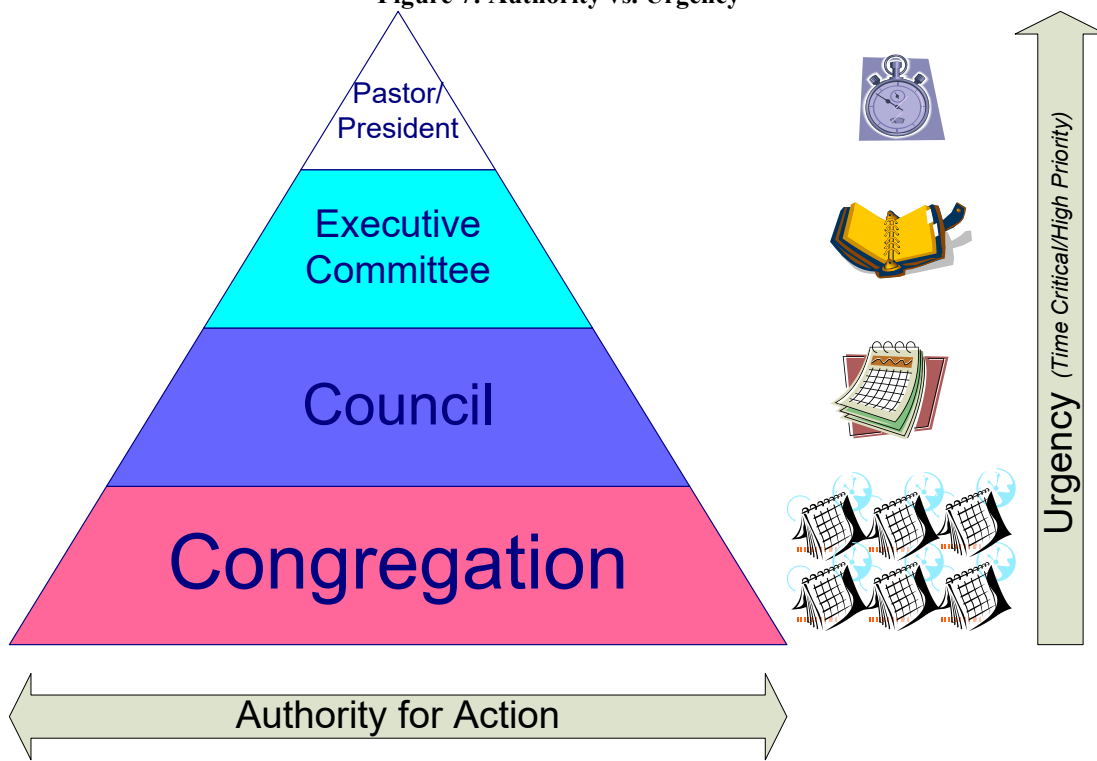
- C12.05. The Congregation Council shall be responsible for the financial and property matters of this congregation.
- a. The Congregation Council shall be the board of trustees of this congregation, and as such shall be responsible for maintaining and protecting its property and the management of its business and fiscal affairs. It shall have the powers and be subject to the obligations that pertain to such boards under the laws of the State of Washington, except as otherwise provided herein.
  - b. The Congregation Council shall not have the authority to buy, sell, or encumber real property unless specifically authorized to do so by a meeting of the congregation.
  - c. {Model adds: "The Congregation Council may enter into contracts of up to \$\_\_\_\_\_ for items not included in the budget." }
  - d. The Congregation Council shall prepare an annual budget for adoption by this congregation and shall supervise the expenditure of funds in accordance therewith following its adoption {Model adds: ", and may incur obligations of more than \$\_\_\_\_\_ in excess of the anticipated receipts only after approval by a Congregation Meeting"}. The budget shall include this congregation's full indicated share in support of the wider ministry being carried on in partnership with the synod and churchwide organization.
  - e. The Congregation Council shall ascertain that the financial affairs of this congregation are being conducted efficiently, giving particular attention to the prompt payment of all obligations and to the regular forwarding of benevolence monies to the synodical treasurer.
  - f. The Congregation Council shall be responsible for this congregation's investments and its total insurance program.

## Figure 6: Specific Duties of the Congregational Council

- C12.05.01. *The treasurer shall be elected by the Congregation Council, shall be bonded and shall be custodian of all funds of the congregation, and shall disburse all such funds in accordance with the decisions of the congregation or the Congregation Council. The treasurer shall provide a year end financial report to the annual congregational meeting and such other reports to the Congregation Council as may be required. The treasurer shall not be a member of the Congregation Council.*
- C12.05.02. *Adjustments in the salary(ies) and benefits of the pastor(s) and other professional staff members shall be the responsibility of the Congregation Council upon the recommendation of the Executive committee in consultation with the Business Administrator, subject to the congregation's approval of the budget. The pastor(s) are to leave the room during discussions of the pastor(s) salary(ies) and benefits.*
- C12.05.03. *The Congregation Council shall as far as possible operate within the limits of the approved budget of the congregation. Any expenditures in excess of the total voted budget must be approved by the congregation.*
- C12.05.04. *Use of Property*
- a. *The property of the congregation shall be for the use of the congregation in its normal function as a Lutheran Church and shall not used in any way not in harmony with the purpose of the congregation.*
  - b. *Buildings which are the property of the congregation shall not be lent or rented to any group or individual not affiliated with the ELCA unless application for such use has been approved by the Congregation Council.*
- C12.06. The Congregation Council shall see that the provisions of this constitution, its bylaws, and the continuing resolutions are carried out.
- C12.06.01 *The church should encourage the understanding and use of the constitution through new member classes, confirmation classes, and any other appropriate means. In particular, new members of the Congregation Council should read and understand the constitution.*
- C12.07. The Congregation Council shall provide for an annual review of the membership roster.
- C12.08. The Congregation Council shall be responsible for the appointment and supervision of the salaried lay workers of this congregation.
- C12.08.01. *The Congregation Council shall be empowered to secure such help as is needed to carry on the work of the congregation, such as organist, choir director, parish worker, pastor's secretary, office secretary, intern, custodian, etc., and shall fix their salaries as recommended by the appropriate administrators.*
- C12.09. The Congregation Council shall submit a comprehensive report to this congregation at the annual meeting.
- C12.11. The Congregation Council shall normally meet once a month. Special meetings may be called by the pastor or the president, and shall be called by the president at the request of at least one-half of its members. Notice of each special meeting shall be given to all who are entitled to be present.
- C12.12. A quorum for the transaction of business shall consist of a majority of the members of the Congregation Council, including the pastors or interim pastors, except when such person requests or consents to be absent and has given prior approval to an agenda of routine matters which shall be the only business of the meeting. {Model adds: "Chronic or repeated absence of the pastor or interim pastor who has refused approval of the agenda of a subsequent regular or special meeting shall not preclude action by the Congregation Council, following consultation with the synodical bishop."}



Figure 7: Authority vs. Urgency



- The Congregation has the broadest authority to act. However, regular meetings are scheduled once a year, and special meetings require written notice ten days in advance, oral notice on two consecutive Sundays, and a quorum of fifty people. The Congregation cannot respond quickly.
- The Council is empowered to act on behalf of the Congregation between Congregation Meetings. It meets monthly. Special meetings can be called, but a quorum of six is required and generally a week's notice is usually required to find a time that fits Council members' schedules. The Council can respond to situations that arise within ten days to a month and has the authority to act in most circumstances.
- The Executive Committee is empowered to make recommendations to the Council, and it consists of the Pastor called by the Congregation and the Officers elected by the Congregation. It meets monthly to set the agenda for the Council. Special meetings usually can be called with several days' notice because there are fewer schedules to coordinate. Though its authority is very narrow, when circumstances require, it will act on behalf of the Council and ask the Council to ratify its actions either at a special Council meeting or at the next regularly scheduled Council meeting.
- The President presides over Congregation Meetings and Council meetings and is elected by the Congregation. The President's powers are very narrowly defined, but when something happens, the President is usually just a phone call away. Under extraordinary circumstances, the President will act on behalf of the Council and ask the Council to ratify his or her actions either at a special Council meeting or at the next regularly scheduled Council meeting.
- The Pastor is a partner in decision making at all four levels. The Pastor is a member of the Congregation, the Council and the Executive Committee and the Pastor and President are partners in leadership of the Council and the Church. The Pastor is probably the most readily accessible of all the decision makers since the Pastor's work place is the church. In the most urgent situations when the President decides to act without Council participation, the President will confer with the Pastor if that is possible in the timeframe needed for action.

**APPENDIX C:  
ARK MANAGEMENT COMMITTEE**

**APPENDIX C:  
ARK MANAGEMENT COMMITTEE**

## **Continuing Resolution**

Ark Management Committee

approved: September 28, 2003

revised: April 8, 2008

revised: May 18, 2010

revised: November 20, 2018

### **Preface**

*This document includes a number of in-line revisions to reflect the new organizational structure of the Congregation Council. These changes do not change the intent of the document; rather, they have been included to be consistent with the Constitution & Bylaws of the congregation.*

### **Introduction**

The Continuing Resolution of 4/21/93 establishing the Ark at Cross of Christ (the “Ark”) as an auxiliary outreach ministry of Cross of Christ Lutheran Church to be maintained as an ongoing program based upon the provisions of the “Document of Affiliation” dated 4/19/93, is rescinded; and

The Ark is established as a ministry of Cross of Christ Lutheran Church to be maintained as an ongoing program managed by the governance system laid out in the Constitution and Bylaws, and amended in detail in this Continuing Resolution. The Ark is seen as a way of reaching into the community on a day-to-day basis and promoting the values of Cross of Christ and the Evangelical Lutheran Church in America. The mission of the Ark directly ties into the overall mission of this Church.

### **The Ark Management Committee**

The Ark Management Committee is established as a special committee created with power to manage the business and affairs of the Ark under the Supervision of the Church Council and Lead Pastor as described in detail in the attached Job Description of the Ark Management Committee.

The Ark Management Committee is accountable to the Congregation Council. The Congregation Council shall select one of its members to serve as liaison and a voting member of the committee.

The Congregation Council shall approve all members of the Ark Management Committee.

The Ark Management Committee consists of not less than seven nor more than nine members.

Committee Members shall consist of:

- A Chairman and a Vice Chairman, each shall serve a two year term; the first year as Vice Chairman and second year as Chairman.
- A Secretary, Financial Manager and the Regular board members shall serve a one year term.

The number of consecutive terms can be extended as approved by the Ark Management Committee with Congregation Council approval.

Terms shall run from May through April.

A nomination committee made up of at least three Ark Management Committee members shall present names to the Congregation Council by the end of March. The Congregation Council may add names to the list of nominations.

The Congregation Council, upon recommendation of the Ark Management Committee is responsible for approving the hiring of the Ark Director and compensation and benefits package.

The Lead Pastor is an ex-officio member of the Ark Management Committee.

## **Fiscal Operation of the Ark**

The Ark is a nonprofit Child Care Center. Fiscal Management is shared by the Church and the Ark as follows:

### **General Church Asset Contribution**

- Church space is utilized for the Ark as follows:
  - Use of the lower level education wing (rooms 101, 103, 109, 111, 112, 113, 114 and 105) Monday through Friday, 7:00 AM – 6:00 PM. State childcare regulations require the exclusive use of space during these hours.
  - Existing tables, chairs and cupboards in these rooms excepting those cupboards designated for Sunday school supplies only.
  - An Office for the Director of the Ark.

