

Administrative Policy Statements

- A. Membership Privacy** (old id #22)
(Approved Congregation Council August 23, 2005)
- B. Presentations during Worship** (old id #27)
(Approved by the Congregation Council on March 25, 2008)
- C. Nominating Committee of Grace Lutheran Church** (old id #7)
(Approved by Congregation Council November 17, 1986)
- D. Procedures for Meetings of the Congregation** (old id #21)
(Approved by the Congregation Council 8/23/2005.
Additions and updates approved by Congregation Council 1/2/2007)
- E. Rules Specific to Annual Meetings**
Approved by the Congregation Council 8/23/2005.
- F. Procedures for Meetings of the Congregation Council**
Approved by the Congregation Council 10/27/2015.
Edited for closed session rules 10/24/2017.

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- A. Membership Privacy**
  - a. The privacy of our Congregation shall be protected.
  - b. No names, addresses, phone numbers or e-mail addresses shall be given to any organization or individual to use for the purpose of requesting funds or for the purpose of selling products of any kind.
- B. Presentations during Worship**
  - a. Temple Talks**
    - i. Are 2 – 3 minute talks informing the congregation about some aspect of the mission and/or ministry of Grace.
    - ii. Temple Talks follow the Announcements.
    - iii. To be sure only one is scheduled per weekend, please make a request to schedule a Temple Talk at the Board of Celebration meeting before the talk.
  - b. Video Presentations**
    - i. Can also be 2 – 3 minutes long and must be about some aspect of the mission and/or ministry of Grace.
    - ii. Video Presentations may follow the Announcements, or they may be run during the Offering. Video Presentations run during the offering may not advertise future events or Board functions.
    - iii. To be sure only one is scheduled per weekend, please make a request to schedule a Video Presentation at the Board of Celebration meeting before the presentation.
    - iv. At this same meeting, please provide a copy of the presentation for review and approval by the Board.
    - v. It is the responsibility of those doing Video Presentations to contact the Music Director and Organist to make sure there are no conflicts with special music plans.

C. **Nominating Committee of Grace Lutheran Church** These points are suggested to help direct the Nominating Committee effort of Grace Lutheran Church.

- i. It should be the policy, in so far as possible, that no more than one person from a household will serve or be nominated to serve concurrently on the same Board, the Nominating Committee or the Council-at-Large of the congregation.
- ii. In the event that a person who has accepted nomination withdraws his or her name from the nomination after the ballots have been printed, and before the election is held, the Nominating Committee shall be instructed to prepare a new ballot for that office only.
- iii. The congregation should be informed of who the nominees are and have brief biographical information on each nominee before the slate is introduced at the Nominating Meetings. The nomination of additional nominees from the floor shall be presumptive of that person's agreement to the nomination and similar biographical information shall be presented with the nomination.
- iv. Because of the need for choice to exist in the democratic process, the Nominating Committee is encouraged to provide more than the minimum number of nominees specified in the Bylaws so that there is a true election. Nominees should be told that nomination does not automatically result in election. The function of the Nominating Committee is to nominate for election not appoint.
- v. The principle of providing for a true election should apply to the officers of the congregation as well even though the Bylaws do not require more than one nominee for President, Vice President, Secretary, and Treasurer.
- vi. If possible, the Nominating Meetings should not be held in conjunction with a worship service where Holy Communion is celebrated.
- vii. The Nominating Committee should inform all nominees of the duties of the position to which they are being nominated as well as any other requirements such as attendance at regular meetings, special meetings, worships and/or retreats.
- viii. It will be necessary at times to fill vacancies in the organizations of the congregation. Individuals who have shown interest as nominees for election to positions but who were not elected are logical contacts for filling vacancies. These individuals should be considered and, if found qualified as well as still interested, should be asked to serve. However, it is not binding upon organizations to ask these individuals to fill vacancies.

D. **Procedures for Meetings of the Congregation**

i. **Quorum**

- a. To establish the quorum of 100 voting members, members must sign in immediately before the meeting begins.
- b. Those signing in should be made to understand that they will be attending as much of the meeting as possible.
- c. The quorum may be challenged before a vote.
- d. Quorum sign-up sheets must be attached to the official file of the minutes of the meeting.

**ii. Reconvening Meetings:**

- a. Meetings must not be started and reconvened during a series of worship services.

**iii. Voting**

- a. Only votes specified by the Constitution need more than a simple majority vote.
- b. Unless a written ballot is specified by the Constitution, voice votes are adequate for most voting.
- c. Checking voice votes with a hand count is the next best thing.
- d. If members dispute the hand count, paper ballots should be used.

**E. Rules Specific to Annual Meetings**

**i. Budget**

- a. No proposals to reduce staffing levels will be considered at Annual Meetings. Other opportunities for input for any staff reductions will be provided by the Congregation Council.
- b. Amendments to the budget must be presented to the voting members in writing. Amendments must specify which line item number(s) are affected and by what amount(s) and indicate by what amount the total budget is affected.
- c. After an amendment is seconded, those presenting the amendment will have the floor for five minutes to present their amendment and respond to questions before discussion of the amendment begins.

**ii. The Annual Report**

- a. It is assumed that all members of the congregation and all the voting members at the Annual Meeting will have read the Annual Report.
- b. One motion to receive all the reports of all the Boards, Committees, Mission Teams, and Staff of the Congregation will be welcomed.
- c. The name and phone number of a contact person for each Board, Committee, or Mission Team will be included in the agenda.

**F. Procedures for Meetings of the Congregation Council**

- i. Council members are seated together at the table; visitors are seated in a visitor's seating area and have voice only when recognized by the chair.
- ii. Council may vote to meet in closed session when personnel and other sensitive issues need to be discussed. Council may also vote to return to a public meeting after considering business appropriate for the closed session.
- iii. Visitors wishing to address the Council at length must contact the President at least a week before the meeting. The agenda may be adjusted to move the visitor's presentation early in the meeting.
- iv. Council members who are unable to attend a Council meeting should contact the church office before the Council meeting.
- v. Council members who are Board representatives are responsible for contacting their Board's elected alternate representative, who is the only one who can serve as a substitute in a representative's absence. Board representatives should provide alternates with any materials available prior to the meeting.
- vi. Closed Sessions of the Congregational Council

- a. A motion, second, debate (if any), and positive vote are required for the Council to enter closed session.
- b. The minutes should reflect that the Council voted to enter closed session, the reason for the closed session, and the start and end times of the closed session.
- c. Only members of Council and individuals whose presence is considered reasonably necessary for the business to be discussed may remain in the room during a closed session.
- d. No minutes are taken during closed session. Discussions during closed session are confidential.
- e. No action is taken in closed session, other than a vote to end the closed session. Informal votes (straw polls) may be taken.
- f. Ending the closed session requires a motion, second, debate (if any), and a positive vote.
- g. Decisions developed during closed session requiring formal action of the Council are made after closed session is ended.

## **Policies for Safe Practices for Church Members**

Original policy approved by Congregation Council on November 23, 2010

Definition of “minor” and “adult” modified, approved by Congregation Council, April 23, 2013.

### **A. Child and Youth Protection Policy**

#### **a) Points to Consider:**

The following list has been used to guide our policy needs for the protection of minors in all programming at Grace Lutheran Church (GLC).

- i. We check references for all paid staff, including clergy, who have contact with minors.
- ii. We check references of designated volunteers who will work with minors.
- iii. We conduct criminal background checks of paid staff and designated volunteers who work with minors.
- iv. We train designated volunteers and paid staff members who work with minors to understand the nature of child abuse and methods of abuse prevention.
- v. We train designated volunteers and paid staff members who work with minors in how to carry out our policies to prevent abuse.
- vi. Our paid staff and volunteers are informed of state law requirements regarding child abuse and our responsibility for reporting incidents.
- vii. We have a reporting procedure for a suspected incident of child abuse that follows the requirements of our state law.
- viii. We have insurance coverage available in case a child abuse complaint occurs.
- ix. We have a defined response plan to be implemented in case an allegation of child abuse is made against someone in our organization.
- x. We take our policies to prevent child abuse seriously, and we are committed to their enforcement for the safety and security of all of our children

#### **b) Introduction:**

To help protect children, GLC has adopted the following Child and Youth Abuse Prevention Policy. It is important that all GLC paid staff and volunteers understand and implement these Policies to help prevent abuse against children. The following includes the Purpose and Definitions for these Policies, the outlines of Protection and Prevention, and an Acknowledgement to be signed by those people working with children.

#### **c) Purpose**

- i. These procedures are designed to reduce the risk of child abuse in order to:
- ii. Provide a safe and secure environment for children, youth, adults, members, volunteers, visitors, and paid staff.
- iii. Assist GLC in evaluating a person's suitability to supervise, oversee, and/or exert control over the activities of children and youth.
- iv. Satisfy the concerns of parents and staff members with a screening process for paid staff and volunteers.
- v. Provide a system to respond to alleged victims of sexual abuse and their families, as well as the alleged perpetrator.
- vi. Reduce the possibility of false accusations of abuse made against volunteers and paid staff.

#### **d) Definitions:** The following terms used herein and are defined as follows:

- i. **Paid Staff:** Any pastor, minister, youth director, or employee who is paid.

- ii. **Children/Youth/Minor:** Children are minors who are fifth graders or younger. Youth are minors who have completed the fifth grade. Minors are any person who has not reached his/her 21st birthday.
- iii. **Adult:** Any person who has reached his/her 21st birthday.
- iv. **Volunteer:** Any unpaid person engaged in or involved in activities with minors.
- v. **Designated Volunteer:** Any unpaid adult who directly oversees and/or exerts control or oversight over minors.
- vi. **Sexual Abuse:** The employment, use, persuasion, inducement, enticement, or coercion of any minor or adult to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct or rape, and in cases of caretaker or inter-familial relationships, statutory rape, molestation, prostitution, or other form of sexual exploitation of minor or adult, or incest with a minor or adult, or as defined by federal and state law. This includes and is not limited to unwelcome sexual remarks, jokes, advances, leering, whistling, or sexual gestures; sexual touching, fondling, molestation, assault, or other intimate physical contact; compelling another person to engage in a sexual act by threats or fear or undue influence; and providing or displaying pornographic materials to another person.
- vii. **Emotional Abuse of Minors:** Verbal or nonverbal conduct including mental exploitation, degrading communication, or humiliating or threatening conduct that may or may not include bullying or as defined by state law.
- viii. **Physical abuse:** Is inflicted by other than accidental means and may include cuts, bruises, broken bones burns, or internal injuries.
- ix. **Sexual Offender:** A person whose crime is considered a sexual offense as defined by state law.

e) **Staff Screening Procedures:** Covered under the Personnel Policy of GLC.

f) **Designated Volunteer Screening Procedures**

- i. The following screening procedures are to be used with designated volunteers. All information collected should be maintained in confidence.
  - a. **Designated Volunteer Application:** Any volunteers who will work with a minor must complete the Volunteer Application. The release statement attached to the Application must be signed by the individual completing the Application to apply for and qualify for service.
  - b. Our Designated Volunteer Application includes questions regarding:
    - Current address.
    - Volunteer experience
    - Criminal history information.
    - Personal references.
    - Applications include a statement, which the applicant should acknowledge in writing, certifying that statements provided in the application are true and complete, and any misrepresentation or omission may be grounds for rejection of the applicant. This statement authorizes GLC to contact any individual or organization listed in the application.
- ii. The Senior Pastor will review all statements made in the application.
- iii. The Senior Pastor will conduct interviews with qualified applicants as appropriate. Whenever possible, another adult member of GLC participate in the interview.

