



IMMANUEL LUTHERAN



Policy Manual

Governance Based

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1. Strategic Direction

1.1. Core Values

- 1.1.1. We are Confessional Lutherans, Christ-centered in mission
- 1.1.2. We support Christ-centered formal education of students (since 1877)
- 1.1.3. We provide outreach and care through a Christian Child Development Center
- 1.1.4. We seek caring and engaged members
- 1.1.5. We sustain our legacy of support for school and church
- 1.1.6. We develop leadership that focuses on respect, love and reasonability in discussion
- 1.1.7. We align ourselves in our values and mission with the LCMS through:
 - 1.1.7.1. Witness: 1 John 5:7-8 *“For there are three that testify: the Spirit and the water and the blood; and these three agree.”*
 - 1.1.7.2. Mercy: Mark 10:45 *“For even the Son of Man came not to be served but to serve, and to give his life as a ransom for many”*
 - 1.1.7.3. Life Together: 1 Corinthians 1:9 *“God is faithful, by whom you were called into the fellowship of his Son, Jesus Christ our Lord.”*

1.2. Mission Statement

Immanuel Lutheran Church is “a Christ-centered family, engaged in mission, sharing the love of Jesus Christ through Word and Sacrament.

1.3. Vision

All Immanuel members: Enlivened, Empowered, and Engaged

1.4. Strategic Targets

- 1.4.1. A planned and deliberate outreach to meet the needs of our faithful members, our inactive members and the community at large, as we proclaim the life-giving sacrifice of Jesus Christ. (Mercy)
- 1.4.2. The mission of God through word and action. (Witness)
- 1.4.3. The fellowship God is creating. (Life Together)

1.5. Strategic Alliances

- 1.5.1. Constitution Article II
- 1.5.2. Strategic Alliances are mutually beneficial relationships with other organizations or individuals built upon a common vision or goal, which allows Immanuel Lutheran to honor its core values, enhance the pursuit of mission, and maintain its operational autonomy.
- 1.5.3. Immanuel Lutheran Church may pursue strategic alliances as appropriate and in compliance with the confessions of the Lutheran Church Missouri Synod.

1.6. Responsibilities of the Congregation: Time, Talents, Treasures

Biblical stewardship shall be utilized to insure that the ministry achieves the Strategic Direction. Resource shall be efficiently allocated to support ministries.

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2. Governing Board

2.1. Governing Board: Responsibilities to the Congregation

Bylaws Item III- B

The Governing Board is responsible to represent the Congregation of Immanuel Lutheran Church, Freeport Illinois. The Congregation is the Body of Christ at Immanuel Lutheran Church who in faith consciously invests itself and its resources in order to enhance and expand the spread of the Gospel through the congregation's mission and ministry to "the served" (congregation, local community and world at large). The Board recognizes that no individual or group is the sole representative of the congregation.

- 2.1.1. Listening to the Congregation: The Board shall listen to the ideas, concerns and values of the Congregation. It shall use a variety of appropriate methodologies (such as mail, phone and internet surveys, focus groups and Board dialog) to seek out and understand the desires of the Congregation.
- 2.1.2. Reporting to the Congregation: The Board shall keep the Congregation informed of its progress toward the Strategic Direction. It shall use a variety of methods for this reporting.
 - 2.1.2.1. Governing Board meeting minutes shall be available to any member of the Congregation on request within one week of meetings.
 - 2.1.2.2. Discussion of confidential matters, such as personnel issues, shall be excluded from the published record.
- 2.1.3. Relationship to the Congregation: The Congregation shall remain sovereign in the external and internal administration of its affairs; officers, board members and committee members only shall have power or authority as conferred by the Congregation acting through the Voters Assembly. (Article IX, Constitution)
- 2.1.4. Communication with the Congregation: To increase participation in listening and communicating with the entire Congregation, and keeping in compliance with the by- laws:
 - 2.1.4.1. The Governing Board may elect to delay the scheduled congregational meetings if circumstances require it. The congregation will be kept informed of the date change and reasons, a minimum of two weeks before the scheduled meeting.
 - 2.1.4.2. Meetings will allow for open discussion, actions, and motions.