- Use of the kitchen, specifically the sink for food preparation, cupboard shelf space for canned/dry food storage, and use of the dishwasher for daily toy disinfection.
  - Use of other spaces in the building when not otherwise reserved or in use, in coordination with office staff.
  - Use of fenced-in play area. Gates must be secure during operating hours.
  - Use of the West Wing rooms for staff activities, such as breaks and meetings, when not otherwise in use.
- The Church is responsible for post-Sunday cleanup of Ark-exclusive spaces, if used, in preparation for Monday child care. This includes sweeping, mopping, wiping off tables, cleaning sinks and bathrooms, emptying garbage, and refilling towel and soap dispensers, etc.
  - The Church will review and audit Ark financial records consistent with the church's financial policy.
  - The Church will record and distribute payroll and associated taxes, issue checks for Ark expenses and maintain the Ark accounting function.
  - ELCA benefits will be made available to the Ark Director(s) and paid for from the Ark budget.
  - The Church shall indemnify any person made party to any legal action or proceeding by reason of the fact that they are or were a director, officer, or trustee of the Ark. This indemnification shall be against judgments, penalties, fines and settlements except fees to independent legal counsel in connection with such action of the proceeding on the condition that:
    - conduct was in good faith and it was reasonably believed the conduct to be in the best interest of the Ark, and
    - the person shall not be indemnified in respect of any action or proceeding charging improper personal benefit, whether or not involving action in an official capacity, in which said person shall be adjudged to be liable on the basis that personal benefit was improperly received.
    - In accordance with the Constitution, the Congregation Council is responsible for approving the hire of all administrative Ark staff. Furthermore, the church is the place of employment for all Ark staff and accepts ultimate supervisory responsibility for them through the Lead Pastor. Responsibility for hiring

non-administrative staff (i.e. classroom staff, substitutes, custodial, etc.) is delegated to the Ark Director.

## **Ark Asset Contribution**

- The annual budget will specify what portion of the Ark's operating income shall be contributed to the general fund to offset utilities. This amount shall be fixed at 2014 levels until 2024.<sup>1</sup>
- The Ark will finance any painting, carpeting, remodeling, etc. done exclusively for the child care center.
- The Ark will maintain the fenced play area, outdoor play equipment, and storage area for child care equipment. Light grounds maintenance may be provided by the Church if available.
- The Ark is responsible for the clearing of rooms for Sunday at the end of each week, if needed.
- The Ark is responsible for weekly janitorial needs of the Ark, to include Friday night cleaning for Sunday use, i.e. sweeping, mopping, wiping off tables, cleaning sinks and bathrooms, emptying garbage, and refilling towel and soap dispensers, etc.
- Any costs or operating expenses exclusively for the Ark will be paid for by the operating income of the Ark. Examples include but are not limited to salary and benefits for Ark staff, curriculum, toys and equipment, hygiene products (hand sanitizer, Kleenex, paper towels, toilet paper), programming, etc.
- If Ark equipment, toys, furnishings, etc. are broken and/or damaged through unknown, non-church usage the Church and Ark will share the repair costs equally.
- The Ark will maintain an interest bearing reserve account equal to a minimum of 30 days payroll expenses. Interest is payable to the Ark.
- Signers on Ark accounts shall be designated by the church's Financial Policies & Procedures. The money will be reflected on the Cross of Christ balance sheets.

## **Policies and Procedures**

The Ark Child Care Center operates under a series of Policies and Procedures developed by the Ark Management Committee and approved by the Council.

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<sup>1</sup> The fixed utility payment is in recognition of the Ark's contribution to pay off the church's mortgage in 2014.

- Financial Policies,
- Personnel Guidelines,
- Employment Policies,
- Sexual Harassment Policy,
- Performance Review Process (including salary review),
- Child Enrollment Policies,
- Program Policies, and
- Other policies the Ark Management Committee judges to be necessary to operate a high quality child care and achieve the mission of the Church.

The current policies in place on the date of this Continuing Resolution will remain in place until the Ark Management Committee recommends and the Council approves new and/or revised policies. The Ark Management Committee shall review all policies on at least an annual basis.

Changes to this Continuing Resolution need Council approval.

This Continuing Resolution shall be reviewed yearly, shortly after the Congregation's Annual Meeting each June. The reviewing team shall consist of the Lead Pastor, Ark Director, Congregational President, Congregational Vice-President, Council liaison to Ark Management Committee, Ark Management Committee Chair, Ark Management Committee Vice Chair, and the immediate past Chair of the Ark Management Committee.

# **Job Description- Ark Management Committee**

## **Purpose**

The purpose of the Ark Management Committee is to manage the business and affairs of the Ark Child Care Center, at Christ of Christ Lutheran Church, under the Supervision of the Church Council and lead Pastor.

## **Description of The Ark Management Committee**

The Ark Management Committee is a special committee accountable to the Congregation Council and under the direct oversight of the Congregation Council. The Ark Management Committee consists of not less than seven nor more than nine members. The Church Council shall approve all members of the Ark Management Committee.

A nomination committee made up of at least three committee members shall present names to the council by the end of March. The council may add names to the list of nominations.

## **Mission of the Ark Management Committee**

The mission of the Ark Management Committee is to minister to the surrounding community through a daycare center for infants, toddlers and preschool youth. All programs of the Ark will embody the following objectives:

We are commissioned by Christ to care for children in his name.

- While providing, a loving and caring atmosphere, as Christians, we recognize it is our responsibility to instill in those committed to our care a sense of self-worth and self-discipline.
- No child will be discriminated against based on race, color, culture, religion, gender, creed or disabilities.
- As a non-profit organization, the Ark will strive to provide affordable, high quality care.
- The Ark is a Lutheran daycare which provides age appropriate religious education that reflects a Lutheran understanding.

These objectives further the mission of Cross of Christ Lutheran Church:

- By God's grace, through faith in our Lord Jesus Christ, we are called to Worship God, Grow in Faith, Share the Gospel, Serve Others, Welcome All.

## **Operating Principles of the Ark Management Committee**

The Ark Management Committee will accomplish the objectives of the Ark and further the mission of the Church by adherence to the following operating principles:

- As needed, offering scholarships as the budget allows;
- Providing high quality care as measured by a better ratio of children to staff than required by the state;
- Operating at a self-sustaining, non-profit level;
- Assisting the Church in projecting a “child friendly” image to the community;
- Supporting a link and outreach between the community and the Church;
- Serving the community by offering a quality Lutheran Christian curriculum; and
- Making effective use of Church space during otherwise idle time.

## **Duties of the Ark Management Committee**

Work with the Council to ensure the connection and collaboration of the Ark and the Church ministries.

Prepare for Council approval, policies and procedures of The Ark Child Care Center. Oversee the administration of those policies and procedures. These policies and procedures include:

- Financial Policies,
- Personnel Guidelines,
- Employment Policies,
- Sexual Harassment Policy,
- Performance Review Process (including salary review),
- Child Enrollment Policies,
- Program Policies, and
- Other policies the Committee judges to be necessary to operate a high quality child care and achieve the mission of the Church.



Under the guidance of the Council and the Lead Pastor, oversee hiring of an Ark Director and administrative staff. That is, advertise the position appropriately and utilize appropriate contacts in the Child Care Community and the Church Community to find outstanding candidates, interview candidates and make hiring recommendations for final approval by the Council.

The Ark Management Committee will be responsible for approving staff hires as recommended by the Ark Director.

Work with the Council to ensure that the building space, utilities and other logistical needs of the child care center are adequate to support our goal of having a high-quality child care.

Work with the Council to ensure that procedures are in place to restore space that is shared with the Sunday School or other Church Programs to the condition necessary for those programs.

Provide support for the Director and serve as the Director's link to the Church Council.

Establish and support the educational programs of the Ark.

Approve and supervise all fund raising and advertising activities on behalf of the Ark.

Develop an annual budget for the Ark for approval by the Council.

Twice per year walk through and observe the Ark operation and report the finding of these observations to the Council through the Council Liaison to the Ark Management Committee.

Provide feedback into the performance review and objectives of the Director annually to the Lead Pastor.

Provide additional support and direction as needed in the operation of the Ark.

Prepare an Annual Report to the Congregation describing the operation of the Ark in terms of enrollment, financial status, and achievement of the Ark's mission.

### **The duties of the Chairman are:**

Preside at meetings of the committee;

Call special meetings;

Oversee the performance review process for the Ark Director under the supervision of the Lead Pastor;

Oversee the hiring and termination of the Director under supervision of the Congregation Council and Lead Pastor;

Oversee the exit interview process of Ark administrative staff, or Ark program staff upon request;

Serve one year as the Chairman.

**The duties of the Vice Chairman are:**

Preside at Committee meetings in the absence of the Chairman;

Prepare the Ark Annual Report for inclusion in the Cross of Christ Annual Report to the Congregation.

Serve one year as Vice Chairman and the next year as Chairman.

Complete the duties of the Chairman in the Chairman's absence.

**The duties of the Past Chairman are:**

Support the work of the Ark Management Committee.

Ensure a smooth transition of power to the new Ark Management Committee Chairman.

Serve on the Board as a Member at Large for a minimum one-year term.

**The duties of the Secretary are:**

Take meeting notes and transcribe them into minutes to be read at the next meeting;

Distribute copies of the minutes to committee members one week prior to the next scheduled meeting.

Distribute committee membership list with names, addresses and phone numbers to all committee members;

Conduct correspondence for the Committee.

**The duties of the parent representative(s) are:**

Serve as a liaison between the committee and the parents whose children are enrolled in the Ark;

Communicate all relevant information to the parents about church and Ark activities;

Suggest ways to encourage parent participation in the activities of the Ark;

Recruit room parents for each classroom to help with parties throughout the year, remember teacher's birthdays, etc. The parent representative remembers special days for the Director, Assistant Director and assistants.

**The duties of the member(s) at large are:**

Attend Ark Management Committee meetings and bring their unique skills and perspective to the overall operation of the Ark;

Communicate relevant information to the parents and/or church about church and Ark activities;

Suggest ways to encourage participation in the activities of the Ark;

Serve on special committees of the Ark Management Committee.

**The duties of the Financial Manager are:**

Serve as the focal point for resolving questions or conflicts regarding the financial management of the Ark.

Oversee development of the annual budget;

Monitor implementation of the budget through a monthly review of income and expense.

Assure that the financial procedures in place for the Ark are sound, efficient and closely followed;

Make financial records available to the Cross of Christ Audit Committee or Council as requested;

**The duties of the Council Liaison to the Ark Management Committee are:**

Serve as a liaison between the Ark and the Council;

Participate as a voting member of the committee;

Present requests and gain approval from the Council on issues pertaining to the annual budget, increases in maximum enrollment, expanded use or altered use of the building and grounds and fundraising proposals, or other requests requiring Council approval;

Serves one year as the liaison between the Council and the Ark Board, with term limited by term on Council.

**The duties of the Lead Pastor are:**

Shall oversee the Ark organization and staff as specified in Cross of Christ's constitution and the Lead Pastor's Letter of Call.

Other duties as assigned.

**APPENDIX D:  
ENDOWMENT BOARD**

**RESOLUTION ESTABLISHING  
THE CROSS OF CHRIST LUTHERAN CHURCH ENDOWMENT FUND**

Cross of Christ Lutheran Church, Bellevue, Washington, has a living Endowment of faithful members with rich gifts and varied talents.

"As each has received a gift, employ it for another, as good stewards of God's varied grace whoever renders it by the strength which God supplies, in order that in everything God may be glorified." (1 Peter 1:10-11)

NOW THEREFORE, in order to establish a permanent Endowment Fund within the church to enable further extension of the ministries and mission of our church:

BE IT THUS RESOLVED: The membership of Cross of Christ Lutheran Church establishes an Endowment Fund to receive and administer bequests, estates, memorials, insurance, and other assets, to be perpetual and perpetuating. And,

The efforts of Cross of Christ Lutheran Church in establishing the Endowment Fund are dedicated to the glory and mission of Almighty God. And,

The purpose of the Fund is to enhance the work of the church by establishing new ministries additional to, and apart from, the general operation of the congregation with emphasis on the educational support of youth, scholarships for post-secondary schooling and training for young adults, life enrichment for all ages, mission and community outreach of the congregation, and expansion of current or future facilities.

Assets of the fund will be owned by Cross of Christ Lutheran Church.

While Cross of Christ Lutheran Church has every intention of using the Endowment Fund as set forth in these resolutions, the congregation recognizes that with the passage of time and changing circumstances, there may be a time when it is not feasible to utilize the Fund as it was intended. Should that situation develop, Cross of Christ Lutheran Church or its successors in interest shall then be free to make such other use of the income and principal as is consistent with the charitable and religious purposes of Cross of Christ Lutheran Church, in accordance with the provisions of the laws of the State of Washington, and preserving the principal of those gifts designated to be perpetual, carrying out the donor's wishes.