- iv. If detrimental information is uncovered but the applicant remains desirable, discuss this information with the applicant. In the event the applicant is ultimately hired or accepted as a volunteer, document the reasons for overriding the prior information.
- v. Contact all listed references for designated volunteers and ask for any information that might help determine the applicant's suitability for the position. If a response is not received within a reasonable period of time, follow up and keep notes if possible.
- vi. **Criminal Background Check:** GLC will conduct a criminal background check on all designated volunteers. All criminal background checks will be updated periodically. At minimum, the background check will include a multi-state criminal background check, a national sex offender registry check, an alias search, and a social security number trace.
- vii. All volunteers will be required to have reviewed and signed the Child and Youth Abuse Prevention Policy.
- viii. **Confidentiality:** Information obtained through the screening, application, reference check, interview, and criminal background check will be kept in confidence, unless otherwise required by law. All information discovered or obtained through the above referenced means will be kept in a secure location and access to it will be restricted. These materials will be archived.

**g. Supervision Procedures:**

- i. **Supervision:** Unless an extenuating situation exists, GLC will have adequate number of screened and trained paid staff and/or designated volunteers present at events involving minors. Supervision will increase in proportion to the risk of the activity and age of the participants.
  - a. To the extent possible, GLC events that are co-educational will have both male and female chaperones.

**h. In the following situations, it may be acceptable for one adult to supervise:**

- the transportation of no more than 6 children or youth from church to a local event and back
- teaching a class or conducting a rehearsal in a confined area
- Confirmation mentoring or other one-on-one conversations, but only in an area visible to other people.
- when children are accompanied to the restroom and a paid staff member or a volunteer waits outside the facility to escort the child back to the activity.
- If the doors to a confined area are open.

**i. In the following situations, it is only acceptable for one person to supervise if they have a cell phone and a number of a supervisor to call:**

- the nursery (with two to four children)
- Sunday School classrooms (with two to four children)

**j. In the following situations, it is NEVER acceptable for one person to supervise:**

- with only one child of any age in the nursery, in any Sunday School classroom, or in the bathroom

**k. Supervision recommendations for areas other than classrooms:**

**Grades Pre-School - 5:**

- Activities in confined areas: 2 adults to 6 children
- Activities in unconfined areas (Great America, etc.): 1 adult to 4 children
- Overnights: 1 parent/guardian per child

**Grades 6 – 9:**

- Activities in confined areas: 1 adult to 6 youth
- Activities in unconfined areas.): 2 adults to 6 youth

- Overnights: 1 adult to 6 youth. Genders must sleep in separate areas. Youth will be supervised in sleeping areas. One adult and one youth should not share sleeping accommodations (room, bed, tent) unless they are immediate family.

**Grades 10 – 12:**

- Activities in confined areas: 1 – 2 adults to 6 youth
- Activities in unconfined areas: at least 4 youth per unsupervised small groups--total group still needs 2 adults for 6 youth.
- Overnights: 1 adult to 6 youth. Genders must sleep in separate areas. Youth will not be unsupervised in sleeping areas. One adult and one youth should not share sleeping accommodations (room, bed, tent) unless they are immediate family.

**f. Deviations from these guidelines must be noted on permission slips.**

**ii. Release from classes/activities:**

- Pre-School Students:** designated volunteers must release pre-school students from classes/activities to previously approved family members/guardians from a pre-determined area.
- Grades 1 – 6:** designated volunteers must release children in this age group to previously approved family members/guardians from a pre-determined area.
- Grades 7 – 12:** release from classes/activities must be supervised by one adult.
- There must be two adults if the predetermined release area is not a publicly occupied area.

**iii. Permission/Medical Treatment Forms**

**iv. Transportation:** Before taking minors on trips GLC must obtain written parental permission, including a signed medical treatment form.

- Drivers for youth activities must be at least 21 years of age.
- One adult and one unrelated minor must never be alone in a vehicle unless a permission slip has been signed by a parent or guardian allowing the minor to travel alone with the adult.
- GLC must verify that drivers have a valid driver's license.
- If drivers are using their own vehicle, they must present evidence of current automobile liability insurance equal to or above the minimum level for the state of Wisconsin.
- When seat belts are available, their use on GLC trips is mandatory.

**v. Behavioral Guidelines:** All volunteers and paid staff will observe the following guidelines:

- Do not provide alcoholic beverages, tobacco, drugs, contraband, or anything that is prohibited by law to minors.
- Inappropriate touching is never acceptable.
- Never engage in physical discipline, physical abuse, verbal/mental abuse, emotional abuse, and/or sexual abuse of any kind.
- Inappropriate relationships developing between minors and adults will be referred to an individual with supervisory authority.
- Observation of abuse of a minor will be reported immediately to the proper authorities and officials of GLC.

**vi. Disqualification:** No person shall be a volunteer or designated volunteer for programming for minors at GLC who is known to have been convicted of the offenses outlined below, been on a probated sentence or received deferred adjudication for any offense outlined below, or is known to have any pending criminal charges for any



offense outlined below until a determination of guilt or innocence has been made. The following are the disqualifying offenses:

- a. Any offense against minors as defined by state law.
- b. A misdemeanor or felony offense as defined by state law that is classified as sexual assault, indecency with a minor or adult, assault of a minor or adult, injury to a minor or adult, abandoning or endangering a minor, sexual assault of a minor or adult, possession or promoting child pornography, enticing a minor, bigamy, incest, drug related offenses, or family violence.
- c. A prior criminal history of an offense against minors.

**h. Sexual Offenders at GLC:** GLC may allow a person known to be a sexual offender as defined by WI Statue 301.45 (see appendix) to remain or become a member of the congregation, but they must adhere to specific guidelines.

- i. A known sexual offender cannot participate in any of the child or youth programs in any way.
- ii. A known sexual offender can only attend predetermined worship services each week as established by the Senior Pastor.

**i. Response to Sexual Abuse:** GLC will respond promptly to investigate any accusation of sexual abuse. All accusations will be taken seriously.

- i. When an allegation is made involving sexual abuse, the person reporting the complaint is to be told about the guidelines and the procedures to be followed. Then the Senior Pastor will:
  - Report the incident to appropriate authorities in accordance with the state mandatory reporting laws.
  - Report the matter to the Congregation President and Council.
  - Report the matter to GLC's insurance carrier.
  - Communicate with criminal and civil legal counsel of GLC especially for advice about reporting to the congregation or responding to the media.
  - During the investigation, a pastor or interim pastor of GLC shall maintain contact with the alleged victim(s) and alleged perpetrator and/or their parents or legal guardian.
- ii. If a rostered employee is the individual accused of sexual abuse, then the Bishop of the Synod shall be notified by the Council President, and the Bishop will conduct the investigation.

**Child and Youth Abuse Prevention Policies  
Acknowledgment**

These policies have been designed to guide and assist you when working with minors at GLC. The information establishes general practices and guidelines for all volunteers and employees of GLC. This document should not be construed in any way as a contract of employment or continued employment. GLC reserves the right to make changes in the content or application of these policies and to implement those changes with or without notice.

I have received a copy of the GLC's Child and Youth Abuse Prevention Policies. I understand it is my responsibility to become familiar with and adhere to these policies.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witnessed by

**Appendix:**

Offenses requiring registration as a sex offender in the State of Wisconsin as defined by WI Statute 301.45.

- 940.225(1) First Degree Sexual Assault
- 940.225(2) Second Degree Sexual Assault
- 940.225(3) Third Degree Sexual Assault
- 940.22(2) Sexual Exploitation by Therapist
- 940.30 False Imprisonment-victim was minor and not the offender's child
- 940.31 Kidnapping -victim was minor and not the offender's child
- 944.01 Rape (old statute)
- 944.06 Incest
- 944.10 Sexual Intercourse with a Child (old statute)
- 944.11 Indecent Behavior with a Child (old statute)
- 944.12 Enticing Child for Immoral Purposes (old statute)
- 948.02(1) First Degree Sexual Assault of a Child
- 948.02(2) Second Degree Sexual Assault of a Child
- 948.025 Repeated Acts of Sexual Assault of a Child
- 948.05 Sexual Exploitation of a Child
- 948.055 Causing a child to View or Listen to Sexual Activity
- 948.06 Incest with a Child
- 948.07 Child Enticement
- 948.075 Use of a Computer to Facilitate a Sex Crime
- 948.08 Soliciting a Child for Prostitution
- 948.095 Sexual Assault of a Student by School Instructional Staff
- 948.11(2)(a)-(am) Exposing Child to Harmful Material-felony sections
- 948.12 Possession of Child Pornography
- 948.13 Convicted Child Sex Offender Working with Children
- 948.30 Abduction of Another's Child
- 971.17 Not Guilty by Reason of Mental Disease-of a listed sex offense
- 975.06 Sex Crimes Law Commitment
- 980.01 Sexually Violent Person Commitment

The Court has discretion under Wisconsin statutes to require in a court order that a person register for violating these statutes:

- Chapter 940 Crimes Against Life and Bodily Security
- Chapter 944 Crimes Against Sexual Morality
- Chapter 948 Crimes Against Children
- 971.17 Not Guilty by Reason of Mental Disease or Defect
- 943.01-943.15 Certain Crimes Against Property
- 942.08 Invasion of Privacy

## **Personnel Policies of the Congregation**

Original policy approved by the Congregation Council November 18, 1997.

Revised and approved by the Congregation Council February 17, 2004.

Revised completely: incorporating Policy Statements #2B (Approved by the Congregation Council May 10, 1994, updated and approved by the Congregation Council June 24, 2008) and #14 (written by the Salary Review Committee and approved by the Congregation Council April 16, 1996).

Completely revised policy approved by Congregation Council October 27, 2009.

Revised Section G, "Insurance/Pension benefits: Category I-V Full and Half Time Employees," to update insurance company language and to limit benefits to employees working 30 or more hours per week. Approved by Congregation Council July 28, 2015.

Revised Section F.i.d.4. "Holidays," to modify floating holiday rules from same pay period to 30 days, plus forfeit unused.

Approved by Congregation Council October 25, 2016.

Revised March 2017 – Updated sections C and H to reflect modifications to and clarifications of employee classifications.

Approved by Congregation Council March 28, 2017.

Revised January 2018 – Added section M (covenant of understanding.). Approved by Congregation Council 1/30/18.

Revised February 2018 – Added section E viii "After Hours." Approved by Council 2/27/2018.

### **A. Definition of Terms**

#### **B. General**

#### **C. Employee Classification**

#### **D. Types of Employment**

#### **E. Working Hours**

#### **F. Benefits**

#### **G. Insurance/Pension benefits: Category I-V Full and Half Time Employees**

#### **H. Recruitment, Employment, and Termination**

#### **I. Employee Conduct/Performance**

#### **J. Employee Review Policy**

#### **K. Corrective Action**

#### **L. Change in Status of Pastor from Part time to Full Time**

#### **M. Covenant of Understanding between staff and Grace Lutheran Church regarding Packer tickets**

### **A. DEFINITION OF TERMS**

- i. Employer: The employer is Grace Lutheran Church (GLC).
- ii. Employee: As used herein the term employee shall apply to any person employed, called by GLC, and/or compensated by GLC.
- iii. At Will Employer: Grace Lutheran Church is an "At will employer" which means that the employer/employee has the right to terminate employment at any time with or without cause.
- iv. An "exempt employee" is an employee who meets the conditions for exemption from coverage by the Fair Labor Standards Act, namely, those persons employed in a bona fide executive, administrative, or professional capacity. These positions are not eligible for overtime pay or compensatory time off (in lieu of overtime).
- v. A "non-exempt employee" is an employee who is covered by the Fair Labor Standards Act. Non-exempt employees are eligible to receive overtime pay at the rate of one and one-half times their regular rate of pay for all hours worked in excess of 40 hours in a work week.
- vi. The Head of Staff (Senior Pastor) is responsible for the proper administration of the Personnel Policies of the congregation.