2.2. Governing Board: Governance Responsibilities

Bylaws Item IV- A

The responsibility of the Governing Board is to provide guidance which fosters the creation of a strong, powerful, and ethical pursuit of the congregation's mission. To that end, the Board shall:

- 2.2.1. Ensure that the Core Values, Mission, Vision and Strategic Plan of the congregation are the driving force for all activities and related ministries.
- 2.2.2. Periodically review and update annually the Strategic Plan.
- 2.2.3. Establish new and annually review Governing Policies for the Board.
- 2.2.4. Provide oversight of all congregational activities by establishing and monitoring appropriateness of and adherence to policies that guide the efforts of the Senior Pastor.
- 2.2.5. Ensure that policy and financial decisions are executed in accordance with the Constitution and Bylaws of the congregation.

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- 2.2.6. Ensure there are no material omissions or exaggerations of fact or use of misleading material that creates or implies a false impression or misunderstanding about the Church, its Vision and Mission, its finances, or any of its affairs.
- 2.2.7. Communicate regularly with the Congregation regarding the pertinent activities of the Board and actively listen to the Congregation.
- 2.2.8. Exercise particular concern for the spiritual, emotional, and physical welfare of the Senior Pastor.
- 2.2.9. Exercise concern for all staff; support them with prayer and appropriate counsel in collaboration with the Senior Pastor.

2.3. Governing Board: Responsibilities to the Senior Pastor

- 2.3.1. The Board shall meet with the Senior Pastor prior to the beginning of each budget year to offer counsel and affirm the Senior Pastor's intended outcomes for the next year. These outcomes shall form the basis for the Senior Pastor's annual performance appraisal.
- 2.3.2. At its discretion, the Board may interview all direct reports of the Senior Pastor concerning the performance of the Senior Pastor. These interviews will focus on adherence to policy. The Board shall guarantee anonymity when reporting this information to the Senior Pastor.
- 2.3.3. The Board shall share the information gathered through these interviews (guaranteeing anonymity) with the Senior Pastor and allow him to respond.
- 2.3.4. If the Senior Pastor's performance appraisal is less than acceptable, the Board shall counsel the Senior Pastor and assist him in establishing a plan to enhance his performance.
- 2.3.5. The Board shall annually review the compensation and benefits for the Senior Pastor, as recommended by the Elders (per the established bylaws), before the annual budget is prepared.
- 2.3.6. All Board decisions governing actions of the Senior Pastor shall be done through policy.
- 2.3.7. Any actions taken or contemplated by the Senior Pastor or any which may be or have been approved through the Senior Pastor, will only be considered in light of the appropriate governing policies.

2.4. Governing Board: Membership Responsibilities

Each Governing board member is individually responsible to:

- 2.4.1. Commit to working together in a covenant relationship defined by the Christian faith; follow the conditions of membership in Article V of the Constitution as well as these policies; and agree to accept discipline accordingly.
- 2.4.2. Be prepared and actively participate in the Board meetings, not having more than one unexcused absence in any given quarter.
 - 2.4.2.1. In the case of a Conflict of Interest (See Exhibit D: Conflict of Interest Policy), a Board Member may ask to be recused from the Board session or may be excused from the session by the Board with a simple majority vote of the Board, not including the member in question.
 - 2.4.2.2. If unable to attend a Governing Board meeting or meeting of the Voters Assembly, will ensure that a representative of his board, who is an Immanuel Lutheran Church member, be present and represent that board with full voting rights.
- 2.4.3. Work to improve leadership abilities and increase understanding of the mission and ministry of the congregation.
- 2.4.4. Gain a working knowledge of the Board's policy manual.