NOW THEREFORE, in order to carry out the purposes of the Endowment Fund,

BE IT FURTHER RESOLVED:

An Endowment Fund Board of congregation members is established in the following manner with the powers and duties as hereinafter provided:

1. The Board shall consist of six members, all of whom shall be voting members of Cross of Christ Lutheran Church. Except as herein limited, the term of each Board member shall

be three years and until such member's successors are appointed. Upon the adoption of this resolution, the congregation shall elect six members to the Board—two for a term of three years; two for a term of two years; and two for a term of one year. Thereafter at each annual meeting, the congregation shall elect two members for a term of three years. No member shall serve more than two consecutive terms. A partial term shall not be counted as a term for this purpose. A former Board member may be re-elected after a lapse of one year from the completion of his/her second term. The Church Nominating Committee shall nominate for this Board and report at the congregation annual meeting in the same manner as it does for other offices and Committees.

Members may resign at any time by written notice to the Board. Members can be removed from the Board without cause at any time only by a unanimous vote of all other Board members at a duly convened meeting.

2. In the event of a vacancy on the Board, the remaining members shall forthwith select a member to fill the vacancy until the next annual meeting of the congregation, at which time the congregation shall elect a member to fill the vacancy.
3. All Board members shall endeavor to maintain a high degree of communication with the congregation council, other organizations within the church, and members of the congregation to nurture the total life and mission of the church and of the Fund.
4. A Board member may not serve concurrently on the Congregation Council.
5. The pastors of the church and the president or his/her representative of the Congregation Council may attend Board meetings and be consultants to the Board.
6. The Board shall annually elect from its membership a chairperson, a financial secretary, and a recording secretary.
7. The Board shall meet quarterly at a time fixed by resolution of the Board and more frequently as it may be deemed for the best interests of the Fund. The Board, when it deems it unnecessary to hold a particular meeting, may by resolution cancel a meeting. Special meetings may be called on reasonable notice to the members of the Board by the chairperson or any two members.
8. Each member is charged with the knowledge of the contents of the minute book. Subsequent consent in writing to the minutes by a member of the Board shall constitute his/her approval of the action reflected in the minute book and shall have the same force and effect as though he/she had been present.
9. A quorum shall consist of four members. The affirmative vote of the majority present and voting shall carry any motion or resolution.
10. The Board shall establish written rules, continuing resolutions and regulations as may be necessary for the conduct of fund business. The Board shall adopt standards and goals to guide in the expenditure of the income from the Fund, and may amend all within the stated purpose of the Fund.

11. The Board shall 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 the financial secretary and either the chairperson or recording secretary of the Board.
12. The members of the Board with check signing authority shall, at the expense of the Fund, be covered by a corporate fidelity bond in a principal amount to be determined from time to time by the Board.
13. The Board may ask other members of the congregation to serve as advisory members and may employ, at the expense of the Fund, such professional counseling on investment and legal or other matters as it deems for the best interests of the Fund.
14. The Board shall maintain complete and accurate books of accounts and may employ such professional help as it deems necessary for this purpose. The books shall be audited annually by a certified public accountant.
15. The recording secretary shall maintain complete and accurate minutes of all meetings of the Board for the permanent records of the church and supply a copy thereof to each member of the Board within a reasonable time after the meeting.
16. The chairperson, or the member designated by the chairperson, shall preside at all meetings.

#### ENDOWMENT FUND BOARD DUTIES

1. The Endowment Fund Board shall be custodian of the Endowment Fund.
2. The Board may receive funds designated for the Endowment Fund through gifts, life insurance proceeds, bequests, wills, estates, etc., from any individual or corporation or organization or from any other source, in cash or in other property acceptable to them. All Fund assets shall be kept and maintained separate from the funds and assets otherwise belonging to the church.
3. The general policy of the Endowment Fund will be to sell or otherwise convert to cash any non-monetary gift. Disposition of a non-monetary gift shall be done in a commercially reasonable manner and under circumstances which will be in the best interest of the Endowment Fund, in the judgment of the Board. The Board may seek advice from professional advisors in determining the manner, timing and procedure to be followed in accepting or disposing of any non-monetary gift. The Board may consider retaining non-monetary gifts that have an acceptable administrative burden and which produce net income resulting in a reasonable rate of return. The Board will encourage donation of both monetary and non-monetary assets to the Endowment Fund. The Board reserves the right to decline acceptance of any gift, if in the considered judgment of the Board, acceptance of such gift would be inappropriate to the purpose and administration of the Endowment Fund. Any donor whose proposed gift is declined shall be promptly notified by the Board.

4. The Board shall in no event be required to make physical segregation of the assets of the Fund in order to conform to the directions of any individual donors, but may establish separate accounts in its accounting records as it may deem necessary or desirable. Gifts given with designated usage to start a new category must be in a minimum amount to be determined from time to time by resolution of the Board.
5. The Board shall prudently invest and reinvest assets of the Fund to produce income to carry out the stated purposes of the Fund. This does not preclude investing for a combination of capital growth and income, with a goal of ultimately producing more income.
6. The Board shall regularly inform the members of the congregation as to the purposes and activities of the Fund, and may periodically arrange for members of the congregation to meet with professional counselors in the area of charitable giving, wills, bequests, insurance, etc.
7. The Board, at each annual meeting of the congregation, shall render a full and complete accounting of the administration of the Fund during the preceding year, protecting the confidentiality of the donors, as appropriate.
8. The Board shall investigate ways in which the Fund income can best be used. In its investigation, the Board should seek suggestions from members of the congregation, from committees of the congregation and from the pastoral staff.
9. The Board members shall not receive any compensation in connection with performing fund duties, but may be reimbursed from the Fund for expenses reasonably incurred.
10. Members of the Board shall conduct themselves in such a manner as to avoid conflicts of interest. Members shall refrain from participating in any transaction in which they or a related party have a material interest. This is not meant to preclude Board members from making gifts to the Endowment Fund. Members shall fully disclose to the Board any potential conflicts of interest. Members shall not disclose or provide access to confidential information obtained or developed in the course of Endowment Fund activities to anyone other than those who have a legitimate need for such information.
11. The Board shall be in charge of the promotion of the Endowment Fund.
  - A) The Board shall provide information in the form of seminars, brochures, newsletters, etc., or such of these things or others that the Board considers would be effective, so that the congregation is aware of the purpose and usage of the Endowment Fund. The Board shall provide the congregation with such information at least once a year. The release of information should be timed to avoid conflicts with other church stewardship events.
  - B) Board members may contact potential donors on an individual basis to enhance awareness of the Fund and to appeal for consideration of giving to the Endowment Fund.



- C) Information pertaining to the Endowment Fund, brochures, mailings, etc., shall be designed or approved by the Board. The Board shall review and, if needed, update all information at least every two years.
- D) Information issued by the Board shall include emphasis on the solicitation of gifts to be made during the lifetime of the donor, as well as at the time of the donor's death.
- E) Promotion costs for the Endowment Fund shall be paid from the Fund except that promotion costs may be paid or loaned from the general operating budget of Cross of Christ Lutheran Church, at the sole discretion of the Congregation Council, until such time as the Endowment Fund has sufficient income available for promotion costs.

### ENDOWMENT FUND BOARD POWERS

In the administration of the Endowment Fund, the Board shall have all powers and authority necessary to carry out the purposes of the Fund, including the following powers and authority on behalf of Cross of Christ Lutheran Church:

1. To take, hold, sell, exchange, rent, lease, transfer, convert, invest, reinvest, and in all other respects to handle and manage and control the Fund, or any part thereof, as they may in their judgment and discretion deem wise and prudent.
2. To retain property in the form in which it was received; to convert and reconvert the 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 therein as they shall deem wise and prudent, including in such common or preferred stocks, bonds, debentures, mortgages, notes, or other securities, investments of real or personal property, which in their absolute discretion they may select or determine, and including, without limitation, savings deposits in any bank, mutual savings bank, federal home loan bank, 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 rents, profits, proceeds, and income of the Fund and to collect and receipt for the same, and pay all administrative and necessary expenses in connection with managing the Fund. Expenses for the above are to be paid from the gift proceeds, and not from the interest of the Endowment Fund and/or its principal except to facilitate the receipt or liquidation of the gift.
4. To make, execute, and deliver all instruments proper for the accomplishment of the purposes of the Cross of Christ 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.
5. To contribute, donate, support, or distribute, from time to time for the purposes herein stated, such payments or amounts as have been approved by the Congregation.

6. To determine what is principal and what is income according to accounting procedures.
7. To hold investments in the name of Cross of Christ Lutheran Church 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 Fund purposes.
8. To employ and to reasonably compensate from the Fund income, accountants, money managers, agents, and attorneys to assist and advise in the execution of the Fund, without the Board members being liable for their omissions or neglect, but using reasonable care in their selection and to rely on the advice of the persons employed.
9. The Board shall not be liable for any losses which may be incurred upon investments of the Fund except to the extent that such losses shall have been caused by bad faith or gross negligence of the Board members. No member shall be personally liable as long as he/she acts in good faith and with ordinary prudence in discharging the duties of the office. Each Board member shall be liable only for his/her own willful misconduct or omissions in bad faith. No Board member shall be liable for the acts or omissions of another Board member, or of any accountant, agent, attorney, or custodian selected with reasonable care. And,

BE IT FURTHER RESOLVED:

The following powers are reserved by the Congregation:

1. The Congregation may, upon recommendation by the Endowment Fund Board, decide when and if any Fund principal shall be used, by two-thirds majority vote of those members present at a duly convened meeting of the Congregation.
2. This resolution may be altered or amended by a two-thirds majority vote of those members present at a duly convened meeting of the Congregation.

To maintain the tax-exempt status of the Endowment Fund:

BE IT FURTHER RESOLVED:

Any gifts given to the Fund, as well as all income derived there from, will be used exclusively for religious, charitable, and post-secondary educational purposes, and other purposes acceptable and approved by the Congregation, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986 or the corresponding provision of any future United States Internal Revenue law. This 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 or be distributable to any member, director, or officer of the church or to any other private person, except that the Board is authorized and empowered to pay reasonable compensation for the services rendered and to make payments and distributions in furtherance of the purposes set forth herein.

No part of the activities of the Fund shall be the attempt 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 Fund shall not: (a) carry on any activities not permitted to be carried on by any entity exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of



**APPENDIX E:  
FINANCIAL POLICIES**

Cross of Christ Lutheran Church  
411 156th Avenue NE  
Bellevue, WA 98007  
425-746-7300

**FINANCIAL POLICIES**

Adopted by Congregation Council  
April 19, 2016

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## **I. PREFACE**

Cross of Christ Lutheran Church is entrusted by God with financial and material resources to carry out the work of the church. It is the intention of the Congregation to be good and faithful stewards, using such resources wisely and with care.

It is the intention of the Congregation to be a responsible partner with the other congregations of the Northwest Washington Synod of the Evangelical Lutheran Church in America; with the ELCA church wide organization; and with other congregations, agencies, or institutions with which it is involved in shared ministry.

The Congregation Council is the board of directors for the Congregation and is guided by the Congregation constitution. These financial policies have been developed to give further guidance regarding the use of financial resources.

## **II. GENERAL PROVISIONS**

### **A. Finance Committee**

- 1) There shall be a Finance Committee comprised of selected members of the congregation. The Finance Committee Chair shall inform the Executive Committee of Finance Committee member changes. A Council Member at Large, here after referred to as Business Manager, and the bookkeeper are standing guests of this committee.
- 2) The Finance Committee Chair shall report to the Executive Committee.
- 3) The functions of the Finance Committee shall include the following:
  - a) Monitor, review, and recommend revisions to these financial policies.
  - b) Review and offer commentary on the monthly financial statements to the council through the Business Manager with regard to proper accounting procedures and adherence to the approved annual budget.
  - c) Monitor approved motions of the Congregation Council and Executive Committee regarding the financial affairs of the church.
  - d) Support the function of the Congregation Treasurer.
  - e) Offer advice and guidance to the Bookkeeper, Treasurer, and Business Manager. Serve as a resource to the Executive Committee and the Congregation regarding the financial affairs of the church.
  - f) Review any formal audit report and when complete present motions for Council actions regarding changes (if any) to comply with established accounting procedures and accepted business practices.