## **B. GENERAL**

- i Authority: Adoption of these personnel policies by the Congregation Council grants authority to the pastors, designated employees, and elected members of GLC for their administration.
- ii Scope: These policies shall be applicable to all employees of GLC.
- iii Rights of Employees: These policies do not create, imply or express promise of continued employment of any employee by GLC. The Congregation Council of GLC reserves the right to revise, interpret, and revoke any of these policies at any time, without notice.
- iv Any employees or their immediate family for whom \$500 or more remuneration comes from the General Fund are not eligible to serve as members of the Congregational Council, as Board representatives to Council, or as Officers of the Congregation. (Immediate Family as already defined by the Personnel Policies: spouse, mother, father, daughter, son, sister, brother, grandparent, grandchildren, legal guardian, or significant other approved by the Senior Pastor.)
- v These policies apply to all employees as outlined in “Types of Employment” and “Employee Classification” which follows.

## **C. EMPLOYEE CLASSIFICATION**

- i. Category 1: Salaried/Ordained Personnel  
This category is reserved for the Senior Pastor, who functions as Head of Staff of the Congregation.
- ii. Category 2: Salaried/Ordained Personnel  
This category is reserved for all full-time, half-time or part-time ordained personnel serving under Congregational Call, other than Category I.
- iii. Category 3: Salaried/ Deacon  
This category includes employees who hold the above professional status serving under Congregational Call.
- iv. Category 4: Exempt/Salaried  
This category includes all exempt/salaried employees who work on a regular full-time, half-time, part-time basis.
- v. Category 5: Non-Exempt/Hourly  
This category includes non-exempt/hourly employees who work on a regular full-time, half-time, part-time basis.
- vi. Category 6: Casual/Non-Exempt/Hourly  
This category includes non-exempt/hourly employees who work on a casual basis.
- vii. Category 7: Fee Based  
This category includes those who are paid a specific fee for a specific function

**Following is a summation of the congregation’s current (March 2017) employee positions and corresponding classifications:**

| <b>Position</b>                   | <b>Classification</b>                  |
|-----------------------------------|----------------------------------------|
| Senior Pastor                     | Category 1-Salaried/Ordained Personnel |
| Pastor                            | Category 2-Salaried/Ordained Personnel |
| Adult Choir Director              | Category 4-Exempt/Salaried             |
| Children's Choir Director         | Category 4-Exempt/Salaried             |
| Director of Children's Ministries | Category 4-Exempt/Salaried             |
| Director of Youth Worship Band    | Category 4-Exempt/Salaried             |
| Organist                          | Category 4-Exempt/Salaried             |
| Building Maintenance Supervisor   | Category 5-Non Exempt/Hourly           |
| Child Care Coordinator            | Category 5-Non Exempt/Hourly           |
| Director of Health Ministries     | Category 5-Non Exempt/Hourly           |
| Maintenance Assistant             | Category 5-Non Exempt/Hourly           |
| Parish Administrator              | Category 5-Non Exempt/Hourly           |
| Parish Secretary                  | Category 5-Non Exempt/Hourly           |
| Pastoral Homebound and Visitation | Category 5-Non Exempt/Hourly           |
| Event/Election Custodian          | Category 6-Casual/Non-Exempt/Hourly    |
| Funeral Custodian                 | Category 6-Casual/Non-Exempt/Hourly    |
| Substitute Nursery Staff          | Category 6-Casual/Non-Exempt/Hourly    |
| Substitute Worship Custodian      | Category 6-Casual/Non-Exempt/Hourly    |
| Assistant Organist                | Category 7-Fee Based                   |
| Confirmation Instructor           | Category 7-Fee Based                   |
| Lock Up Personnel                 | Category 7-Fee Based                   |
| Pastoral Coverage                 | Category 7-Fee Based                   |
| Wedding Coordinator               | Category 7-Fee Based                   |
| Wedding Organist                  | Category 7-Fee Based                   |
| Wednesday Evening Meal Provider   | Category 7-Fee Based                   |

**D. TYPES OF EMPLOYMENT**

i. Regular Full-Time Employee

These employees work a regular scheduled period. They routinely work a minimum of 32 - 40 hours per week the year round.

ii. Regular Half-Time Employee

These employees work a regular scheduled period. They routinely work 20 – 31 hours per week the year round.

iii. Regular Part-Time Employee:

These employees work a regular schedule of less than 20 hours. Part time employees do not receive benefits.

iv. Temporary Employees:

Temporary employees are those hired from time to time for a specific season or project.

v. Contract Employees

Contract Employees are hired to work on a specific contracted program or project. The conditions of their employment are governed by the terms of the specific contract. The personnel policies of GLC will be the guide for issues not covered by the contract.

## **E. WORKING HOURS**

The Parish Administrator or designee shall maintain continuous records suitable for payroll and historical data.

i. Schedules

Work schedules will be determined by position requirements.

ii. Pay Period

- a. The work week is Monday - Sunday.
- b. Employees are paid bi-weekly.

iii. Overtime Pay

- a. Category 1, 2, 3, and 4 are exempt and not eligible for overtime.
- b. Category 5 employees should make every effort to use flex time. If the use of flex time is not appropriate, the Senior Pastor can approve the following overtime provisions:

Overtime = time worked over 40 hours in the week  
Call in overtime = time worked (will be paid a minimum 1 ½ hours)  
The rate for all overtime pay is time and a half.

iv. Flex Time

Category 5 employees will receive flex time as approved or directed by the Senior Pastor, within the same week.

v. Office Hours

The church office will be open Monday through Friday based on business need. Hours may vary during holiday weeks.

vi. Lunch Period: Category 5 Employees

Normal lunch period shall be one-half hour and without pay. Every effort should be made for employees to stagger lunch period.

vii. Rest Periods: Category 5 Employees

Each Category 5 employee may be allowed up to a 15-minute rest period approximately mid-way in a four hour work period.

viii. After Hours

After hours work of Category 5 Non-Exempt/Hourly employees should be limited as much as possible to work required for emergencies or other essential work-related activities. After hours work must be recorded by the employee on the employee's time sheet. All after hours communications must be recorded by the employee on the After Hours Call Log. Both the employee's time sheet and After Hours Call Log must be submitted by the employee to the Parish Administrator.

**F. BENEFITS**

i. Vacations: Category 1-5 full and half time employees

a. All vacation requests are subject to the approval of the Senior Pastor and are based on the calendar year.

b. Employees shall be eligible for vacation according to the following provisions:

1. Category 1, 2, 3, and 4 employees receive vacations according to ELCA and Syndical guidelines and/or negotiated vacation plan suitable for their position.
2. After ten years of service at GLC the pastoral staff will have five weeks of vacation

c. Category 5 full time employees receive vacation as follows:

1. Employees hired before June 1, receive 20 hours vacation after their first 6 months of employment; and are eligible for 80 hours effective January 1.
2. Employees hired after June 1 are eligible for 80 hours of vacation after January 1.

|                   |           |
|-------------------|-----------|
| 6 months – 1 Year | 20 hours  |
| 1 – 5 Years       | 80 hours  |
| Year 6            | 120 hours |
| Year 7            | 128 hours |
| Year 8            | 136 hours |
| Year 9            | 144 hours |
| Year 10           | 152 hours |
| Year 11           | 160 hours |

3. Category 5 Half time employees receive vacation in the following manner: Half time employees receive vacation in proportion to average hours worked during previous year using the following formula:

$$A/B \text{ times } C = D$$

A= average hours per week *worked*.

B=40

C= vacation hours designated on full time policy

D=vacation credited to individual

d. Vacation Carryover

1. Vacation should be taken in the current year.



2. Employees eligible for vacation may request the carryover of not more than 40 hours of vacation to the next year, to be used within the first 3 months of the New Year, subject to approval by the Senior Pastor.
3. Category 1 through 5 employees whose employment ends before taking vacation will receive unused vacation pay.
4. Holidays: Category 5 full and half time Employees
  - a. Six and one half (6.5) paid holidays shall be recognized:
    - New Year's Day
    - Good Friday afternoon
    - Memorial Day
    - July 4<sup>th</sup>
    - Labor Day
    - Thanksgiving Day
    - Christmas Day
  - b. Category V full and half time Employees who must work on a holiday may have equivalent time off within 30 days, subject to approval of the Senior Pastor.
  - c. If a holiday falls on a day an employee is not normally scheduled to work the employee may choose equivalent time off as a floating holiday subject to approval of the Senior Pastor.
  - d. If an employee does not use an equivalent of floating holiday within 30 days, it is forfeited.

ii. Personal Days: Category 5 full and half time Employees

- a. Category 5 full and half time employees are eligible for Personal Days after six months of employment. This is based on the calendar year and is subject to the approval of the Senior Pastor. Personal days may be taken in ½ day increments.
- b. Six (6) personal days is provided to all full time Category 5 employees.
- c. Two (2) personal days is provided to half time Category 5 employees.
- d. There is no carryover of the benefit.

iii. Funeral Leave: Category 1 - 5 full and half time Employees

In the event of a death in the immediate family (i.e. spouse, mother, father, daughter, son, sister, brother, grandparent, grandchildren, legal guardian, or significant other approved by the Senior Pastor), an employee will be allowed leave with pay, not to exceed three (3) working days. Up to one day will be allowed for funerals of other family members or friends without pay subject to the approval of the Senior Pastor.

iv. Jury and Witness Duty:

GLC encourages employees to fulfill their civic responsibilities by serving jury duty when required and will provide time off, without loss of pay or benefits.

Employees must show the jury duty summons to their immediate supervisor on the next day the employee works after receiving the summons.

Employees will be compensated by GLC for the time required to perform their duties. The compensation will be determined by hours normally worked, times hourly wage.

Employees will be expected to work as many of their regularly scheduled hours as the jury schedule permits.

v. Military Leave

Leave of absence without pay for active military Reserve National Guard duty is granted to full-time, half-time, and part-time employees.

Copies of military orders should be submitted to employee's supervisor if they are called for active military duty or reserve or National Guard training.

Employee will be granted a military leave of absence without pay for period of military service, in accordance with applicable federal and state laws. GLC benefits will continue for up to thirty (30) days during a military leave of absence and for any periods beyond thirty (30) days as required by law.