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- 2.4.5. Make informed decisions by insisting on complete and accurate information and support all decisions once they have been fully discussed and resolved by the Board.
- 2.4.6. Relate to other individuals with kindness, civility, integrity, honesty and straightforwardness in a Christ-like manner. (Deuteronomy 6)
- 2.4.7. Maintain personal accountability and that of other Members of the Board by identifying Board actions and conditions that run counter to the Policy Based Governance manual, including the Senior Pastor Limitation Policy. (See Policy Manual Section 3)
- 2.4.8. Keep Board documents and discussions confidential, unless given permission by the Board. However, Board approved minutes (excepting those of executive sessions) and Board approved financial statements do not require permission for disclosure as long as any Board discussion or information related to these documents remains confidential. (See Exhibit E - Boundary Management Policy)
- 2.4.9. Be familiar with and put into practice any specific policies developed to guide the behavior of Members of the Board.
 - 2.4.9.1. Conflict of Interest Policy (Exhibit D)
 - 2.4.9.2. Boundary Management Policy (Exhibit E)
 - 2.4.9.3. Terms of Office- Removal from office- See Bylaws III C.3.b.
- 2.4.10. Should the Chair of the Board violate policy, it shall be the responsibility of the Vice-Chair to initiate counsel. Should a vote be called, the Vice-chair shall serve as acting chair.

2.5. Governing Policies and Values

The Board shall maintain four categories of written policies:

- 2.5.1. **Strategic Direction:** Affirmative statements defining the purposes, effects and acceptable costs of operations.
- 2.5.2. **Board Self-Governance:** Statements defining the style and rules with respect to the Board's own tasks and processes.
- 2.5.3. **Senior Pastor Limitations:** Statements that limit and / or restrict the activity and authority of the Pastor and staff with respect to church governance.
- 2.5.4. **Board and Senior Pastor Relationships:** Clarifying statements concerning the delegation of responsibilities and monitoring of ministry implementation.

2.6. Governing Process

- 2.6.1. Governing Philosophy: The Board shall govern with an emphasis on:
 - 2.6.1.1. Spiritual vision rather than internal preoccupation
 - 2.6.1.2. Encouragement of diversity of viewpoints
 - 2.6.1.3. Strategic leadership as well as operational detail
 - 2.6.1.4. Clear distinction between the roles of Governing Board and the Senior Pastor
 - 2.6.1.5. Future rather than past or present
- 2.6.2. The Board, in conjunction with the Senior Pastor, shall be responsible for excellence in governing. The Board will not merely react to staff initiatives but shall initiate policies that direct and inspire the congregation as well as control the operations of the church.
- 2.6.3. The Board will not substitute the expertise of individual members for the judgment of the Board; however, the expertise of the individual members shall be used to enhance the understanding of the Board as a body.

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- 2.6.4. All activities of the Board, its officers, members or committee(s) shall relate to the specific responsibilities of the Board as formally adopted at Board meetings. Board Members are disciplined by this principle.
- 2.6.5. The Governing Board shall act on behalf of the congregation in all matters delegated to it by the Constitution and Bylaws or by action of the congregation.
- 2.6.6. Without express authority of the Congregation to carry out a specified task the Governing Board shall not:
 - 2.6.6.1. Call or remove synodically rostered workers
 - 2.6.6.2. Undertake capital campaigns
 - 2.6.6.3. Incur long-term debt
 - 2.6.6.4. Buy, sell, mortgage or transfer real estate
 - 2.6.6.5. Elect or remove members of the Governing Board
 - 2.6.6.6. Excommunicate a member of the congregation
 - 2.6.6.7. Execute a merger or dissolution of the congregation
 - 2.6.6.8. Execute a start-up, merger or dissolution of a School ministry
 - 2.6.6.9. Amend the church's Constitution or the Bylaws
 - 2.6.6.10. Approve the Annual Ministry Financial Budget
- 2.6.7. The Board shall exercise its governing authority as a whole. No individual Board Member shall exercise such authority except as instructed by the Board. (See Exhibit E - Boundary Management Policy). All such instructions shall be guided by appropriate limitations.
- 2.6.8. Governance Policy Development: The Board's Governances Policies are to be active and dynamic. They are meant to be changed and refined regularly, based on the intent of each section, the values of the Board, and the changing context within which the congregation functions.
- 2.6.9. The Senior Pastor will ensure the Congregation operates with effective, established Operational Policies which, with regard to personnel, clarify personnel rules, provide for effective handling of grievances, provide for evaluation procedures, and protect against wrongful conditions, such as nepotism and grossly preferential treatment for personal reasons.
- 2.6.10. Resolutions: The Board will pass resolutions for specific actions when those actions are:
 - 2.6.10.1. required by law
 - 2.6.10.2. required by the Constitution and Bylaws
 - 2.6.10.3. will affect only the Board