## **B. Location and Use of Funds**

It is the policy to have a minimum number of accounts to facilitate the efficiency of record keeping.

- 1) The congregation may have accounts as follows:
  - a) Checking
  - b) Savings
  - c) Certificates of Deposit
  - d) Money Market
  - e) Petty Cash
  - f) Investment/Brokerage Accounts
    - i) Purpose is to receive gifts.
    - ii) Balances of holding accounts to be \$0.00. (Refer to Section III. D. Gifts-In-Kind.)
- 2) The following shall have signing authority on accounts with banks:
  - a) Treasurer
  - b) Business Manager
  - c) President
  - d) Vice President
  - e) Pastor(s) has signing authority only for the "Good Samaritan Account." The Treasurer shall also have signing authority on the Good Samaritan Account.
  - f) Ark Day Care Director has signing authority only for the Ark Petty Cash account.
  - g) Others as designated by the Congregation Council
- 3) Checks will be signed after the Payee and Amount are filled in.
- 4) All accounts opened at banks or other financial institutions:
  - a) Must be approved by the Congregation Council.
  - b) Must use the church Tax Identification Number.
  - c) Must be included in the church's general ledger accounting system.
  - d) Must have the bank and investment statements mailed to the church, with "Attention: Bookkeeper."
  - e) Statement copies will be provided as necessary to the council or groups.

### **C. Cash Receipts Procedures**

- 1) All individuals involved with bagging, counting, preparing bank deposits, bank reconciliation, or reviewing these activities shall sign the accounting paperwork.
- 2) It is the responsibility of the Congregation Council to remove and safeguard offerings immediately after each worship service and sponsored events. Worship Service offerings will be handled by two current or former council members or other authorized volunteers following the procedures listed in Section XI.
- 3) Worship Offering Counting Procedures, as detailed in Section XI, will be followed by the Bookkeeper and volunteers who will count, verify, and prepare bank deposits for all offerings and other cash receipts. The Bookkeeper, Business Manager, or Finance Committee will recommend volunteers.
- 4) All miscellaneous receipts received by mail or hand-delivery shall be recorded on a daily basis. The Miscellaneous Receipts Log includes the following information: date received, donor or envelope number, amount, check number (if known), and the initials of the person recording the receipt. Miscellaneous receipts shall be deposited with the next regular bank deposit.
- 5) All event receipts shall be recorded when collected on the Event Receipts Log which includes the following information: date received, donor or envelope number, amount, check number (if known), and the initials of the person recording the receipt. Event receipts shall be turned in on the day collected and deposited with the next regular bank deposit.
- 6) The Treasurer or other appointed volunteer shall review on a regular basis the count sheets, miscellaneous receipts logs, event receipts logs, bank deposit records, and bank reconciliation, verifying that all receipts are deposited and that all deposits are made in a timely manner.
- 7) Receipts will be posted to the General Fund, Designated Fund, or Benevolent Holding Accounts. See Section III, Sources of Income.
- 8) Verification of Contribution reports may be generated twice a year and mailed to all donors.
- 9) The Treasurer and the Bookkeeper shall have the current safe combination. The combination shall be changed at the completion of the Treasurer's term.
- 10) Clergy will not receive contributions or event fees directly. They should refer individuals to ushers or staff members.

## D. Cash Disbursements

11) Payment Schedule. Commitments shall be paid in the priority order as follows:

- a) Compensation including payroll taxes
- b) Mortgage payment
- c) Contractual obligations
- d) Reimbursement of out-of-pocket expenditures made on behalf of the Congregation
- e) Northwest Washington Synod/ELCA church wide support
- f) Benevolence
- g) Other financial obligations of the church

12) Expense Authorization and Approval

The Congregation Council has final responsibility for all expense authorization and approval. The responsibility for approving individual purchases that are in line with the approved budget may be delegated to the Executive Committee as well as Core and Support team leaders for individual payments of less than \$1000 on an annual basis. Once a major budget category has reached 90% of the approved annual amount for that category Council or Executive Committee member approval may be required for all subsequent expenditures for the remainder of the fiscal year.

Prior to being submitted for payment, invoices and check requests must be approved by a Congregation Council member or delegate as the persons authorized to make commitments on behalf of the Congregation. Such signatures indicate the material has been received in acceptable condition; that the services have been performed; or that a written commitment has been made for future services. Such signatures also indicate that the expenditure request is carrying out direction from an approved budget or Congregation Council action.

For reoccurring expenses such as utility bills, mortgage payments, and other fixed expenses a delegated authorization form will be filled out and signed by the responsible Congregation Council Member or their delegate. This form will authorize the bookkeeper to pay for reoccurring expenses on an ongoing basis. The form is to contain the account number and expense limit as well as a description of the approved items.

- a) For all other expenses, pre-approval in writing (e-mail is acceptable) is necessary from the responsible Congregation Council member or delegate **prior** to incurring the expense.
- b) For emergency expenses (e.g. a burst pipe) an attempt to contact an Executive Committee member should be made for advice. However, if an Executive Committee member is unavailable, the call should be made to the repair contractor. Priority should be given to a pre-approved list of contractors. The Executive Committee should be informed of any decision regarding the repair



including full costs. Finally, the Executive Committee should inform the Congregation Council of the repair and full expense.

- c) Invoices sent to the church should be addressed to "Bookkeeper."
- d) All check requests shall have supporting documentation, e.g., original receipts or original invoices, attached.
- e) All check requests must be submitted within 60 days of incurring the expense as per IRS guidelines. Requests submitted after 60 days will be considered a donation to the church.
- f) Checks will be signed after the Payee and Amount are filled in. Upon payment, supporting documentation will be marked "PAID".
- g) In the event of an "advance," the person completing the check request should provide supporting documentation after the event. The documentation should then be attached to the original check request.
- h) The Pastor(s) has check signing authority for the Good Samaritan Fund.
- i) When creating a budget, a listing of line item accounts by core and support team shall be established. The line items shall be of sufficient detail to insure that appropriate tracking and prioritization can be recognized and recorded in our system of accounts.
- j) The Congregation Council is responsible for ensuring expenses stay within the annual approved congregation budget. Money can be moved between line items to accommodate changes throughout the year. A summary of each month's financial review shall be included in the Business Manager's report to Council. This summary shall include any line item transfers or adjustments.
- k) The Finance Committee will conduct quarterly reviews of spending and report to the Executive Committee with recommendations for presentation to the Congregation Council.

### 13) Payroll Process

- a) Cross of Christ uses an outside payroll processing company. Hourly employees submit a time sheet to receive their pay. The Bookkeeper provides the payroll company with completed paperwork twice a month. Paychecks are direct deposited into an individual's account. The payroll processing company pays payroll taxes and Labor & Industries fees. The Bookkeeper reviews the paperwork twice a month.
- b) Employees needing a cash advance must submit the request in writing to the Pastor and Bookkeeper. These will be granted only in emergency situations.
- c) The Bookkeeper will monitor vendor services and any sub-contractors to ensure that any necessary 1099-MISC forms are issued as required by law.

#### 14) Petty Cash

A Petty Cash Balance of \$100.00 is kept as follows:

- a) \$25.00 kept in an envelope marked Petty Cash and kept in the office file drawer. It is kept at a \$25.00 balance, replenished weekly from the "Main Petty Cash Bag" with completed receipts.
- b) The "Main Petty Cash Bag" is kept in the safe. When receipts for \$50.00 have accumulated, the Bookkeeper will reconcile and produce a check to replenish.
- c) Petty Cash reimbursements can be up to \$25.00 per occurrence.
- d) No more than two staff members will have day-to-day access to Petty Cash.

#### 15) Mileage Reimbursement

Mileage reimbursement for staff and volunteers will use the current IRS rate.

### **E. Contracts and Purchase Agreements**

All financial commitments of \$1000.00 or more shall be stated in a written and signed contract or purchase agreement prior to execution. A contract or purchase agreement shall be defined as an agreement between the Congregation and one or more outside parties for the purpose of acquiring services or personal or real property. It includes the disposition or exchange of personal or real property.

- 16) APPROVAL: A contract or purchase agreement must be approved by the Congregation Council if its term exceeds the current fiscal year or if the contract or purchase agreement charge will cause a budget allocation to be exceeded.
- 17) SIGNING AUTHORITY: The President, Vice President, or the Secretary must co-sign all contracts or purchase agreements of \$1,500.00 or more.
- 18) CONTRACT AND PURCHASE AGREEMENT COMMUNICATION: A copy of any executed contract or purchase agreement shall be retained in the church office by the Bookkeeper for use by the Congregation Council in financial planning, activity awareness, and records retention.
- 19) FINANCIAL ANALYSIS: Contracts and purchase agreements in excess of \$2500.00 involving financial formulas for final pricing, buy versus lease options, or payment plan alternatives shall be reviewed with the Congregation Treasurer and the Finance Committee before being signed.

### **F. Financial Reporting**

#### 20) YEAR

Financial reporting for the Congregation shall be on a fiscal year basis, May 1 to April 30. The Annual Congregational Meeting is held the first Sunday in June. A Balance Sheet, Income/Expense Report, Dedicated Fund Report and a Proposed Budget are part of the Annual Report.

## 21) FINANCIAL REVIEW

- a) An annual financial review will be performed by the finance committee.
- b) Every five to ten years or as deemed appropriate by the Congregation Council, a Certified Public Accountant firm will be retained to review/audit the financial reports.

## 22) REPORTING METHOD

Financial reporting shall be on the modified cash basis, i.e., income is recognized when cash is received and expenses are normally recognized when cash is disbursed. Vacation accrual, Continuing Education accrual, Payables and Pre-paids are adjusted annually on an accrual basis, but may be adjusted on a more frequent basis.

### a) Deferred Income

Annual lump sum contributions of \$2500.00 or more will be recorded as Deferred Income. Amounts credited to the General Fund Contribution Income will be 1/12 each month for the next twelve months. (This distribution does not adhere to the calendar or fiscal year).

One time gifts to the general fund in excess of the donor's prior year contribution may be recognized in full in the month of the gift at the discretion of the Executive Committee in consultation with the Finance Committee.

### b) Capitalization of Assets

All capital improvement expenditures of \$2000.00 or more will be recorded annually on the Balance Sheet as a credit to Building & Equipment Reserve Fund and a debit to Other Assets-Building & Equipment.

## 23) FISCAL YEAR EXPENDITURE CUTOFF

Moneys disbursed shall be recorded as of the date checks are dated.

## 24) FISCAL YEAR REVENUE CUTOFF

Money received shall be recorded as of their postmark date, e.g., postmark date of April 30 shall be recorded as income received on April 30, unless otherwise noted.

## 25) CALENDAR YEAR CONTRIBUTION CUTOFF

- a) Moneys received shall be recorded as of their postmark date, e.g., postmark date of December 31 shall be recorded as income received on December 31. All moneys received by December 31 will be credited to the prior year unless otherwise noted.
- b) If a contributor remits funds during December and requests in writing that all or a portion of those funds be recorded as meeting the subsequent year's financial commitment, that request shall be honored and the amount shall be recorded as Deferred Income.

### **III. SOURCES OF INCOME**

#### **A. General Fund**

Congregational approved income and expenditure accounts. General Fund Accounts are for the current year only and do not carry over to the next year.

- 1) Undesignated receipts and General Fund giving shall be recorded to the General Fund.
- 2) Directed giving or other income receipts shall be recorded to the directed giving accounts.

#### **B. Designated Funds**

Designated Funds shall be approved by the Executive Committee and shall have an ongoing life, longer than one year.

- 26) Designated Funds will be paid only for the purpose authorized and are not intended to offset any Congregation budget allocation.
- 27) At the end of each Fiscal Year any Designated Fund having no activity in the prior year will be reviewed by the Finance Committee. A recommendation for fund close-out and distribution of remaining money will be presented to the Congregation Council for approval.