Eligibility for reinstatement after your military duty or training is completed is determined in accordance with applicable federal and state laws.

vi. Leave of Absence

In emergency situations, an unpaid leave of absence may be granted for Category 1 - 5 employees for a reasonable period not to exceed three months subject to the approval of the Senior Pastor. (For Category I employees, leave of absence is subject to the approval of the Congregation Council.)

vii. Mileage: Category 4 – 5 full and half-time employees

- a. Mileage is paid for the use of personal vehicle during scheduled and non-scheduled hours performing church related errands. Mileage will be paid on distance traveled from church and back to church.
- b. Employee will use Mileage Reimbursement form, supplied by the church office, to keep track of monthly mileage and submit form for payment.
- c. On occasion it will be appropriate for an employee to leave on an errand from home. An example would be having been called at home to pick up a package on an overtime basis and deliver it to church. In this case the employee would be paid mileage from home to package pick up point, to church and to home. Overtime would also be paid according to schedule.
- d. The rate will be that set by IRS which is based on cost of fuel, maintenance of vehicle, and insurance.
- e. Mileage will not be paid from home to church or from church back home for any reason.
- f. In order to receive mileage reimbursement, employees using their personal vehicles for church business must provide the church office with a current, valid driver's license, and verification of an active insurance policy they carry on their vehicle.

viii. Sabbaticals

- a. Length of leave: 3 months

- b. Interval: 5 years
- c. Eligibility: Category 1 or 2 employees. After the first 5 years of service to congregation, Pastors are eligible to request a Sabbatical and are eligible again 5 years after the end of the previous Sabbatical. Pastors receiving Sabbaticals are required to continue serving GLC for one year following their Sabbaticals or to reimburse GLC for the salary for the duration of the Sabbatical. No carryover of a benefit. Exceptions may be granted by the Congregation Council.
- d. Continuing Education: No additional time for Continuing Education allowed during the sabbatical year.
- e. Salary: Not affected
- f. Benefits: Continued
- g. Auto Allowance: Not affected
- h. Plan: Pastor must request preliminary approval for a sabbatical plan from the Congregation Council one year ahead of the sabbatical. Pastor must submit a written plan to the Congregation Council for final approval 90 days before the beginning of the Sabbatical.
- i. Report: The Pastor must submit a follow-up report to the Congregation and Congregation Council within 30 days after the Sabbatical.

ix. Continuing Education.

- a. GLC expects all of its employees to continue to learn and grow in their area of service.
- b. Employees will be compensated for training costs and time subject to prior approval of the Senior Pastor.
- c. Category 1, 2, 3, and 4 employees may add the unused portion of their continuing education funds to the next year's funds over a three year period.

**G. INSURANCE/PENSION BENEFITS: CATEGORY 1 - 5 FULL AND HALF TIME EMPLOYEES**

- i. GLC, through the insurance provider for the ELCA, provides a pension plan, disability plan, and medical/dental benefits for Category 1, 2, and 3 personnel and their spouses and families. GLC also provides a pension plan, disability plan, and medical/dental benefits for Category 4 and 5 employees whose positions are based on 30 hours per week or more. Category 4 and 5 employees who receive coverage may purchase spouse and family coverage through payroll deduction for the cost of such additional coverage.

ii. Workman's Compensation

As required by state law, the church provides Workman's Compensation Insurance coverage for all employees, at no cost to the employee.

iii. Unemployment Compensation

As set forth by Federal and WI State Law, Unemployment Compensation is not provided.

**H. RECRUITMENT, EMPLOYMENT, AND TERMINATION**

It is the policy of GLC not to hire members of the congregation as Category 3-Salaried/Deacon, Category 4-Exempt/Salaried, or Category 5-Non-Exempt/Hourly employees. Those members who are Category 3, 4, or 5 employees as of March 28, 2017, are exempt (grandfathered) from this policy. The congregation

may hire members as Category 6 – Casual/Non-Exempt/Hourly or Category 7-Fee Based employees. Provisions for recruitment, employment, and termination of Category 1-Salaried/Ordained Personnel, Category 2-Salaried/Ordained Personnel, and Category 3-Salaried/Deacon employees are found in the GLC and the ELCA Constitutions.

i. Application Form

A standard and compliant application form for employment will be used for all Category 4 and 5 employee openings.

ii. Employment Authority

- a. All employment positions must be covered by a budget approved by the congregation.
- b. Category 4 and 5 employees shall be recruited by a sub-committee elected by the Board with whom they will serve and the pastor advising that Board. The sub-committee shall seek the help of the Personnel Committee in designing a process for hiring new staff members.
- c. The Congregation Council and the Senior Pastor have final approval for the hiring of any employee or the calling of any Category 2 or 3 employees.

iii. Orientation Period:

Category 4-Exempt/Salaried and Category 5-Non-Exempt/Hourly employees shall be employed with the understanding that the first three months shall be considered an orientation period. The employee's performance will be evaluated by the supervisor upon three months of employment to discuss performance, provide feedback, or modify objectives. The format for the three-month performance review may be that of a memorandum or other summary report. All employees at GLC are "at-will" which means either the employee or employer may terminate employment at any time. Payment of any salary for the period of time actually worked will be paid. The employee will not be entitled to any form of termination pay.

iv. Physical Examination, Drug Testing, and Criminal Background Check

Any job offered will be contingent upon successfully completed a pre-employment assessment and drug screening. The examining physician will conduct a pre-employment physical and shall submit a written report which will be used in the determination of employment. This report must be submitted to the Senior Pastor before beginning work. The cost of the physical examination will be paid by GLC to a provider of GLC's choice.

All candidates offered a position will be required to take a pre-employment drug test. The cost of the drug test will be paid by GLC to a provider of GLC's choice.

All candidates offered a position will be required to undergo a criminal background check.

v. Resignations

It is requested that full time employees give 4 week notice upon resignation. Half and part time employees are requested to give a 2 week notice upon resignation.

Category 1 through 5 employees will receive pay for unused vacation time.

vi. Compensation

GLC is guided by the East Central Synod of Wisconsin Salary and Benefit Guidelines for Employees in Category 1-Salaried/Ordained Personnel, Category 2-Salaried/Ordained Personnel, and Category 3-Salaried/Deacon. Employees in Categories 1, 2, and 3 are eligible for annual salary increases through the annual congregational budget process involving review and recommendation from the Pastoral Compensation Review Committee.

In determining salary and benefits for Category 4-Exempt/Salaried, Category 5-Non Exempt/Hourly, Category 6-Casual/Non-Exempt/Hourly and Category 7-Fee Based employees, GLC is guided by comparable positions among non-profits in the local market. Employees in Categories 4 and 5 are eligible for annual increases subject to adequate performance and the annual congregational budget process. Employees in Categories 6 and 7 will have compensation reviewed on a case-by-case basis as needed and determined by Council.

## **I. EMPLOYEE CONDUCT/PERFORMANCE**

- i. Maintaining confidentiality is absolutely essential.
- ii. We expect employees to make friendly, courteous, prompt, and complete responses to requests from non-members and members alike.
- iii. Employees are to organize their time schedules within the limits of effective performance of their duties, subject to approval of Senior Pastor.
- iv. GLC is a smoke-free, alcohol-free, and drug-free environment.
- v. It is the employee's responsibility to maintain reasonable health standards and take intelligent precautions against illness.
- vi. GLC expects employees to be neat and clean in their appearance, to project a professional image. For further definition of our Dress Code Policy, please see the employee handbook.

## **J. EMPLOYEE REVIEW POLICY**

- i. It is the policy of GLC to give constructive, ongoing feedback to employees on their performance.
- ii. An Annual Performance Review for Category 4-Exempt/Salaried and Category 5-Non-Exempt/Hourly will take place. The purpose of the Annual Performance Review process is to provide a formal process to
  - a. Clarify job duties;
  - b. Provide the employee with performance expectations and goals;
  - c. Summarize past performance communications;
  - d. Provide a blueprint for future performance and employee development;
  - e. Offer insight into the employee's work performance as seen by the direct supervisors;
  - f. Assist employees in improving their performance to align with expectations of GLC.
- iii. Performance reviews will be conducted on an annual basis using a procedure designed by the Personnel Committee and approved by the Congregational Council. The evaluation will be completed and conducted by the Senior Pastor and/or Pastor. Lay supervisors will complete written evaluations of employees reporting to them, subject to the approval of the Pastors who may participate in the performance review.

- iv. The Pastors will monitor the schedule and process for performance reviews. The completed performance review will become a part of the employee's personnel file. A copy of the review will be given to the employee.

## **K. CORRECTIVE ACTION**

Grace Lutheran Church is an "At will employer" which means that the employer/employee has the right to terminate employment at any time with or without cause.

- i. **Progressive Corrective Action**

In certain cases, the performance of Category 4 and 7 employees may not meet the standard or expectations necessary for acceptable performance of the job. However, the shortcomings may be of the nature that may be reasonably viewed as correctable.

The role of the supervisor is to counsel an employee effectively in order to obtain the best possible job performance and job behavior. To the extent that either of these is not consistent with desired work standards, it is a supervisory responsibility to counsel with each employee to achieve this acceptable performance.

To be effective, disciplinary action should emphasize correcting the problem rather than punishing the offender. It should maintain the employee's dignity and self-respect. It should provide for increasingly serious steps if the problem is not resolved. And it should result in a change in the employee's behavior and performance.

In keeping with the church's commitment to nondiscriminatory practices, consistency and proper documentation are required of all supervisors in the disciplinary process.

**Step 1:** The first step in the progressive disciplinary procedure is for the supervisor to meet with the employee to discuss the behavioral or performance problem. The supervisor must explain to the employee the reason for the rule that has been violated, explain to the employee the specific changes that are required, offer assistance as necessary and express confidence that the employee will correct the problem and that no further action will be needed. The supervisor makes a note of the conversation and retains the report in the employee's personnel file.

**Step 2:** If the problem continues, the supervisor must again approach the employee. The supervisor must tell the employee what is expected and ask the employee to confirm that he/she knows what changes must be made. The supervisor must prepare a written summary telling the inappropriate behavior or performance and the corrective action desired. The employee must sign this written notice, signifying that this conversation took place. The supervisor should provide the employee with a copy of the written notice, as well as ensuring that a copy is placed in the employee's personnel file.

If the unacceptable job performance or behavior continues, the employee may be placed on final warning. The warning meeting shall be documented, including the date of meeting, a description of the work-related problem(s), and the course of action to be taken, and the amount of time in which the employee and supervisor shall resolve the problems(s). Time periods may be established to allow the employee to improve their performance up to 30 days. The summary of

the conversation should include a specific statement that failure to resolve the work-related problem(s) may lead to termination.

Step 3: If the conditions of the final warning period are not met for the performance problems(s) or if the seriousness of the offense warrants, the employee will be separated from employment at the end of that period. This will mean the counseling efforts have failed. When the separation is ultimately communicated to the employee, it should not be a surprise because the discussion prior to the discharge should have warned the employee of the pending consequences. Each separation should be fully documented. The exact reasons for separation should be noted in writing, and the document must be signed by the employee and the supervisor. This document should be placed in the employee's personnel file. (If the employee refuses to sign the document, simply write "the employee refused to sign" and file.)

Prior to or immediately after terminating an employee, the supervisor must notify the parish administrator to process the final wages. Employees who quit or who are discharged from GLC will be paid in accordance with the current payroll schedule. The supervisor must retrieve from the employee all company property, keys, manuals, equipment, etc. before the employee leaves the premises.

- ii. While the previous progressive disciplinary procedure is preferred and recommended, discipline may begin at any step in the procedure depending on the seriousness and nature of the offense committed.

Nothing in this disciplinary action procedure changes the "at will" status of GLC employees.

The seriousness of some offenses may warrant immediate separation.

In some cases an investigation will be required and will be conducted under the supervision of the Senior Pastor and would include cases involving category's 4 - 7 employees.