2.7. Governance Policy Review and Publication:

- 2.7.1. Any Board Member, the Senior Pastor or Voters Assembly may ask for a review of specific policies. However, the responsibility for effective and appropriate governance policies rests solely with the Board.
- 2.7.2. The Board will review the policies for their soundness as a test of ethical and prudent behavior.
- 2.7.3. The Board shall rewrite governance policies when appropriate.
- 2.7.4. The Board shall establish an annual policy review calendar to coordinate the review of every policy at least once a year. Board members will make every effort to coordinate the calendar with the business cycles of the congregation.
- 2.7.5. All Governance Policy changes and additions will be published for review at the Congregational Voter's meetings

2.8. Governing Board: Fiscal and Financial Responsibilities:

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The Board's fiscal responsibility shall be discharged by

- 2.8.1. Establishing policies limiting the Senior Pastor's financial authority, budget development and control of assets.
- 2.8.2. Monitoring the fiscal soundness of the congregation.
- 2.8.3. Reviewing the results of the financial committees recommendations after they have validated the proposed budget for the following year according to the following criteria:
 - 2.8.3.1. Review is conducted and ready to present to the Governing Board no later than the March meeting
 - 2.8.3.2. Committee should consist of the Senior Pastor, School Administrator, Treasurer, Financial Secretary, Chairman of the Congregation and two Trustees.
- 2.8.4. Recommending to the Congregation an annual fiscal budget.
- 2.8.5. Systematically monitoring compliance with these policies on a quarterly basis.
- 2.8.6. Appointing the financial auditor or financial reviewer.
- 2.8.7. Receiving, reviewing and accepting the report of the financial auditor or reviewer.
- 2.8.8. The Governing board will create and approve a budget that has been reviewed and approved by the budget committee for the subsequent fiscal year that is finalized two months prior to the Spring Congregational meeting, a proposed budget which:
 - 2.8.8.1. Is based on an operational plan that moves the congregation forward with regard to its strategic direction.
 - 2.8.8.2. Is based on sound assumptions about financial conditions. Financial conditions are defined as projected earnings and contributions, operating costs, other income/expense, and transfers from investment income.
 - 2.8.8.3. Does not plan the expenditure in any fiscal year of more funds than are responsibly projected to be received in that period.
 - 2.8.8.4. Does not allow an unsound financial condition that jeopardizes the achievement of the Board's strategic direction.
 - 2.8.8.5. Does not allow cash to drop below a safety reserve of less than 40% of the restricted and retained funds.
 - 2.8.8.6. Does not endanger the fiscal soundness of future years or ignore the building of congregational capability sufficient to achieve the strategic direction in future years.
 - 2.8.8.7. The Governing Board shall ensure that expenditures do not exceed the year to date amount budgeted for the total overall budget without pre-approval by the Board.
 - 2.8.8.8. The Governing Board shall ensure that expenditures do not exceed the total amount budgeted for each ministry without pre-approval by the Board.
- 2.8.9. The Governing Board shall ensure that any payroll and debts are settled in a timely manner.
- 2.8.10. The Governing Board shall not allow deviation from accounting principles established by the Board.
- 2.8.11. The Governing Board shall not allow the handling of cash or checks within the congregation that does not comply with written guidelines detailing such activity. (See Exhibit G - Cash Handling Policy)
- 2.8.12. Submit an annual list of all planned solicitation programs to the Congregation for approval. New solicitation programs need to be approved by the Governing Board and the Voters Assembly before any solicitation can start.
- 2.8.13. All funds for any organization shall be under the Congregational tax-exempt number.
- 2.8.14. The Credit Card Handling Policy in the Misc. section 11.2 must be followed.