#### **C. Benevolent Holding Accounts**

Benevolent Holding Accounts are clearing accounts and the monies contributed shall be used in the fiscal year of contribution. (Example: Lutheran Compass Center, Lutheran World Relief, Food Bank, etc.)

#### **D. Special Gifts/Gifts-in-Kind**

Gifts such as property improvements, equities, or cash.

- 28) Unrestricted: Special gifts to the General Fund or an existing Designated Fund with no restrictive provisions shall be placed in the General Fund or Designated Fund and reported to the Executive Committee. Gifts of equities will be sold immediately.
- 29) Restricted: Special gifts for Congregation use with restrictive provisions shall be referred by the Executive Committee to the Congregation Council for acceptance.
- 30) The acceptance of unrestricted gifts-in-kind by the Congregation shall be reviewed on an individual basis.
  - a) The intent of the Congregation is to accept all bona fide gifts that directly or through liquidation may be beneficial to the purpose of the Congregation.
  - b) The Council shall consult with qualified person(s) within or outside the organization, as necessary, to determine the gift's value to the Congregation.

- c) The Council shall not be involved in any manner with setting the monetary value to the donor of gifts-in-kind.
- d) Liquidation of gifts-in-kind shall occur as soon as reasonable (i.e., from the date of legal ownership up to six months) unless, upon review by the Congregation Council, a different decision is made regarding a specific gift-in-kind as to its purpose, usefulness, and length of ownership. Paramount in any such evaluation and possible liquidation of a gift-in-kind shall be its usefulness in fulfilling the purpose of the Congregation. Any asset not liquidated at fiscal year end will be recorded at estimated value, less estimated selling costs.
- e) Any provisions of the Internal Revenue Code that affect this organization will be followed.

### **E. Undesignated Bequests**

Bequests that are greater than \$10,000 and have not been designated for a specific purpose should be used to invest in the future of the congregation and supporting the Congregation Mission Statement. It is the intention of the congregation to engage in a prayerful and deliberate allocation of the bequest. The Congregation Council shall solicit input from the Congregation to develop a proposal for the use of this gift. This proposal shall be presented to the congregation for approval at the next congregational meeting. Any proposal shall follow the undesignated bequest guidelines outlined below.

Cross of Christ also strongly believes in supporting the welfare of those we know and those we do not know therefore some portion of any undesignated bequest may be set aside for benevolent purposes.

#### Undesignated Bequest Guidelines

- a) A gift to the ELCA synod should be considered using a 10% tithe as a guideline.
- b) Facility and other capital expenditures are long-term and can be considered as part of a bequest allocation to allow investment in a superior solution.
- c) Unforeseen opportunities that are not part of the current annual budget may be considered.
- d) Opportunities for innovative ministry that are outside the annual budget process should also be investigated.
- e) Benevolence funds may be used for the critical needs of congregational members by placing the approved amount into the Good Samaritan dedicated account.
- f) Undesignated bequests should not be applied to day-to-day expenses.

## **F. Interest Income**

All interest income is credited to the General Fund in the year it accrues. Exceptions to this policy include the following accounts:

- 31) Good Samaritan Checking Account – to the Good Samaritan Designated Fund
- 32) ARK Investment Funds – to the ARK General Fund
- 33) ARK Petty Cash Checking Account – to the ARK General Fund
- 34) Endowment Accounts - to the Endowment Designated Fund

## **G. Miscellaneous Income**

All other income, unless otherwise directed by the Congregation Council, shall be placed in the General Fund.

# **IV. GENERAL FUND**

## **1) General Fund Balance**

Cash Balance: The General Fund cash balance shall not go below \$0.00 at month end closing without notification to the Executive Committee and such notification shall be included in the monthly Financial Report to the Council.

## **2) Contingency and Cash Flow Balancing Fund**

- 35) An amount may be budgeted each year for addition to the Contingency and Cash Flow Balancing Fund, the specific amount to be determined by the annual budgetary process, to provide an ongoing means to meet any cash flow imbalance.
- 36) The money in the Contingency and Cash Flow Balancing Fund is the first draw for meeting cash flow shortages and must be depleted prior to borrowing from other designated funds. Once it is determined the remaining money in the Contingency Fund along with General Fund giving will not cover the following month's cash flow needs, a request to borrow designated funds should be made by the church Treasurer or Bookkeeper and approved by the Executive Committee before such funds are borrowed. The borrowing of these funds should be short term and steps should be taken to replace them as soon as possible.
- 37) During a period when designated funds are borrowed, should funds be needed to meet a specific designated fund expenditure the requested amount must be made available. If existing funds are not available to meet the need, the Executive Committee in consultation with the Treasurer, will take appropriate steps to secure the funds.

### **3) Fiscal Year-End General Fund Balance**

#### 38) Receipts over Expenditures

If at the end of a fiscal year receipts have exceeded expenditures resulting in a General Fund excess, the excess shall be placed in the Contingency/Cash Flow Designated Fund, which should have a minimum 30-day estimate of current year operating expenses (60 days is preferable).

#### 39) Expenditures over Receipts

If at the end of a fiscal year expenditures have exceeded receipts resulting in a general fund deficit, the Contingency/Cash Flow Designated Fund will be used to cover the shortfall.

### **4) Debt**

Debt shall not be incurred to pay congregational General Fund expenses. However, debt may be incurred to acquire assets.

## **V. CREDIT CARD POLICY**

### **A. Overview**

The Cross of Christ credit card program is established to provide staff members a convenient, efficient means to purchase goods and services. The use of a church credit card is a privilege granted to Cross of Christ staff members. Certain responsibilities are associated with this privilege.

- 40) Staff credit cards will have a credit limit not to exceed \$1,000.00 with the exception of the Lead Pastor whose credit card will have a \$3,000.00 limit.
- 41) All credit card balances will be paid in full monthly.
- 42) Verification by each card holder and the approving Executive Committee member, Support Team or Core Team leader is required for each receipt submitted.
- 43) Receipts will be submitted to the Bookkeeper within seven (7) days of purchase.
- 44) Cardholders are responsible for card security and should immediately report the loss or theft of the card to the Bookkeeper, Office Manager and Credit Card Company.

### **B. Credit Card Request Process**

- 1) Authorized staff will complete a credit card application form and submit the form to their approving Executive Committee member.
- 2) Cardholders are required to sign the Cardholder Agreement Form when they receive their card. (See Attachment A)
- 3) Cardholders must turn in their credit card to the Bookkeeper or Lead Pastor when they leave Cross of Christ employment.

### **C. Unauthorized or Inappropriate Credit Card Use**

Cardholders must comply with Cross of Christ's financial policies and procedures when using the church credit card.

Examples of unauthorized use include:

- Personal purchases of any kind
- Cash advances through banks or ATMs
- Cash refunds
- Payment for temporary help

Cross of Christ reserves the right to cancel any credit card at any time for violation of these credit card policies. Unauthorized use by a cardholder may result in revocation of the card and other disciplinary action. Cardholders shall be personally responsible for any unauthorized expenditures and will be required to repay expenditures that are determined to be in violation of these policies.

### **D. Returns, Exchanges and Disputes**

The cardholder is responsible for contacting the vendor when goods or services purchased with the church credit card are not acceptable and for arranging a return for credit or exchange.

If items are returned for credit, the Cardholder is responsible for obtaining a credit receipt from the vendor and submitting that receipt to the Bookkeeper with supporting documentation.

If items need to be exchanged, the Cardholder is responsible for returning the items to the vendor and obtaining a replacement as soon as possible.

Each Cardholder is responsible for resolving any disputes directly with the vendor. If resolution is not possible contact the Bookkeeper.

## **VI. BUDGET DEVELOPMENT PROCESS**

### **H. Balanced Budget**

The General Fund Budget proposed to the Congregation at its annual meeting shall be a balanced budget based on realistic income projections. Expenditures shall equal revenues.

### **I. Core and Support Team Requests**

Core and Support Team Leaders shall complete program plans for the next year by December 31<sup>st</sup> and project expenditures and program fee income. The budget committee shall prepare a proposed budget for council approval based on these program plans.



#### **J. Revenue Projections**

The Support Team Leader along with the Stewardship and Finance Committees shall prepare Anticipated Income Totals.

#### **K. Calendar**

Proposed Budget completion will occur during January-April of each year. The Congregation Council will approve the Proposed Budget prior to the Annual Meeting in June. The Proposed Budget will be voted upon during the Congregational Annual Meeting.

#### **L. Accruals**

Funds may be budgeted for items such as audits, continuing education, computer equipment or music equipment maintenance that are not fully used during the current fiscal year. The Finance Committee in consultation with the Executive Committee may authorize the Bookkeeper to move the unused funds in whole or in part into the appropriate dedicated account.

### **VII. STORAGE RETENTION OF FINANCIAL INFORMATION**

The following schedule will be used to save and destroy financial records:

#### **M. Save Permanently**

- 45) Audit Reports
- 46) Chart of Accounts
- 47) Deeds/Mortgages
- 48) End of Year Financials – Annual Report
- 49) End of Year General Ledger
- 50) Insurance Policies and Claims
- 51) Property Records
- 52) Stock/Bond canceled certificates
- 53) Tax Returns (currently churches do not file)
- 54) Estate Tax Returns

#### **N. Save for Seven Years**

- 55) Accounts Payable Ledgers
- 56) Accounts Receivable Ledgers
- 57) Check Requests and Schedules
- 58) Canceled Checks
- 59) Payroll data
- 60) Bank Reconciliation

**O. Save for Three Years**

Personnel Records after termination

**P. Save for One Year**

Duplicate Deposit slips

**VIII. MULTI-CONGREGATIONAL EVENTS**

This congregation with one or more other congregations may sponsor a joint event. Prior to this event, the joint planning committee shall agree on the basis for the distribution of estimated gains and potential losses. This Congregation's representative(s) on the joint planning committee shall communicate the agreement to the Congregation Council for approval.

**IX. INSURANCE**

The Council and Congregation Support Team Leader, aided by the Bookkeeper, will be responsible to ensure that adequate property casualty, property liability, and personal liability insurance are maintained to protect the assets of the church. Cross of Christ will have insurance, including but not limited to the following types:

**Commercial Umbrella Policy**

- 1) Building and Contents
- 2) Stop Gap
- 3) General Liability
- 4) Special Liability
  - a) Abuse & Molestation
  - b) Pastors & Religious Counseling
  - c) Directors & Officers
  - d) Employment Practices
- 5) Automobile (if applicable)

Estimated property values and comparative costs will be reviewed annually.

## **X. PERSONNEL RECORDS**

The Bookkeeper will maintain and update personnel files for all paid employees.

## **XI. WORSHIP SERVICE OFFERING POLICY**

- 1) After the service, two Council members will take the offering from the altar to the workroom for counting, secure handling and storage in the safe. There must be two authorized persons at all times while counting and bagging the offering.
  - a) There shall be a step by step process available to Council members who are counting in the workroom (see Attachment B).
  - b) In the absence of two current Council members previous Council members or Core and Support team leads may assist.
- 2) The offering is then kept locked in the safe until counting time. The bookkeeper has access to these moneys.
  - a) The bookkeeper shall be assisted by two or more volunteers in the counting process.
  - b) There shall be a step by step process available to all counters in the counting room. (See Attachment C)
- 3) The bookkeeper shall have a defined money handling process that includes timely deposits with appropriate tracking procedures following generally accepted accounting principles as approved by the Finance Committee. This process shall be kept in the bookkeepers office and available for audit on request. (See Attachment C)

# ATTACHMENTS TO THE FINANCIAL POLICIES (FOR REFERENCE ONLY)

## Financial Policies Attachment A: Credit Card Holder Agreement

### Overview

The Cross of Christ credit card program is established to provide staff members a convenient, efficient means to purchase goods and services. The use of a church credit card is a privilege granted to Cross of Christ staff members. Certain responsibilities are associated with this privilege.

- 1) Verification by each card holder and the Support Team or Core Team Leader is required for each receipt submitted.
- 2) Receipts will be submitted to the Bookkeeper within seven (7) days of purchase.
- 3) Cardholders are responsible for card security and should immediately report the loss or theft of the card to the Bookkeeper, Office Manager and Credit Card Company.