To protect the privacy of all individuals involved only persons necessary to reach the optimum solutions will be included in the investigation.

## **L. CHANGE IN STATUS OF PASTOR FROM PART TIME TO FULL TIME**

Should a part time pastor of the church potentially or actually be required to work for more than five consecutive days as a full time pastor of the church due to personal emergency or emergencies, the following policy will apply:

- i. The impacted pastoral staff will notify the Congregation Council or congregational president as soon as practical after a personal emergency is known.
- ii. The part-time pastor shall meet with the president and vice-president of the congregation to review the expected time frame of the event and the anticipated workload. Based on that review, steps will be formulated to reduce pastoral workloads through the use of volunteers or reduction in pastoral involvement in some church activities. Any reductions will be communicated to the congregation as appropriate. If the situation warrants, the synod will be contacted and asked for assistance in providing for the pastoral needs of the congregation.

- iii. Compensation will be based on the current salary of impacted pastor. Salary will be increased to reflect actual hours worked up to full time status and be retroactive to the first day served in that capacity.
- iv. By approval of this policy, the Congregation Council approves the increase to the line item by said amount provided it falls within the restrictions of the church’s constitution.
- v. The pastoral staff will work together to provide suitable pastoral care for non-emergency, and planned events. If it is determined by the staff that additional compensation is appropriate for the part-time pastor due to a planned absence, that request must be brought to the Congregation Council for approval. Compensation will be handled as covered in paragraph 3.

**M. COVENANT OF UNDERSTANDING BETWEEN STAFF AND GRACE LUTHERAN CHURCH REGARDING PACKER TICKETS**

When Packer tickets become available and individuals on staff indicate an interest in purchase them, the following understanding will be observed:

- Staff members are responsible for paying for the full cost of all tickets awarded to them in the selection process before the first pre-season game.

If staff members find themselves unable to use the tickets at a later date:

- They may only sell them via the Parish Administrator and the NFL Ticket Exchange. Any fees or losses related to the sale are the responsibility of the staff person who had purchased the tickets.
- Staff members may give the tickets away, but must observe the rule that “one person using the tickets must be a member or employee of Grace.”

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Employee signature/date

**Policies of Pastoral Care**

- A. **Confirmation Ministry Policy** (old id #17)  
(Approved by Congregation Council April 18, 2000)
- B. **Holy Baptism Practices at Grace Lutheran Church** (old id #16)  
Approved by Congregation Council on December 21, 1999
- C. **Marriages and Funerals of Non Members** (old id #4)  
Approved by Congregation Council May 16, 1977, Amended by  
Congregation Council June 16, 1986, Amended by Congregation Council April 24, 2007
- D. **Transportation Assistance Fund Policy For Homebound Members** (old id #19)  
Approved by Congregation Council April 22, 2003

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A. Confirmation Ministry Policy

To help parents fulfill the Baptismal promise made to God and to their child, we at Grace Lutheran Church covenant to conduct a confirmation program. Faithful completion of the confirmation program will include the following:

- i. Provide for instruction in the Christian faith.**
 - a. Students will attend confirmation classes during the 7th, 8th and 9th grades.
 - b. Students will complete work assigned in confirmation classes.
 - c. Students will attend Sunday School regularly during these years.
 - d. Students will attend 3 weekend confirmation retreats (1 each year).

- ii. Teach the Creed, the Lord's Prayer and the Ten Commandments**
 - a. Students will memorize at least the following:
 1. The books of the Bible in order
 2. The Apostles' Creed
 3. The Lord's Prayer
 4. The 10 Commandments
 5. Students will be able to demonstrate knowledge of the meanings of 2, 3, and 4 from the Small Catechism.

- i. Attend the services of God's house.**
 - a. Students will attend regularly and complete 16 worship notes each year. Students may complete worship notes for attendance at another church other than Grace.
 - b. Students will serve on the altar guild the first year, usher during the second year, acolyte during the third year.

- ii. Participate in discipleship training.**
 - a. Students will attend at least 1 week of Confirmation Camp.
 - b. Students will participate in the mentor program.

- iii. Participation in the Confirmation Rite (Affirmation of Baptism)**
 - a. Students will be eligible for the Confirmation Rite once they have completed the above work. This work is designed to be completed in 3^{1/2} years, but may take longer in some cases if the required work is not finished.
 - b. Students and their mentor will meet with one of the pastors for an interview prior to the rite to discuss its meaning.

B. Holy Baptism Practices at Grace Lutheran Church

- i. Baptism was given to the Church by Jesus Christ.**

"Go therefore and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, teaching them to obey everything that I have commanded you." Matt. 28:19,20.
- ii. Baptism is for all ages.**

God, whose grace is for all, is the one who acts in baptism. Therefore, candidates for baptism are of all ages. Some are adults and older children who have heard the Gospel, declare their faith, and desire Holy Baptism. Others are the young or infant children of active members of the congregation or those children for whom members of the congregation assume sponsorship.*

- iii. Adults and older children desiring baptism will be enrolled in an appropriate program of faith formation leading to baptism.**
- iv. Active members of Grace Lutheran Church are those who have communed and made a contribution of record during the last 2 years and are listed as an active member on the church rolls.**
- v. For children of parents who are not active members of Grace Lutheran Church a sponsor from the active membership of the congregation will be chosen. The role of the sponsor will be to see that the baptized child is integrated into the community of faith as the child grows in years (i.e. attend worship and Sunday School regularly, attend confirmation classes, participate in youth group activities.)**
- vi. Baptism takes place in the Assembly of the congregation.**
 - a. Baptisms usually take place when the congregation is gathered for corporate worship.
 - b. Baptisms are scheduled in consultation with one of the pastors.*
- vii. Baptism includes periods of instruction.**
 - a. When infants and young children are baptized, the parent(s) (and sponsors) receive instruction and the children are taught throughout their development. The instruction of parent(s) (and sponsors) prior to baptism deals especially with faith in the Triune God and prayer.*
 - b. Parents who are active members will attend 1 pre-baptismal session with a pastor. The emphasis of this session will be a review of the biblical and catechism understanding of baptism and a discussion of what parents can do to nurture their child in the Christian faith.
 - c. Parents who are not active members of Grace will attend 2 pre-baptismal sessions with a pastor. In the first, the redeeming work of Jesus Christ is explained. Parents will then be asked if they wish to be disciples of Jesus. Those who do will commit themselves to regular worship and attendance at the "Lutheran Faith Formation" classes. The second pre-baptismal session will be the same as that for active members.
- viii. Sponsors (Godparents) assist those being baptized.**
 - a. The primary role of sponsors is to guide and accompany the candidates and/or their parents in the process of instruction and baptism. They help the baptized join in the life and work of the community of believers for the sake of the word.*
 - b. Sponsors chosen by parents are to be active and confirmed members of a Christian faith community.
 - c. The entire community is a sponsor for the newly baptized and will pray for them and provide programs for their continuing instruction in the Christian faith.

**Those paragraphs marked with an (*) are taken directly from the ELCA statement "The Use of the Means of Grace" and adopted for use in 1997 by its Churchwide Assembly.*

C. Marriages and Funerals of Non Members

- i. This is to reaffirm a policy of long standing that marriages and funerals of non-members shall, as a rule, not be conducted in the church. The Pastor will be free to exercise discretion in the following instances:**
 - a. When the person or persons involved have membership in a Lutheran Church elsewhere or
 - b. When the person or persons are immediate family members of a member of Grace Lutheran Church (spouse, child, sibling, grandparent).
- ii. The Pastor shall be free to officiate at funerals of non-members who are not immediate family of members of Grace Lutheran Church where it is determined to be a pastoral act of benefit to the survivors and the service takes place somewhere other than in the church.**
- iii. Marriages of non-members shall not be performed by the Pastors of Grace Lutheran Church. Marriages of ELCA members or members of churches in full communion with the ELCA may be performed in the sanctuary by appropriate pastors at the discretion of the pastors of Grace Lutheran Church.**
- iv. In the event that a marriage of non-members shall take place in the church building, a use fee shall be assessed as set by the Christian Board of Structures and Grounds.**
- v. Fees for other services of the church personnel, (organist, soloist, custodian, etc.) for all weddings, including non-members, shall be determined by the Board of Christian Celebration.**

D. Transportation Assistance Fund Policy For Homebound Members

- i. Purpose**
 - a. The primary purpose of the Transportation Assistance Fund Policy is to provide a mechanism for informal or formal transportation assistance to homebound members of Grace Lutheran Church.
 - b. The transportation need is to attend weekly worship at GLC.
- ii. Eligibility**
 - a. The person must be a member of GLC (non-member requests may be honored at the pastor's discretion).
 - b. The member must be homebound.
 - c. The homebound member is without natural supports to assist with transportation need.
 - d. The homebound member is without financial resources to fund independent alternative transportation.

iii. Procedure

- a. The homebound member or other concerned person will contact the clergy staff and request assistance with transportation.
- b. Staff member will consult the Time and Talent Sheet for informal assistance from a volunteer from the congregation.
- c. If a volunteer is not found, clergy staff will authorize transportation assistance payment with a formal taxi service.
- d. Payment will come from the Family Assistance Fund.
- e. Request may be periodic or ongoing.

Mission Operational Policies

A. The Garden of Grace Memorial Garden (old #26)

Approved by Congregation Council February 26, 2008

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**A. The Garden of Grace Memorial Garden**

- i. Everyone is welcome to the Garden of Grace to remember the lives of loved ones and/or to remember the Grace of God by which we all come to our heavenly home.
- ii. The Garden of Grace is also for the burial of cremains of members of Grace Lutheran Church (hereafter: Grace), their immediate family members, and others subject to the policy statement below.

- a. The Garden of Grace (hereafter: the Garden) is for the burial of the cremains of members of Grace and members of their immediate families. The pastors of Grace will be free to exercise discretion in permitting the burial of cremains of non-members in the following instances: when the person was a member of another Lutheran Church or when the person had indicated serious commitment to the church even though there was no formal membership.
  - b. Families burying or planning to bury cremains in the Garden shall sign a covenant of understanding of the policies of the Garden include: 1) a statement prohibiting the placing or planting of any flowers or plants or memorial markers of any kind in memory of their loved ones anywhere in the Garden and 2) the understanding that there is no guarantee of perpetual care or existence of the Garden of Grace should Grace cease to exist or cease to occupy its present site.
  - c. Families will have the option of adding a nameplate to a plaque on the Memorial Wall in the Garden which includes only the name and year of birth and death of loved ones whose cremains are buried in the Garden. There are no provisions for the display of any other kinds of nameplates in the Garden.
  - d. Families may choose to have a memorial service in the church for their loved ones who are members of Grace. Following the memorial service, a committal service may be done by a pastor in the Garden. Committal services for non-members may also be performed in the Garden.
  - e. Cremains will not be “scattered” in the Garden. Cremains will not be buried in a container of any kind. Cremains will be buried only by the Building Maintenance Supervisor or his or her designee at a time and place in the Garden of his or her choosing. The Building Maintenance Supervisor or his or her designee will under no circumstances reveal the location of any cremains buried to anyone. The Building Maintenance Supervisor or his or her designee will receive a \$50 payment from the Memorial Garden Fund for the burial.
  - f. There will be no burials while the ground is frozen. Families must keep the cremains until such time as the Building Maintenance Supervisor deems a burial can be accomplished. Grace will not be responsible for the storage of any cremains.
  - g. Records of all burials in the Garden shall be kept by the Parish Administrator and shall become part of the permanent records of the congregation.
- iii. Gifts to the Garden of Grace:
- a. Before the burial of cremains in the Garden, a onetime gift of \$200 shall be made to Grace.
  - b. All gifts to the Garden will be saved for or spent on nameplates for loved ones and/or the maintenance and improvement of the Garden.
  - c. Additional monetary memorial gifts or gifts of any kind and will be used for the Garden at the discretion of the Garden of Grace Mission Team. For gifts of \$200 or more, a nameplate bearing the name of a loved one may be purchased for the Memorial Wall of the Garden.



**Financial Policies**

- A. **Administration of Bequests** (old id #9)  
Approved by Congregation Council April 18, 1988  
Amended by Congregation Council April 24, 2007
- B. **Undesignated Gifts and Unconditional Bequests** (old id #10)  
See also: Guidelines for Grace Lutheran Church Memorial Gifts Program  
Revised and Approved by Congregational Council (September 2, 2009)  
Revised and Approved by Congregation Council on April 21, 2015.  
Revised and Approved by Congregation Council on May 26, 2015.
- C. **Disposition of Donated Securities** (old id #3)  
Approved by Congregation Council March 21, 1997
- D. **Grace Lutheran Church Memorial Trust Investment Policy (also see Appendix I)** (old id #23)
- E. **Eligible Projects and Application Process for the Memorial Trust Committee (also see Appendix II)** (old id #13)  
December 14, 1995  
Revised and approved December 7, 2006  
Revised and approved February 26, 2008
- (F. **Ministry and Mission Tithes Fund** (old id #15)  
Approved by Congregation Council on June 17, 1997  
Editorial Changes August 19, 1997  
Editorial Changes December 10, 2002  
*Section eliminated entirely by Congregation Council on March 24, 2015.*)
- F. **Gift and Memorial Identification (also see Appendix III)** (old id #11)  
Approved by Congregation Council February 20, 1992  
Revised and approved by Congregation Council February 27, 2007
- G. **Commercial Activities** (old id #6)  
Revised December 13, 1991  
Revised and Approved by Congregation Council on September 24, 1992  
Revised and approved (section vii) by Congregation Council on May 23, 2017.
- H. **Grace Lutheran Church Student Aid Fund** (old id #5)  
Approved by Congregation Council on December 21, 1999  
Replaces Policy Statement #5 that was passed on December 17, 1979
- I. **Emergency Spending Authorization** (old id #24)  
Approved by Congregation Council March 27, 2007

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A. Administration of Bequests

- i. In view of the constitutional duty of the Congregation Council to be responsible for bequests, no representations are to be made by anyone affiliated with Grace Lutheran Church to anyone, including the heirs of the deceased, concerning the manner in which an unconditional bequest may ultimately be used until the Church Council has determined how the unconditional bequest will in fact be used.
- ii. An "unconditional bequest" is defined as any property, either real or personal, which is given to Grace Lutheran Church in the Will of a deceased person without direction as to how the church may use the property.

B. Undesignated Gifts and Unconditional Bequests

- i. Individual undesignated gifts and unconditional bequests will be distributed in the following manner:
 - a. 37.5% will be deposited into the General Fund Reserve,
 - b. 37.5% will be deposited into the Capital Improvement Fund, and
 - c. 25% will be deposited into the Mission Endowment Fund.

- ii. The sole purpose of the General Fund Reserve shall be to assist in the meeting of the cash flow needs of the congregational operating budget. It is not intended, in any way, to be included as a part of the Unified Budget, nor shall any of its funds be used for purposes of funding Capital Improvements, Synod Benevolence, or any other aspects of any future Unified Budget, beyond the cash flow needs of the congregation's operating budget.
- iii. The General Fund Reserve shall be administered by the Church Council, who will have sole right to determine when and how its funds should be used in fulfilling the sole intended purpose of the Fund.
- iv. The funds in the General Fund Reserve should be deposited and maintained in an interest bearing account, such as a money market account or its equivalent.

C. Disposition of Donated Securities

- i. Unless otherwise agreed upon, all securities (stocks and bonds) donated to Grace Lutheran Church shall be cashed upon receipt of same.
- ii. Donor shall be credited for amount received from sale of securities.
- iii. Donor should be informed that the securities will be sold before he or she signs them over to Grace Lutheran Church.

D. Grace Lutheran Church Memorial Trust Investment Policy

- i. This Investment Policy is written to maximize the total return for acceptable levels of risk and liquidity on all cash and investments held by Grace Lutheran Church.
- ii. This Statement of Investment Policy sets forth:
 - a. The responsibilities of the Memorial Trust Committee, the Investment Manager(s) and Trustee.
 - b. The investment philosophy, objectives, and benchmark(s) of each Investment Manager.

See Appendix I

E. Eligible Projects and Application Process for the Memorial Trust Committee

- i. The purpose of this policy statement is to clarify and elaborate on the language in the Memorial Trust document, which describes the permissible uses of trust income. The Trust language provides that income may be used to finance non-recurring expenses. In response to a Church Council request to explain how this language is to be interpreted in terms of Grace's various needs, the Committee adopts this policy statement.
 - a. The Committee interprets this language to allow it to pay interest income toward projects at Grace that are non-recurring -- that is, projects for which funding will be required on one occasion only, not on an annual, regular or periodic basis. This interpretation, however, does not require that funds be spent only on the physical plant of the Church. Rather, any non-recurring project that the Committee deems worthy can be funded, even if the funds will be used for non-physical-plant purposes such as "seed money" for programming projects at Grace. As an example, and without implying any future

commitment by the Committee, interest from the Trust was used in 1995 to finance the implementation of the ELCA's Resident Stewardship Services program. Such an undertaking had not been attempted for a number of years, and the Committee felt that this was a non-recurring event such that the terms of the Trust were satisfied. The funds were spent on administrative expense, the fees of the ELCA for the consultant and materials, fellowship dinner and other related expenses.

- ii. While the Committee will continue to scrutinize projects as they are presented, and reserves all of its rights under the Trust, it nevertheless wishes to make clear to the congregation of Grace Lutheran Church that income from the Trust may in appropriate cases be allocated to any worthy non-recurring project, not merely those involving capital assets.
- iii. In further response to a request of the Church Council, the Committee wishes to establish the following procedure to be followed in making application to the Trust for funds.
 - a. All such requests must be in writing. The request should contain:
 - b. The identity of the requesting party;
 - c. A short working title for the project;
 - d. The name of the representative of the requesting party who can answer questions about the request, with phone number and address;
 - e. A description of the need for the project;
 - f. A reliable and current estimate of the cost of the project;
 - g. A brief explanation of the manner in which the estimate was established (e.g., number of estimates from contractors, etc.);
 - h. The amount requested
 - i. The date or dates on which the funds are required; and
 - j. Describe how the congregation will be informed concerning the support of the Memorial Trust Funds for the project.

See Appendix II for the appropriate form.

- iv. The Committee plans to review all requests on an annual basis, in March of each year, and also would request that the Church Council review each request at its March meeting and offer recommendations; therefore, all such requests must be received in writing in the Church Office by March 1, of each year. The Committee will also consider urgent requests at any time, provided the requests come before any commitment is made to begin the project.

F. Gift and Memorial Identification

- i. The policy of Grace Lutheran Church is to acknowledge the donor of material gifts and memorials.
- ii. The Christian Board of Structures and Grounds will be responsible for the acceptance of the material gifts and memorials, except when this responsibility is deferred to another Board, organization or committee of the church.
- iii. As a subcommittee of the Christian Board of Structures and Grounds, the Interiors Committee is assigned the responsibility to place all material gifts intended for use in the interior of Grace Lutheran Church facilities.

- iv. As a subcommittee of the Christian Board of Structures and Grounds, the Exteriors Committee is assigned the responsibility to place all material gifts intended for use on exterior properties of Grace Lutheran Church facilities.
- v. All material gifts, memorials, and donors' names will be recorded in the Memorial-Gift Record.
- vi. Upon request and when appropriate, engraved acknowledgement may be attached to items, provided the engraving is placed out of view.
 - a. The donor may determine the nature of engraving with the approval of the Christian Board of Structures and Grounds or designated Board, organization or committee of the church.
 - b. The donor of material gift will assume the expense of engraving.
- vii. All donors must sign the Non-Monetary Gift Agreement. (See Appendix III.)
- viii. Deviation from this Policy can occur only with the consent of the Christian Board of Structures and Grounds.

G. Commercial Activities

- i. The congregation affirms the promotion of the Christian ministry and fellowship among its members. Therefore, we encourage any activity that has as its primary purpose the strengthening of Christian ministry and fellowship.
- ii. As a congregation of the Evangelical Lutheran Church of America and in keeping with its policies we as a congregation are responsible for our own mission and support it from our own resources by offerings freely given. Any effort to gain non-member support and/or contributions for that which is our Christian responsibility is to be avoided. (Commercialism in the Church, Report and Actions, 2nd General Convention ALC, 1964, pg. 445-447).
- iii. The congregation as a religious, charitable or educational, not-for-profit corporation chartered by the state and granted certain tax benefits is obligated ethically and legally to confine its activities to those which fulfill its declared purposes as a church.
- iv. As a Christian Congregation we encourage service rather than selling, and we adopt the following guidelines for use in planning and conducting fund-raising activities or promotion of the same.
 - a. All fund-raising activity requests must be presented to the Church Council for approval. The Council may determine:
 - 1. That the use of funds raised is within the spirit of the mission statement of Grace Lutheran Church.
 - 2. That the date requested does not conflict with other church activities set forth on the Church calendar.
 - 3. That no other fund-raising activities are scheduled for the date(s) requested.

- v. Fund-raising activities or special events requesting donations and/or ticket sales should be directed only toward members of the congregation.
- vi. Displays or posters promoting such activities or events may be displayed on bulletin boards only in those designated for that purpose.
- vii. Upon approval, products and goods to be sold may be displayed on Sunday mornings or at other times of worship only in the north or south basement, and the Monroe Street lobby so as not to detract from the spirit of worship.
- viii. Ticket sales, orders for goods or reservations for events should be taken care of at the Courtesy Desk. Members of sponsoring organization should assume this responsibility.
- ix. Members of the congregation selling goods or tickets or asking for donations for causes not related to the congregation may not use congregational facilities and meetings as a place for such activities.
- x. Sales and fund raising activities of the congregation or its organizations may not be advertised in the public media.
- xi. Approved fund raising activities and promotional sales by organizations of the congregation will be placed on the Church calendar in the Church office at least one month prior to the planned activity and will thereby be approved providing there is no conflict with other activities.
- xii. Organizations other than those related directly to Grace Lutheran Church may not conduct fund-raising activities on our premises.
- xiii. Exceptions from these guidelines should be reviewed by the Church Council. In the event that the Church Council cannot act on such a request in time, it will be referred to the executive committee.

H. Grace Lutheran Church Student Aid Fund (*Updated by Board of Personal Growth 11/9/2010 and approved by Council 11/23/2010.*)

- i. The primary purpose of the Student Aid Fund is to help members of Grace Lutheran Church who have the desire to serve God professionally (i.e. pastors, parochial school teachers). At those times when no members of Grace Lutheran Church are seeking that type of education and aid from the Student Aid Fund, then this fund may be used to assist other members.