### Unauthorized or Inappropriate Credit Card Use

Cardholders must comply with Cross of Christ's financial policies and procedures when using the church credit card.

Examples of **unauthorized** use include:

- Personal purchases of any kind
- Cash advances through banks or ATMs
- Cash refunds
- Payment for temporary help

Cross of Christ reserves the right to cancel any credit card at any time for violation of these credit card policies. Unauthorized use by a cardholder may result in revocation of the card and other disciplinary action. Cardholders shall be personally responsible for any unauthorized expenditures and will be required to repay expenditures that are determined to be in violation of these policies.

### Returns, Exchanges and Disputes

The cardholder is responsible for contacting the vendor when goods or services purchased with the church credit card are not acceptable and for arranging a return for credit or exchange.

If items are returned for credit, the Cardholder is responsible for obtaining a credit receipt from the vendor and submitting that receipt to the Bookkeeper with supporting documentation.

If items need to be exchanged, the Cardholder is responsible for returning the items to the vendor and obtaining a replacement as soon as possible.

Each Cardholder is responsible for resolving any disputes directly with the vendor. If resolution is not possible contact the Bookkeeper.

I, the undersigned, have read and understand the Cross of Christ Lutheran Church Credit Card policies.

\_\_\_\_\_

*Printed Name*

*Signature*

*Date*

## **Financial Policies Attachment B: After Worship Service Offering Process**

After the service, two Council members will take the offering from the altar to the workroom for counting, secure handling and storage in the safe. In the absence of two current Council members previous Council members or Core and Support Team Leaders may assist. There must be two authorized people at all times during offering handling.

- 1) Empty the offering onto the counter.
- 2) Sort the contribution envelopes into two piles, facing all the envelopes in the same direction:
  - a) Those marked for General Fund or unmarked first.
  - b) Those marked for Designated Fund(s) plus any seasonal envelopes (Lent, Christmas, etc.) second.
- 3) Sort the currency into separate denominations, with all the bills facing the same direction. Count and enter totals on tally sheet. Put all bills into one pile with the largest denomination on top, descending to the lowest denomination.
- 4) Count the change and enter totals on tally sheet.
- 5) Count the number of loose checks; note the number on the tally sheet. Sort them, all facing the same direction.
- 6) Sign tally sheet.
- 7) Place all of the above in one of the red security-lock bank bags found in the counter's cupboard. Lock the bag and put it in the safe.
- 8) Return the offering basket to the cabinet in the small narthex.

## Financial Policies Attachment C: Offering Counting Procedure

**Team:** Bookkeeper and two volunteers (must have two or more persons)

The offering is kept locked in the safe until counting time. The bookkeeper has access to these moneys.

Miscellaneous receipts may be in an enveloped marked "For Bookkeeper" in the locked file drawer. The Bookkeeper or Assistant to Ministry accesses these moneys.

### Volunteer Counters Process:

1. Open money bag(s) and remove the bagger's cash sheet. Verify the cash in each bag by confirming the number of coins and bills as well as the total for each and the grand total on the tally sheet.
2. Separate envelopes and give Bookkeeper all non-General Fund moneys (Sunday School, special offerings, envelopes with designated funds enclosed, etc.). Give Bookkeeper all contributions with checks over \$2,500.00 for special batch processing.
3. Loose Offering: Complete page 3 of the Deposit Sheet by listing envelope number or name/address with amount.
4. Separate offering envelopes into 2 or more batches, one for each service. Open each envelope; remove offering contents being sure the amount of the offering and fund(s) are noted on the offering envelope. In addition, note CA on the envelope if it contains cash and keep it in a separate pile.
5. General Fund Receipts: Run a separate tape on each batch of checks and the cash, attach tape to each. Run a tape on the envelopes and be sure the amounts match the receipts. Complete page 2 Deposit Summation, lower portion for your batch. Note batch numbers on tapes. Wrap tape around envelopes with rubber band.
6. Endorse checks with stamp.
7. Cash: When all cash amounts from volunteers and Bookkeeper have been counted and/or verified the cash can be commingled and counted. For the bank deposit slip, separate currency and coin totals are needed.
8. Deposit Slip: Bookkeeper to complete deposit slip with cash and check batch number totals. Keep copy of slip in the bank deposit book.
9. Each volunteer should sign page 2 of the Deposit Report.
10. One of the volunteer counters makes the bank deposit at Bank of America and returns the deposit slip to the Bookkeeper.

**Bookkeeper Process:**

1. Sort through "For Counters" envelope and separate offering envelopes from designated and reimbursement gifts. Give envelopes and loose checks to volunteers.
2. Sign and date each page of Deposit Form, as required.
3. Use Deposit Sheet pages 4 and 5 to record designated and reimbursement gifts. For large groupings, use additional deposit sheet pages. Write the envelope number or name in spaces provided (Altar Guild needs name and envelope number).
4. Run a separate tape on the checks and cash; attach tape to each then total receipts. Run a tape of the envelope General Fund amounts. Run a tape of the designated and reimbursement fund totals. Total these amounts and reconcile with receipt total.
5. Complete page 2 Deposit Summation, lower portion. Use batch #1 and #2. Note batch numbers on tapes.
6. Endorse checks with stamps.
7. Count Summation: Complete top part of page 2. Add columns horizontally and vertically to reconcile. Verify totals with bank deposit slip.
8. Complete page 1 with totals.
9. Make 2 copies of page 1. Distribute one copy to Business Manager, and Treasurer. Make copy of page 5, Altar Flowers receipts and distribute to Altar Guild.
10. Make 1 copy of entire deposit sheet with two copies of page one, and attach with offering envelopes. Place in file cabinet "G" in Bookkeeper's office for future posting of contributions by volunteer.
11. Staple bank deposit slip to deposit sheets and place in file cabinet "K" in Bookkeeper's office.

**APPENDIX F:  
YOUTH PROTECTION POLICY**

**Cross of Christ Youth Protection Policy**

*(Adopted by the Cross of Christ Church Council, February 13, 2007)*

**Preface**

Every day, children are physically abused, neglected, sexually molested, and emotionally damaged. Child abuse occurs in every segment of society and at every economic level. Abuse occurs within families and at the hands of strangers. No ethnic group, gender, age level, or geographic location is immune to child abuse; it can and does happen anywhere. When abuse is physical or sexual, it is a crime. When a child is abused within the church or while engaged in a church-sponsored program, the entire congregation is traumatized. Even if the initial allegations of abuse are eventually proven to be false, which is extremely rare when a child is the original accuser, the experience remains painful for all those affected. The victim, the victim's family, the accused and his or her family, the leaders and members of the church, indeed the surrounding community, all suffer in varying ways and degrees. Child abuse within the church context is but a small part of the problem because most abuse happens elsewhere. Yet a congregation can still be affected whenever its individual members are caught in the nightmare of abuse, whether as victims, accused perpetrators, witnesses, family members, or professionals involved in addressing the accusations. The church is called to bring compassion, comfort, solace, healing, and sometimes justice to these pain-filled tragedies.

We must erect barriers against those who would do harm to our children, give our children the tools to protect themselves, devise a system that protects our adult leaders from unfounded allegations, and create an environment that is safe for both our children and the adults who work with them.

**Youth Protection Policy and Procedures at Cross of Christ Lutheran Church**

Included in this document:

1. Executive summary
2. Introduction
3. Volunteers
4. Paid Staff
5. Guidelines for adult leaders of youth programs
6. Youth member behavior guidelines
7. Children's programs
8. Ark
9. Appendix



## 1. Executive Summary

All adult leaders, paid or volunteer, and all organizations that make use of our facilities must become familiar with and follow these policies at all times.

These policies provide overall guidance and direction to our staff and volunteers as they perform their duties. These policies are intended to provide guidance only and are not in any way a binding contract or personnel agreement. Cross of Christ Council may change the policies at any time and expects that our volunteers and paid staff will respect and implement the changes. The Director of Youth and Family and the Pastor(s) have discretion to resolve situations involving volunteers that appear to be outside the scope of these policies.

## 2. Introduction

The Congregation of Cross of Christ Lutheran Church is committed safe haven for all children, their families and caregivers. The policies and practices outlined in this document are designed to protect our youth, our adults, and our ministries programs. Youth in this document applies to anyone under the age of eighteen.

## 3. Volunteers

Anyone who donates their services under the direction and on behalf of Cross of Christ without compensation is considered to be a volunteer. Volunteers are not employees. Before performing any tasks involving youth as a volunteer, you must be accepted and appointed to a volunteer position by the Director of Youth and Family. Volunteers are expected to work within the framework of Cross of Christ, our bylaws, policies, standards, and ELCA doctrines and theology.

Adult volunteers must complete a Volunteer Application form available at the church office. The adult Volunteer Application requests background information that should be checked by the appropriate leader or Cross of Christ staff person before accepting an applicant for Discipleship volunteering. While no current screening techniques exist that can identify every potential child molester, we can reduce the risk of accepting a child molester by learning all we can about an applicant for a volunteer or leadership position—his or her experience with children, why he or she wants to be a youth leader or Discipleship volunteer and what discipline techniques he or she would use.

All volunteers working with children or youth must attend an Abuse Prevention Training session, approved by the Church Council, which will be offered periodically throughout the year.

## 4. Paid Staff

Requirements for employment and background checks for paid employees are spelled out elsewhere in congregational and ELCA policies. You can find these documents as noted below.

- *Cross of Christ Personnel Policies*, a copy of which is available in the church office

- For ordained staff, ELCA Vision and Expectations, which can be read at: [http://www.elca.org/candidacy/vision\\_ordained.html](http://www.elca.org/candidacy/vision_ordained.html).
- Ark Policies (see Appendix)

## 5. Guidelines for Adult Leaders of Cross of Christ Youth Programs

The following policies provide additional security for our members. These policies are primarily for the protection of our youth members. However, they may also serve to protect adult leaders from unwarranted accusations.

Note: **Bold type** denotes rules and policies.

### 1. **No one-on-one contact.**

One-on-one contact between adults and youth members is not permitted. In a situation where that is not possible, the door to the room must be open, or view windows must provide unobstructed observation of the room, and activities must take place in view of other adults and youths. A staff person or other designated adult will check in periodically (at least twice in each 60 minutes).

### 2. **Constructive discipline.**

Discipline when needed should be constructive and reflect Christian values. Cross of Christ does not permit the use of corporal punishment, verbal abuse or sarcasm by leaders when disciplining youth members

### 3. **Hazing prohibited.**

Physical or emotional hazing and initiations are prohibited and may not be included as part of any activity.

Trips and Outings:

### 4. **Two-deep leadership.**

At least two adult leaders or one leader and a parent of a participant, one of whom must be 21 years of age or older, are required on all trips and outings. The appropriate Cross of Christ staff is responsible for ensuring that sufficient leadership is provided for all activities.

### 5. **During transportation to and from planned meetings or outings,**

- A. All drivers must show that they have adequate insurance to be checked by the adult leader. All insurance information will be photocopied and kept on file in the church office.
- B. Teen drivers are never the first choice for transportation. Parents must sign a permission slip in advance for their child to ride with another teen driver—for example, going home from a meeting at church.
- C. Meet for departure at a designated area.
- D. Prearrange a schedule for periodic checkpoint stops as a group.
- E. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth members—*never one on one*, unless it is parent and child.

### 6. **Respect of privacy.**

Adult leaders must respect the privacy of youth members on retreats or outings in situations such as changing clothes and taking showers, and intrude only to

the extent that health and safety require. Adults must protect their own privacy in similar situations.

**7. Separate accommodations.**

Male and female leaders must have separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available. Male and female youth participants will not share the same sleeping facility. Single-room or dormitory-type accommodations: Adults and youth of the same gender may occupy dormitory or single-room accommodations, provided there are a minimum of two adults and four youth. At least one adult is required to be youth-protection trained. Adults must establish separation barriers or privacy zones such as a temporary blanket or sheet walls in order to keep their sleeping area and dressing area separated from the youth area. If separate shower and toilet facilities are not available, separate times for male and female use should be scheduled and posted for showers. The buddy system should be used for toilets by having one person wait outside the entrance, or provide Occupied and Unoccupied signs and/or inside door latches.