Eligibility

- a. The student must be an active member of Grace Lutheran Church. "Active" member in this case means that the individual is on Grace's confirmed membership role as defined in the constitution.
- b. The student must be enrolled full-time* at an accredited college or university; including seminary, vocational or technical school. *Policy may be adjusted dependent upon individual circumstances and with the preapproval by the Board of Personal Growth.
- c. The student must demonstrate financial needs. (*See procedure #7*)
- d. Applicants who do not maintain a minimum cumulative grade point average of 2.5 are ineligible to apply or reapply for aid through this fund.
- e. There is a limit of \$4,000.00 per family for loans from the fund for college, university, vocational or technical school tuition, books or fees.
- f. If available, funding for Seminary students is to include all costs related to tuition, books and fees.

ii. Procedure

- a. Application for financial aid must be submitted by June 1 prior to the fall of attending the college or university.
- b. All applications will be made on the Grace Lutheran Church loan application form available in the Church Office.

iii. The amount of each loan per applicant will be determined by the fund capital available and by the number of eligible applicants.

iv. Applications will be reviewed by the Board of Christian Personal Growth. The Board will make a determination of eligibility and financial need, and notify all applicants of determinations on or before **August 1**. All decisions made by the Board are final.

v. Applicants must follow this procedure and reapply on an annual basis. There is no preference given to prior recipients.

vi. All loans will be issued as a check in the applicant's name and the name of the educational institution. A special request would have to be made to the Board if the applicant wished to have the money dispensed in another way.

vii. Applicants must seek out all other financial resources prior to approval from the Student Aid Fund. To access the Free Application for Federal Student Aid (FAFSA) form, visit www.fafsa.ed.gov. A copy of the FAFSA Worksheet must be included with the loan application, along with a copy of the financial aid determination from the educational institution.

viii. Repayment

- a. Student loan payments are deferred while the student is enrolled full-time in the educational institution. All loans are to be repaid within three (3) years from the date of graduation or termination of attendance from the education institution.
- b. Persons who demonstrate that they have entered pastoral ministry following ordination are eligible to have 100% of their loans from this fund changed to a grant.
- c. Persons who demonstrate that they have entered professional church work other than ordained ministry at least half-time are eligible to have a maximum of 50% of their loans from this fund changed to a grant.
- d. Persons who qualify for #2 or #3 would have to submit a request in writing within one year from the date of graduation or termination of attendance from the educational institution. Requests will be reviewed by the Board of Christian Personal Growth. The Board will make a determination of eligibility and notify all applicants of determinations within forty-five days of receipt of the application.
- e. All loans are interest free if repaid within the three-year deadline. If the load is not wholly repaid with that time, then the remaining amount due will be subject to a simple interest of 12% annually. The interest will be added to the total on the deadline anniversary date at the start of each year.

I. Emergency Spending Authorization

- i. The Administrative Pastor has the authority to spend up to \$1,000.00 for emergency purposes.

Grace Lutheran Church Memorial Trust Investment Policy

1. General Statement of Relationship between the Memorial Trust, the Investment Manager(s) and the Trustee

Grace Lutheran Church Council has appointed the Memorial Trust Committee. The Memorial Trust Committee is responsible for administrative matters concerning the funds invested in the Grace Lutheran Memorial Trust as authorized under the Grace Lutheran Memorial Trust Agreement dated July 23, 1968. This agreement also authorizes that a Trustee be named over the trust funds. **(Note: Currently the Investment Manager and the Trustee are the same entity, Associated Wealth Management.)**

The Memorial Trust Committee believes it can best exercise and carry out its responsibilities by:

- A. Setting guidelines and objectives that are mutually supported by an independent investment manager(s) and Grace Lutheran Church;
- B. Selecting qualified investment manager(s);
- C. Communicating closely with the investment manager(s);
- D. Monitoring performance to assure that guidelines and objectives are being met; and
- E. Taking appropriate action if guidelines and objectives are not being met.

The Memorial Trust Committee reserves the right to change independent investment manager(s), within the terms of the agreements with them, and with the approval of the Grace Lutheran Church Council, for any reason it deems appropriate.

Overall Investment Philosophy

The Memorial Trust Committee recognizes its responsibility to Grace Lutheran Church Council and the congregation, by overseeing the management of the Memorial Trust funds and by maximizing total return on these investments while maintaining a moderate amount of risk. Investment objectives established for the trust funds can provide opportunities that satisfy Grace Lutheran Church's current needs and provide reasonable opportunities for future growth.

In general, the Memorial Trust Committee shall seek to achieve the following long-term investment objectives:

- A. A long-term rate of return in excess of the annualized inflation rate, defined as the average annualized compound rate of the CPI calculated on a five year moving average.
- B. A long-term competitive rate of return on investments, net of expenses, that is equal to or exceeds various benchmark rates on a moving five year average.
- C. Investment returns that exceed investment returns of similar risk investments.

The Memorial Trust Committee believes the most effective method for management of the majority of trust funds is with an outside investment manager(s).

Investment Objectives

As required under the Memorial Trust Agreement, the original corpus of the trust may not be used to pay Grace Lutheran Church expenses (either operating or capital). Only the earnings on the Memorial Trust can be used by the church with approval from the Memorial Trust Committee. In addition, the Memorial Trust can loan money to Grace Lutheran Church under conditions allowed in the trust agreement and with terms which are mutually agreed to by the Trustee and Grace Lutheran Church working with the Memorial Trust Committee.

Since most of the trust funds are anticipated to remain fully invested, with only the income used by the church, the Memorial Trust Committee believes these funds should be managed for:

- A. Long-term growth through the use of equity investments.
- B. Production of current income through the use of fixed income securities.

These objectives, over time, will produce a growing stream of income to meet present and future needs of Grace Lutheran Church.

The specific investment objectives for these funds include:

- Provide investment returns over the long run that is in excess of inflation.
- Reduce the portfolio risk by using a debt and equity mix of investments.
- Provide liquidity with easy access to funds (i.e. 5-business day ability to get funds when needed).
- Maintain funds at a competitive cost to Grace Lutheran Church.

Dividends and interest on these funds are intended to be used for Grace Lutheran Church operations (for either capital projects or current operations).

After the funds are invested, the total returns would be monitored quarterly by the Memorial Trust Committee using appropriate published benchmarks.

Appropriate benchmarks are the weighted average calculated as follows:

- 50% Lehman Brothers Gov. Corp.-Intermediate
- 40% S&P 500
- 5% Standard & Poor's Mid Cap 400
- 5% EAFE

If an investment manager(s) does not perform as anticipated (i.e. at least meet, and preferably exceed, the returns for the published benchmarks) over an appropriate period, changes could be made at the discretion of the Memorial Trust Committee with approval from the Grace Lutheran Church Council.

Investment Policy Guidelines

A. General

The investment manager(s) will make investment decisions within the guidelines established by the Memorial Trust Committee. The Memorial Trust Committee prefers consistency in its investment results and established its investment guidelines to produce low, rather than high volatility. Performance shall be measured against appropriate benchmarks. Performance is expected to meet or exceed the benchmarks.

B. Equity Investments

- 1) Major emphasis will be placed on quality.
- 2) Equity securities at the time of purchase will have a market capitalization of at least \$750 million. In no event shall more than 20% of the equity portfolio market value consist of companies whose market capitalization is less than \$ 1 billion.
- 3) No single security shall comprise more than 7% of the market value of the investment manager's equity portfolio.
- 4) No more than 25% of the equity portion of the account may be invested outside the United States.

C. Fixed Income Securities

- 1) Only corporate debt issues that meet or exceed a credit rating of Baa from S&P or BBB rating from Moody's may be purchased. No more than 15% of the bond portfolio may be invested in bonds rated BBB.
- 2) No restrictions are made on the purchase of obligations of the United States government.
- 3) Maturities shall be laddered to minimize reinvestment rate risk.
- 4) No single fixed income security other than U.S. Governments shall comprise more than 10% of the market value of the investment manager's fixed income portfolio.
 - 5) Short-term investment vehicles (cash equivalents) will have Moody's or Standard & Poor's ratings of "A-1/P-1" or similar quality.
- 6) No more than 10% of the fixed income portion of the account may be invested outside the United States.
- 7) The average maturity of the fixed income portfolio will not exceed 8 years and the duration must not exceed 6 years without written consent from the Memorial Trust Committee.

D. Cash and Equivalents

The Manager may invest in commercial paper, repurchase agreements, Treasury Bills, certificates of deposit and money market funds to provide income, liquidity for expense payments and preservation of the Trust's principal value. All such assets must represent maturities of a given number of years or less at time of purchase. Commercial paper assets must be rated A-1 or P-1 by Standard & Poor's and Moody's, respectively. The Manager may not purchase short-term financial instruments considered to contain speculative characteristics (uncertainty of principal and/or interest). Uninvested cash reserves should be kept to minimum levels. Within the limitations mentioned above, the Manager has complete discretion to allocate and select short-term cash and equivalent securities.

E. Common Funds

The investment manager(s) is authorized to use mutual funds, including funds in which the manager acts as investment advisor, custodian, or trustee. Quality guidelines of these mutual funds must meet the minimum quality standards established for individual securities.

F. Unique Assets

From time to time, the Memorial Trust may acquire assets that may not be considered "marketable securities" (e.g. through a bequest or memorial). The term "marketable securities" refers generally to securities in an active trading market where they can be converted readily into cash. These assets may include, but are not limited to, stock in closely held companies, real estate, limited partnership interests, or personal property. These assets shall be classified as unique and will not be subject to the guidelines established by this policy statement. The Memorial Trust Committee will evaluate the best way to handle these assets.

G. Asset Allocation Guidelines

The Memorial Trust Committee expects the funds' asset allocation guidelines to reflect, and be consistent with, the investment objectives and risk tolerances expressed throughout this statement. The asset mix (see table below) was developed after examining the historical relationships of risk and return among the asset classes. These guidelines pertain to permanent funds only. It is designed to provide the highest probability of meeting or exceeding the investment funds' return objectives at the lowest possible risk.

Asset Mix

Asset Class	Target %	Maximum %	Minimum %
Equities	50%	60%	40%
Fixed Income	50%	60%	40%

It is understood that changing market cycles require that some flexibility in the asset allocations be permissible. With this in mind, maximum and minimum asset allocations are given to allow for movement of capital within the asset classes as deemed appropriate by the manager for the purpose of increasing investment returns and/or reducing risk.

The investment manager(s) is permitted to adjust the asset mix of his/her portfolio under certain circumstances. Adjustments are expected to be temporary, and the circumstances for these adjustments must be communicated promptly to the Memorial Trust Committee.

H. Variations to Investment Guidelines

The investment manager(s) shall be permitted to deviate from the established investment guidelines only after first receiving the approval of the Memorial Trust Committee.

Communication

The Investment Manager(s) will provide quarterly information to Grace Lutheran Church. Grace Lutheran Church will provide this information promptly to the Memorial Trust Committee who should review.

Meetings will be held at least semi-annually (and preferably quarterly) between the Memorial Trust Committee and the Investment Manager(s) to discuss investment performance, the manager's view of any important economic developments, or changes in the investment manager's investment philosophy and/or strategy.

The Memorial Trust Committee will make at least annual reports to the Grace Lutheran Church Council. The Memorial Trust Committee will also report annually to the Grace Lutheran congregation. If the Memorial Trust Committee feels it is appropriate, the Investment Manager(s) may also be asked to make an annual report to the Church Council and/or congregation.