**8. Proper preparation for adventure activities.**

Activities with elements of risk should never be undertaken without proper preparation, equipment, clothing, qualified supervision, and safety measures. This includes appropriate attire for all church-sponsored activities.

## **6. Youth Member Behavior Guidelines**

One of the developmental tasks of childhood is to learn appropriate behavior. Children are not born with an innate sense of propriety and they need guidance and direction. The example set by positive adult role models is a powerful tool for shaping behavior. Misbehavior by a single youth member may constitute a threat to the safety of the individual who misbehaves as well as to the safety of other members. Such misbehavior constitutes an unreasonable burden and cannot be ignored.

### ***Youth Member Responsibilities:***

**All youth are expected to conduct themselves appropriately. Physical violence, hazing, bullying, theft, verbal insults, drugs and alcohol have no place in the Cross of Christ youth programs.** If confronted by threats of violence or other forms of bullying from other youth members or adults, youth should seek help from their adult leaders or parents.

**Adult leaders are responsible for monitoring the behavior of youth members and interceding when necessary. Parents of youth members who misbehave should be informed and asked for assistance in dealing with the behavior.** If problem behavior persists, the parents should be informed, and if necessary, the youth may be asked to leave the event or outing.

All incidents that result in a physical injury or involve allegations of sexual misconduct by an adult or youth member with another youth member will be reported to the Director of Youth and Family or Pastor for action. **Washington State laws require paid staff to report incidents of suspected abuse to Child Protective Services (CPS) or the local law enforcement.**

## 7. Children's Programs

In addition to the requirements listed above in this document, children's programs such as Discipleship, VBS, music programs and cub scouts will follow these additional guidelines:

### ***Signing in and out***

Parents must check children eight years old and younger in and out.

Children will be released only to a parent unless written permission has been given for the child to be released to someone else.

### ***Nursery Attendants***

Two attendants are required for the nursery, or the nursery door must be kept open into the Assembly Room with other adults present if there is only one attendant.

## 8. The Ark

Ark staff must follow the policy stated above with these additional guidelines.

- If it is not possible to have two adults with a child at all times, then one person should be a paid staff and not a volunteer. In a case where this is not possible, either the door to the room must be open, or view windows must provide unobstructed observation of the room, and activities must take place in view of other adults.
  - Door windows should allow an adult to see in.

This policy sets minimum standards. The Ark policies may be more comprehensive in order to meet state standards.

## **Appendix**

### **Protecting Children from Sexual Abuse**

#### ***How can parents help protect their children?***

Parents participate in the protection of their children in a variety of ways. We recognize the need for open lines of communication so that children are encouraged to bring any troubles to their parents for advice and counsel. In addition, parents need to be involved in their children's activities.

#### ***Why do most child victims of sexual abuse keep the abuse secret?***

A victim of child sexual abuse is under a great deal of pressure to keep the abuse secret. In many cases of child molestation, the molester has threatened to harm the child or a member of the child's family. The molester might have told the child that he would not be believed even if the child did tell. Another common situation is that the molester will tell the child that if the child tells about the abuse, he will get into trouble. The clear message is given to the child that if another person finds out, something bad will happen to the child. This pressure to maintain silence can often be successfully overcome by establishing open communication between children and adults through a proper educational program for children.

#### ***What should I do if a child tells me that he has been sexually abused?***

How an adult responds to a child when he tries to disclose abuse can influence the outcome of the child's victimization. By maintaining an apparent calm, the adult can help reassure the child that everything is going to be okay. By not criticizing the child, we counteract any statements the molester made to the victim about the child getting into trouble. Reassure the child that you are concerned about what happened to him and that you will do everything you can to protect his or her privacy, but that you are required to report the situation to the Director of Youth and Family or the Pastor(s).

**Allegations by a youth member concerning abuse in the Discipleship program must be reported to a Cross of Christ staff such as the Director of Youth and Family or the Pastor(s).** Since these reports are required, the child should be told that you have to tell the proper authorities but that you will not tell anyone else. It is important that you not tell anyone other than the Cross of Christ staff person about allegations of abuse—if the allegations cannot be substantiated, you could be sued for defamation of character.

#### ***How do I know what my reporting responsibilities are?***

Every state, the District of Columbia, and the U.S. territories have different reporting requirements. As part of youth protection training, you will receive reporting instructions for Cross of Christ. People are often concerned about being sued for reporting child abuse. You are not required to know for certain that a child has been abused. All that the law requires is that you have a reasonable suspicion and are reporting in "good faith." When these requirements are met, all states provide immunity from liability for child abuse reporters.

### ***What are the "three R's" of Youth Protection?***

The "three R's" of Youth Protection convey a simple message that Cross of Christ wants its youth members to learn:

- **Recognize** situations that place him/her at risk of being abused.
- **Resist** unwanted and inappropriate attention. Resistance will stop most attempts at abuse.
- **Report** attempted or actual abuse to a parent or other trusted adult. This prevents further abuse and helps to protect other children. Let the child know he will not be blamed for what occurred.

**APPENDIX G:  
COMPUTER COMMITTEE POLICIES**

**Cross of Christ Computer Committee Policies  
(April 24, 2007; ratified by motion of Council, May 8, 2007)**

- I. The Computer Committee is responsible for the maintenance of all computer hardware and software that is the property of Cross of Christ.
- II. When assistance is requested, the Computer Committee commits to:
  - A. Acknowledge the request within 24 hours;
  - B. Resolve urgent or simple requests within 48 hours;
  - C. Resolve most other requests within 7 days;
  - D. Provide a schedule for the resolution of substantial requests within 7 days;
  - E. For major changes to the church's computing environment, provide a plan including an implementation schedule no later than 7 days after the second regular Computer Committee meeting following the receipt of the request.
- III. Any hardware or software belonging to a vendor having a service contract with Cross of Christ is the responsibility of that vendor.
- IV. Where there is interaction, the Computer Committee and outside vendors shall keep each other informed of any changes which may affect the operation of property belonging to the other.
- V. The Computer Committee, the church staff, and outside vendors shall keep each other informed as soon as possible of any changes to hardware or software that affect the operation of the church's computers and network.
- VI. Any non-emergency use of the services of an outside consultant for work on software or hardware belonging to Cross of Christ shall require prior approval from the Computer Committee and prior funding approval from the Business Administrator or the Church Council. In order to gain approval, the Computer Committee and the Business Administrator must be provided with the following information in writing (email is acceptable):
  - A. The purpose of the consultant's visit.
  - B. An estimate of the consultant's time required to complete the task.
  - C. An estimate of the fee the consultant will charge.
  - D. If known ahead of time, a detailed description of the work the consultant will perform.

When the work is completed, a written report of the work done shall be submitted by the vendor.

- VII. Emergency use of the services of an outside consultant must be approved by the Business Administrator in consultation with one or more Computer Committee members. In the event that such persons cannot be contacted, the work may

proceed without approval if it is deemed essential to the operation of the church. In either case, a written description (email is acceptable) of the nature of the emergency, the items specified in VI.A through VI.C above, and the work performed must be submitted to the Computer Committee and the Business Administrator within 24 hours of the time of service.

- VIII. A Computer Committee member shall be invited to be present whenever an outside consultant is called in. For non-emergency service, the Computer Committee may insist on the scheduling of a mutually agreeable time.
- IX. Under no circumstances shall an outside consultant or vendor be given access to, or control of, critical system security credentials including, but not limited to, passwords.
- X. The Computer Committee shall approve all solicitations for software or hardware donations.
- XI. Computer Committee meetings shall be held monthly to review requests or recommendations (currently the last Tuesday of the month, 1:00-2:00pm starting in April 2007).
- XII. Requests requiring approval before the next scheduled meeting shall be reviewed and approved by the Committee via e-mail; the Committee reserves the right to defer such requests until their next meeting if there are implications requiring detailed discussion.
- XIII. Annual budget requests concerning computer hardware, software, or services shall be submitted to the Business Administrator by February 1.
- XIV. The computer designated fund balance shall be reviewed annually and recommendations made to the Business Administrator for approval.



**APPENDIX H:  
GARDEN OF REMEMBRANCE & COLUMBARIUM POLICY**

CROSS OF CHRIST LUTHERAN CHURCH  
Bellevue, Washington  
GARDEN OF REMEMBRANCE & COLUMBARIUM POLICY  
February 17, 2015

The Cross of Christ Congregational Council sets forth this policy for the operation of the Garden of Remembrance & Columbarium.

**RESPONSIBILITIES**

A Garden of Remembrance & Columbarium Board of Trustees shall consist of not more than nine (9) or less than three (3) members, each to be approved by the Congregational Council for a non-limited term with the intent of having staggered terms of membership. The Board will select a Chairman, Secretary and Treasurer. Business shall be conducted by a quorum of at least three members including two officers. The Board will be responsible for regular operation of the Garden of Remembrance & Columbarium, and will meet quarterly or as needed. The Board may delegate duties as the need arises. The Board will recommend policy changes to the Congregational Council for approval. The Board is accountable to the Congregational Council.

**RECORDS**

Revised Code of Washington (RCW 68.05.500) provides exemptions to any recognized religious denomination which qualifies for an exemption from real estate taxation as it relates to requirements for inurnments. However, in the best interest of the church, guidelines are being established for proper recordkeeping.

- a. A plat of all niches, including names, dates of death, dates in inurnment, names and addresses of funeral director if used.
- b. The plat shall indicate names, dates, location and amounts paid for reserved niches.
- c. A record of the names of the next of kin and contact information. These records shall be kept current.
- d. A record of inscriptions on the Garden of Remembrance Wall including, but not limited to the following: names, dates, occasions and other pertinent information as is deemed necessary by the Board.
- e. Financial records of receipts, disbursements and investments of funds.
- f. All other such records as required by law or determined to be needed by the Board.

Paper records shall be kept in a secure location. These paper records shall be digitized and retained in a secure fire-rated cabinet.

**ELIGIBILITY**

The Columbarium & Garden of Remembrance Wall are intended for members of Cross of Christ, former members of Cross of Christ, ascendants, descendants, spouses,

domestic partners of such persons and special friends. Special friends are defined as individuals that have made a meaningful contribution to Cross of Christ.

Exceptions to this policy will be considered by the Garden of Remembrance Board upon recommendation of the Pastor. At the time of purchase, the buyer shall designate the person whose remains may be inurned in the niche(s) and who meet the noted eligibility requirements.

The inscription on the Garden of Remembrance Wall shall be to commemorate special occasions such as marriages, baptisms, honoring a loved one, and other important occasions.

In the Columbarium, the use of urns and niches shall be intended for the inurnment of human ash remains only. Family memorabilia is acceptable.

The inscription(s) on the wall will be mutually agreed upon by the purchaser and the Columbarium and Garden of Remembrance Board.

The Board will retain control over specifications of the size of the niche and requirements of the urns to be placed therein.

Decisions made by the Columbarium and Garden of Remembrance Board may be appealed to the Congregational Council.

### **FINANCIAL SUPPORT**

- a. The Columbarium and the Garden of Remembrance shall be self-supporting and non-profit.
- b. Funds for the establishment, operation, maintenance and future expansion will be derived solely from donations, contributions for acquisitions of niches, inscriptions on the Garden of Remembrance Wall and fund growth in value.
- c. The price lists for niches and inscriptions will be determined by the Columbarium and Garden of Remembrance Board.
- d. Funds collected for the Columbarium and Garden of Remembrance shall be restricted for purposes defined within this policy.
- e. Columbarium and Garden of Remembrance funds shall be accounted for separately from Congregational operating financial records... Each updated Columbarium and Garden of Remembrance financial report shall be submitted to the Congregational Council for their information.
- f. Withdrawals, expenditures and transfers from the Columbarium and Garden of Remembrance account may be made only by written request containing signatures of the Board Chairman and Treasurer and/or Secretary. In the absence of the Board Chairman or Treasurer another Board member may be designated to authorize a request for Withdrawal.
- g. A portion of Columbarium and Garden of Remembrance account funds may be temporality transferred to the Cross of Christ Endowment Fund for growth purposes.

- h. Requests for any authorized expenditures, withdrawals or transfers shall be submitted to the Bookkeeper of Cross of Christ Lutheran Church.

### **COLUMBARIUM AND GARDEN OF REMEMBRANCE FUND**

All receipts and disbursements relating to the Columbarium and Garden of Remembrance shall be to or from funds and assets of the Columbarium and Garden of Remembrance Fund designated for that use and purpose. The assets in the Fund will be used to acquire capital improvements and equipment relating to the Columbarium and Garden of Remembrance. From such funds the Board shall establish an adequate reserve to insure the perpetual care and custody of remains committed to the Columbarium, and the Garden of Remembrance wall and garden area. Funds exceeding the current and projected needs of the Board, including any reserves, may be allocated or put in a trust fund for other times when funds are needed for repair or improvements, growth and preservation of the Columbarium and Garden of Remembrance Wall and Garden.

The Board shall not lend, advance or pledge the funds or assets in any way for any purposes whatsoever other than for the direct and exclusive use in continuing the operation and maintenance of the Columbarium and Garden of Remembrance.

The Board shall be responsible to the Cross of Christ Congregational Council and to provide a detailed written annual report of activities for inclusion in the congregation's annual report.

If for any reason it is deemed necessary to relocate the Columbarium and the Remembrance Wall to property not owned by Cross of Christ, the process as outlined in the Cross of Christ Constitution, Chapter 7: Property/Ownership will be followed. In the event of Chapter C7.01 of the Constitution is being invoked, the remains are to be relocated to a Northwest Washington Synod of the Evangelical Lutheran Church of America or successor congregational organization within the greater Eastside area. This authority is meant to include any moveable object in the Garden area. Funds will be held in reserve to help pay for such a move. A notice of any urn location change shall be sent to the next of kin to the address on file in the records. Any excess/remaining Garden of Remembrance funds will go to the receiving/caring organization/authority of the new location.

The policy was approved by the Cross of Christ Congregational Council on February 17, 2015 and will be maintained as a Continuing Resolution. Modifications to the policy shall require majority approval by the Congregational Council.

## **APPENDIX I: Safe Church Policies & Procedures**

### **A. INTRODUCTION**

#### **PURPOSE**

As a community of faith committed to following Jesus Christ, we strive to extend a generous welcome to all who enter our doors and to treat them with the love and dignity that God bestows upon each and every one of us. We want our church to be a safe place for everyone, however cannot simply assume that our church is a safe place. We know that we cannot eliminate all risks, but we can strive to reach that goal by taking intentional and direct actions. We want people of all ages to be able to deepen their relationship with God and each other in an environment that is safe and secure. It is in this spirit that Cross of Christ Lutheran Church of Bellevue, WA (herein after referred to as C of C Church) Safe Church Policies and Procedures was created. We consider this to be a living document which will be amended over time as new issues arise. We hope that this document will provide guidelines to create a safe environment at C of C Church for our members, guests, ministers, staff and volunteers.

What is safety?

Safety means that a person's spiritual, emotional and physical self is protected from injury.

Spiritual safety

- People have the freedom to express their faith appropriately
- People's beliefs are treated respectfully

Emotional safety

- Kindness and civility are the norm
- People refrain from personal attacks and gossip
- Confidentiality is honored

Physical safety

- Key holders agree to abide by safe church policies
- Facilities are clean and well lit
- Exits are clearly marked and free of debris
- Fire alarms are kept in working order
- Food preparation areas are clean and health department guidelines for food preparation are followed

### **B. BUILDING AND STAFF/MEMBER SAFETY**

It is the responsibility of Cross of Christ Church to maintain physical safety of the church building.

#### **B.1 GENERAL**

C of C Church will:

- Maintain the physical properties, including adequate lighting, to ensure safety.
- Maintain the fire alarm system, fire extinguishers defibrillator unit and first aid kits.
- Create and post floor plans indicating emergency exits, fire extinguishers, defibrillator unit, first aid kits and emergency phone numbers.

- Provide users of the building a mechanism to report any safety issues to the Church Council.
- Establish an internal distress code that will alert others in the church to the need for assistance.
- Follow health department guidelines for food preparation

## **B.2 BUILDING ACCESS**

Care will be taken to secure entrances to the church by limiting access of keys to appropriate individuals who:

- Have a documented reason to need a key.
- Abide by all policies and procedures for building use and C of C Church Safe Church Policies and Procedures.

Sign a Key Receipt Log which states that the signer will not share the key with anyone and will verify that all outside doors are locked and window are closed if they are the last person in the building. If using the Fellowship Hall the drapes shall be closed prior to leaving the building.

The front doors shall be locked unless monitored. The door to the Ark Childcare shall be open from 0700 to 1000 and from 1500 to 1800.

Documentation of individuals who hold keys to exterior and interior church doors will be maintained by the Office Administrator who will conduct a yearly audit of all key holders.

Outside Groups renting the facility for specific event or utilizing the facility on a regular basis will complete a Facility Use Agreement. A deposit of \$200 is collected for facility use. This deposit is returned when all of the facility use requirements are met and the key is returned.

## **B.3 THREATS AND INTERNAL DISTRESS CODE**

### **Outside Threat:**

If a threat occurs on the grounds of the church:

- Call 911
- Lock outside doors and close windows if possible
- Staff and any other persons present should lock themselves in the office area until the police arrive.
- Close blinds in the offices that face the parking lot and do not stand next to windows.
- Be prepared to provide the police with a description of the person posing a threat.

If the same person returns to the church property:

- Work with the Pastor and Facilities Core Team Leader or Council member to file a trespass warning notice to the individual.
- If possible, post a picture of the person in the office mail room and if the person is seen on the church property, call 911 immediately.
- Document the above actions in a file to be retained by the Lead Pastor.

### **Inside Threat and Distress Code:**

If a threat (or potential threat) occurs within the building, use the code “Mr. North” to indicate that there is a person within the building who poses a threat to staff or others. For example, call or walk to another person’s office and let that person know that there is a Mr. North here to see XXX. Using the words, “Mr. North” will alert others that they need to dial 911. Be cooperative, but maintain distance and/or a barrier, such as a desk, until police arrive.

If the threat occurs during a church service, let an usher know that Mr. North is here. The lead usher should then:

- Identify the person who is a potential threat, however, DO NOT APPROACH
- Ask another usher to call 911
- Discreetly let the pastor know that Mr. North is in the church and 911 has been called.
- Ushers should prepare to evacuate or move members to a safe place at the direction of the Lead Usher, Pastor and/or police.

## **B.4 OUTSIDE GROUPS**

All outside groups who rent or use the church facilities will receive a copy of the Safe Church Policies and Procedures. If groups agree to comply with its provisions as pertain to their use of the building, they will sign the Use of Facilities form

## **C: EVACUATION PROCESS**

### **C1. Evacuation during work week**

- Leave via nearest exit
- Proceed to assembly point (East side of parking lot )
- Remain in assembly area for further instructions are provided or until all clear is sounded

### **C2. Evacuation during church service**

- Leave via nearest exit as directed by Ushers
- Ushers and their designates will assist those with physical challenges to evacuate
- Proceed to assembly point (*need to determine spot*)
- Remain in assembly area until further instructions are provided or until all clear is sounded

## **D MEDICAL EMERGENCIES**

### **D1. During work week**

- Perform a brief assessment of person’s condition (Responsive? breathing? pulse?). Note: If person has fallen do not attempt to move them.
- Ask someone to call 911, or call yourself.
- If person is not breathing and/or there is no heart rate, administer CPR and ask someone to get the Automated External Defibrillator located in the Church Narthex, outside of the library.
- Ensure the front door is open for the Emergency Responders

## **D2. During church service or other church event**

- The lead usher should take charge of orchestrating a response during a medical emergency
- Get church nurse or other medical personnel if available
- Perform a brief assessment of person's condition (Responsive? breathing? pulse?). Note: If person has fallen do not attempt to move them.
- Call 911
- If person is not breathing and/or no heart rate, administer CPR. Call for assistance and ask someone to get the Automated External Defibrillator from the church office

## **E EARTHQUAKE**

### ***If Indoors***

1. If you feel or see signs of an earthquake (the ground shaking, hanging objects swaying; you see or feel objects wobbling on shelves):
  - DROP - COVER - HOLD - take Quake Safe Action immediately under desks, tables, or other heavy furniture and Hold On.
  - Turn away from windows.
2. If cover is not available, Drop - Cover next to interior walls, narrow halls, or against weight bearing walls.
3. Stay away from windows, light fixtures, and suspended objects.
4. Remain calm
5. When the quake is over, evacuate the building as quickly as possible in a calm, orderly fashion.
6. Take your cellular phone,
7. Go to a designated, safe, outdoor area, such as the Building Emergency Plan outlines.
8. Account for all staff and visitors if possible.
9. Remain outside the building until authorized personnel have inspected it for re-entry.

### ***If Outdoors***

1. Move away from the building if you see or feel signs of an earthquake.
2. Go to clear, open space if possible, such as a playing field, sit on the ground and cover your head with your hands and arms.
3. Avoid utility poles, trees, and over-head wires.
4. Remain calm

## **F. FIRE or EXPLOSION**

1. Call 911; give specific details to the dispatcher if possible.
2. If visitors or staff are in areas where they are unaware of the situation, send available staff to notify them of the potential danger.

3. Close doors to fire or explosion areas as soon as visitors and staff are safely out of the affected area.
4. Evacuate. Get at least 300 feet from the building or designated area.
5. Take your cellular phone.
6. Remain clear of the building until authorized by fire/safety officials that it is safe to re-enter.



## **APPENDIX Z: MISCELLANEOUS COUNCIL POLICIES**

This appendix contains Council policies adopted by Continuing Resolution in the past. They are all defective in some respects. All are missing the proper codification (see INTRODUCTION, page 2). Some may have been superseded by other policies. Some refer to procedures that have not been enforced historically. All should be reviewed by the Council and updated or revoked as appropriate.

### **Fund Raising by Church Organizations (3/15/1995)**

All fundraising activities must have prior approval of the Congregation Council. This includes, but is not limited to, solicitation of members to purchase items of value, attend events or give free will offerings. This also includes requesting or soliciting outside grant requests and requests for matching funds.

The Council will act to fairly distribute access to the congregation and outside sources of moneys to the groups requesting fund raising. Groups are encouraged to submit their request by email to the Executive Committee **at least 60 days prior to the** scheduled event to assure time for council action.

### **Youth Transportation (4/19/1995)**

It is the philosophy of Cross of Christ Lutheran Church that:

- Church sponsored youth events are important
- Community is built not only at the events, but also in going to and coming from such events.
- Safe, reliable transportation is essential for the well-being of all.

**Transportation decisions will be determined by the Youth Director.**

Any person driving **youth** will have submitted the following documentation to the Office Manager who will forward all necessary information to our insurance carrier:

- Proof of age-over 21
- Proof of Insurance

### **Building Use Policy (9/20/1995; see C12.05.04.)**

#### **Facilities**

These facilities are provided by the people of Cross of Christ for the worship of God, service to the community in the name of Jesus and the well-being of the members and their families. Therefore, the use of these facilities will be restricted to (in no specific order):

- Non-profit organizations
- Humanitarian groups
- Agencies assisting people and their needs
- Members
- Christian-based Christian activities

All usage will be subject to the approval of the Congregational Council.

#### Priorities for Usage

1. Congregational events
2. Organizations of the congregation, e.g., Ark, Scouts
3. Other organizations, e.g., A.A.

**Unplanned events for members, e.g., funerals and natural disasters, take precedence over planned events.**

#### **Criminal Background Checks (6/13/1998)**

In order to provide a safe environment for all members and volunteers at Cross of Christ Lutheran Church, to protect our volunteers, and to reduce the liability to the church, it is the policy of Cross of Christ to do a criminal background check, either through the Washington State Patrol database, or a more extensive national clearing house, on all staff, council members, and volunteers who interact with youth (e.g., Sunday School, VBS, Youth Chaperones, Committees at which youth are present, etc.).