By acknowledging in writing the receipt of this statement, the investment manager(s) agrees to the terms and conditions of this policy. This policy statement shall be reviewed and approved on an annual basis by the Memorial Trust Committee.

Investment Performance Review and Evaluation

While the Memorial Trust Committee recognizes the need to evaluate the performance of investments over long-term periods and intends to evaluate performance with a long-term perspective, the performance of the investments (return and volatility of returns) will be monitored and evaluated by the Memorial Trust Committee on a continuing basis.

Performance results for the investments both in terms of return and risk will be measured as follows:

- Investment manager(s) performance will be measured against market indexes weighted to match the long-term asset mix policy for the trust funds.
- The investment performance of the equity and debt portions of the trust funds, both in terms of return and risk, will be measured against commonly accepted benchmarks.
- Investment manager(s) performance will be measured against a comparable universe.
- Investment performance evaluation should consider the investment objectives, goals, and guidelines as set forth in this Statement of Investment Policy.

- While the Memorial Trust Committee intends to fairly evaluate fund performance over three to five year periods, the Memorial Trust Committee reserves the right to change Investment Managers if in its judgment a change would be beneficial to the Memorial Trust and to Grace Lutheran Church.

Watch List

The Memorial Trust Committee recognizes that during the course of any given year, a certain fund or investment manager(s) may not be performing as expected and set forth in the objective section. In the event that a fund does not meet the benchmarks (in terms of both return and risk) during any two periods, that fund will be subject to being placed on a “Watch List” by the Memorial Trust Committee. Any investment manager(s) on the watch list will be reviewed at each subsequent Memorial Trust Committee meeting to determine the reasons for under performance and if further action is warranted.

After an investment manager(s) has been placed on the Watch List, the Memorial Trust Committee will determine at least two other investment manager candidates with similar objectives to be considered as replacements if and when a fund is subsequently replaced.

Investment Manager Replacement

If an investment manager(s) is deemed by the Memorial Trust Committee to be under performing and not meeting its stated objective, the investment manager(s) is subject to being replaced at the discretion of the Memorial Trust Committee and the Grace Lutheran Church Council. In the event an investment manager(s) is slated for replacement, the Memorial Trust Committee will choose between the investment manager(s) under consideration, after carefully reviewing the historical performance, risk characteristics, reporting capabilities, references and other criteria that the Memorial Trust Committee deems appropriate.

Approved by Congregation Council February 28, 2006

Appendix II (Eligible Projects and Application Process for the Memorial Trust Committee)

Grace Lutheran Church Memorial Trust
Application Form

1. Requesting Board/Committee: _____
2. Contact Person
Name: _____ Telephone #: _____
3. Project Title: _____
4. Project Description (including need for project)

5. Total Request: _____ Dated Needed: _____
6. Budget details (including rationale, costs estimates and source of estimates):

7. Describe how the congregations will be informed concerning the support of Memorial Trust for the project.

Note: Policy Statement #13 – Funds from the Memorial Trust maybe used for non-recurring expenses of Grace Church. Additional information see Police Statement #13.

**An Agreement Regarding Non-Monetary Gifts
Given to Grace Evangelical Lutheran Congregation, Green Bay, Wisconsin**

This is an agreement between

Grace Evangelical Lutheran Congregation, Green Bay, Wisconsin (hereinafter GELC)
and

Name(s) of Donor(s) _____

Reason for Gift _____

This agreement acknowledges the gift of:

Title of work of art (if applicable) _____

Description _____

Value _____

Value determined by _____

This gift becomes the permanent property of GELC as of the date this agreement is signed.

Donor Signature(s) _____

Date _____

Administrative Pastor, GELC

Signature _____

Date _____

Chair, Interiors Committee

Signature _____

Date _____

Copies of this agreement shall be filed at GELC and mailed to all of the signators. If applicable and if possible, it will also be attached to the back of the work of art.

Policies For Structures, Grounds, and Equipment

A. *Use of Grace Lutheran Church Facilities by Non-Congregational Organizations or Individuals* (old id #1)

Approved by Congregation Council August 23, 2005

Approved by Congregation Council April 24, 2012

B. *Monday Through Friday USE OF GRACE LUTHERAN PARKING LOT BY PERMIT* (old id #20)

Original Approval Date Unknown

Approved by Congregation Council March 27, 2007

C. *Use of the Schlicker Pipe Organ by Persons Outside of Grace Lutheran Church* (old id #8)

Revised & approved by Congregation Council May 16, 1988

D. *The Use of Any Musical Instrument or Equipment Belonging to Grace Lutheran Church* (old id #12)

Approved by Congregation Council October 22, 1992

Revisions Approved by Congregation Council August 26, 2008

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### **A. *Use of Grace Lutheran Church Property by Non-Congregational Organizations or Individuals***

Approved by Congregation Council August 23, 2005

January, 2007 – editorial update changing the name of the Christian Board of Administrative Services to Christian Board of Structures & Grounds

Approved by Congregation Council April 24, 2012

Updated for recitals January 31, 2017.

Updated for smoking, alcohol use, and animals on property. November 2017

#### **i. *Facility Rules***

- a. Smoking, alcohol use, and animals – except for service dogs – are not permitted anywhere on Grace Lutheran Church property, including the parking lot.

#### **ii. *Non-Congregational Organizations***

- a. To obtain permission for one event or on-going use of the property by non-congregation groups, permission must be requested in writing and submitted to the Board of Christian Structures & Grounds. The form for requesting permission will specify all aspects of the use of the property and will be filled out by the Parish Administrator.
- b. In the event there is no Board meeting between the time the request is made and the date requested for usage, the Chairperson of the Board of Christian Structures & Grounds, or his or her designee, and a pastor have the authority to grant such permission.
- c. Permission for use of our property is limited to those groups that are non-profit organizations or in some other form charitable.
- d. One person from the organization requesting usage must be designated as liaison to the congregation. Before the event, the Parish Administrator or the Building Maintenance Supervisor must review with the liaison a list of responsibilities and procedures including security precautions, emergency procedures, and clean-up and exiting expectations; the liaison must sign the list which must be kept on file. If the liaison for organizations using the property on an ongoing basis changes, the organization is responsible for providing a new liaison with whom the Parish Administrator or the Building Maintenance Supervisor can review the list. If an organization cannot assign a liaison, an Event Custodian will be provided by the congregation for the duration of the event paid for by the organization on an hourly

basis. The minimum charge will be \$50. If an organization's failure to follow the list of responsibilities and procedures incurs any costs to the congregation of any kind, these will be paid by the organization, and the organization's ability to use the property free of charge will be re-evaluated by the Parish Administrator, Building Maintenance Supervisor, and the Pastors. The congregation reserves the right to suspend facility use privileges or require the use of Event Custodians.

- e. There is no fee charged for the use of the property except for the above provisions. Fees will be paid before events take place. Checks will be made payable to Grace Lutheran Church.
- f. The Parish Administrator and/or the Building Maintenance Supervisor must receive ample notice of any changes to the on-going use of the property from uses specified when permission was originally granted.

### **iii. Use of Grace Lutheran Church Property by Individuals**

- a. No building use fees will be charged for funerals.
- b. The building may be used for non-member weddings only under the following circumstances:
  - 1. An ELCA pastor verifies that the couple are members of an ELCA congregation,
  - 2. An ELCA pastor conducts the wedding.
  - 3. A pastor of Grace Lutheran Church approves the wedding
  - 4. The wedding party must agree to observe the Building Use Guidelines for Non-Member Weddings which the Parish Administrator will review with the wedding party before permission is granted.
  - 4. The fees for use of the building for this purpose not covered by our present wedding policies are as follows: a \$25 fee for the rehearsal for a Wedding Custodian and a \$250 fee for building use for the day of the wedding.
  - 5. A custodian is required on site during the event. An additional hourly charge for this service will be paid to the church.
- c. Private events for members of Grace Lutheran Church may be held at the property following the policies for Building Use for Non-Congregational Organizations specified in i.d-f.
- d. Any GLC members or employees engaged in for-profit musical instructions may request the use of GLC's facility and its equipment for the use of their business, including conducting lessons and hosting recitals. Requests from non-members or those not employees of Grace will be considered by the Board of Structures and Grounds on a case by case basis. Recitals involve the following rules:
  - 1. Recitals should be scheduled with the Parish Administrator and are subject to the policies for Building Use for Non-Congregational Organizations specified in section i.d
  - 2. There should be no admission charges for the recitals;
  - 3. If the sanctuary is used for a recital, the music should not be inappropriate for that setting. Any questions about whether or not music is inappropriate for the sanctuary should be addressed to one of the pastors.

## **B. MONDAY THROUGH FRIDAY USE OF GRACE LUTHERAN PARKING LOT BY PERMIT**

Original Approval Date Unknown

Approved by Congregation Council March 27, 2007

- i. Parking permits may be obtained by **non-members** for a donation of \$20.00 per month. This money is directed to the exterior care fund to keep up maintenance of the parking lot.
- ii. Renewal letters to current permit holders are sent out in January.
  - a. This letter must contain a form that the permit user fills out with information as to where they work, phone number, address, make, model, color, license plate # of the car for which the permit is intended.
  - b. The word **fee** or **charge** should not be used. The word **donation** should be used.
- iii. Permits will be mailed out as soon as the first month's donation is received.
- iv. Reminders may be sent out if donations are not received on a timely basis.
- v. We reserve the right to deny parking to current permit holders.
- vi. No more than 20 spaces may be used for permit parking.
- vii. **Members of Grace** who work in the downtown area and use the lot for parking must have a permit but a donation from them is not required.

## **C. Use of the Schlicker Pipe Organ by Persons Outside of Grace Lutheran Church**

Revised & approved by Congregation Council May 16, 1988

- i. **It is a ministry to the community by Grace Lutheran Church congregation to allow this instrument to be used to further the skills of organists to the Glory of God.**
  - a. Permission for use must be requested of the Grace Lutheran Church organist who will decide whether permission may be granted.
  - b. Persons using the instrument must be qualified organists, or students in training with a qualified organist.
  - c. Use for student recitals will be encouraged.
  - d. There is no fee charged for use of the pipe organ on a regular basis for practice. A contribution to the congregation will be accepted.
- ii. (See Item A "USE OF GRACE LUTHERAN CHURCH FACILITIES BY NON-CONGREGATIONAL ORGANIZATIONS" paragraph 5)

## **D. The Use of Any Musical Instrument or Equipment Belonging to Grace Lutheran Church**

Approved by Congregation Council October 22, 1992

Revisions Approved by Congregation Council August 26, 2008

- i. No musical instrument or equipment belonging to Grace Lutheran Church may be removed from the church building by anyone at any time for any reason without the express prior written consent of the Christian Board of Celebration in consultation with the director most closely associated with the instrument or equipment.



- ii. Consent for the offsite use of instrument or equipment will be given only to members of the congregation for congregational activities. Whether the activity is a specific event or an ongoing one must be specified in the request.
- iii. Before any musical instrument or equipment is removed from the building, it shall be inspected by the director most closely associated with the instrument or equipment and/or the Director of Music or the Organist or the Chair of the Board of Celebration. Upon returning instruments or equipment to the building, the borrowing party shall make arrangements for the instruments or equipment to be inspected by the same person(s) who inspected them before their removal.
- iv. The borrowing party shall be responsible for the uninsured cost of the repair or replacement of any damage done to the instruments or equipment borrowed.

Approved by Congregation Council October 22, 1992

Revisions Approved by Congregation Council August 26, 2008