2.9. Committees of the Governing Board

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- 2.9.1. The Board may from time to time use special committees that are consistent with the following principles:
 - 2.9.1.1. Committee responsibilities shall flow directly from the Board's description of its job, defined in a formal written charge with an appropriate period for existence.
 - 2.9.1.2. Committee's work shall not impinge upon responsibilities delegated to the Senior Pastor.
 - 2.9.1.3. Committees shall not manage any part of the congregation or do staff work, except when working on a topic that is fully within the boundaries of the Board and has not been delegated in any way to the Senior Pastor.
 - 2.9.1.4. Except as empowered by the Board, committees shall have no executive or decision-making authority. At all other times, committees will strive to recommend policy or develop findings and conclusion to the Board as a whole.
 - 2.9.1.5. Committees may be standing committees or ad hoc, as determined by the Board.

2.10. Calling of Senior Pastor and Vacancy

Refer to Constitution Article VIII

- 2.10.1. In the event of a vacancy in the office of the Senior Pastor, either by resignation or by Board decision, the Board may appoint a vacancy Pastor. Any limitations on a vacancy Pastor not specified in this document shall be communicated to the chosen vacancy Pastor in writing with a copy of this Policy Manual along with the agreed upon compensation and any time constraints for the interim position before his tenure begins. Should service as the vacancy Pastor have an impact on an individual's eligibility for consideration as the Called Senior Pastor, this must also be shared.
- 2.10.2. In the event of a Senior Pastor vacancy, the Governing Board shall appoint an interim Operations Manager to handle all operational, administration and business duties normally handled by the Senior Pastor.
- 2.10.3. The spiritual responsibilities will be managed by the vacancy Pastor(s) appointed by the Governing Board.

2.11. Calling of Other Called Workers

Refer to Constitution Article VIII D & E.

2.12. Election of Governing Board Members

- 2.12.1. Governing Board Membership: The number of Board Members shall not exceed ten. Members shall be elected on a rotation basis. (See Exhibit B - Duty Roster).
- 2.12.2. Nominating Committee: Refer to ByLaws- Item III Section D
- 2.12.3. Qualifications and Other Considerations in preparing its recommended slate of candidates for Board service, the Nominating Committee must seek candidates who:
 - 2.12.4. Meet the requirements of Board Membership as stipulated in the Constitution and Bylaws;
 - 2.12.5. Regularly participate in the worship and educational life of the congregation;
 - 2.12.6. Undertake personal spiritual disciplines for the development of their own faith lives;
 - 2.12.7. Can effectively represent the concerns of the Congregation;
 - 2.12.8. Understand and support the basic concepts of policy-based governance;
 - 2.12.9. Are willing and able to support the strategic direction of the congregation;
 - 2.12.10. Are willing and able to accept the Board Responsibilities and Membership Responsibilities as delineated in Policy Section 1.0- Strategic Direction
- 2.12.11. Should recuse themselves or be asked to recuse in the event of a conflict of interest or perceived conflict of interest
- 2.12.12. In preparing the slate of candidates, the Nominating Committee shall take into consideration the current composition of the Board in determining its recommended slate.
- 2.12.13. Any member of the congregation may submit further names for consideration by the Nominating Committee within five days of the presentation of the slate (ByLaws Item III Section D)
- 2.12.14. The Nominating committee shall present a slate that includes at least one qualified candidate for each position to be filled.
- 2.12.15. The Congregational Assembly shall elect only individuals who have been deemed qualified by the Nominating Committee.
- 2.12.16. Election of Board Members shall take place each year at the regular meeting of the Congregational Assembly in May.
- 2.12.17. When presenting the slate to the Congregation, the Nominating Committee shall include:
 - 2.12.17.1. The list of criteria used to qualify nominees
 - 2.12.17.2. Information regarding each nominee which addresses the qualifying criteria
 - 2.12.17.3. Guidelines for offering further nominees for consideration (See Exhibit O - Nominations)
 - 2.12.17.4. Procedures for the election process
- 2.12.18. Terms of Service: (See Exhibit B - Duty Roster)
- 2.12.19. Board Members may not serve more than three consecutive elected terms and if appointed to fill a vacancy, may not stand for re-election if another term would extend their service to more than seven years.
- 2.12.20. Vacancies that occur on the Governing Board or Board of Elders shall be filled in accordance with applicable provisions of the Bylaws. However, only individuals deemed "qualified" by the Nominating Committee may be appointed to fill a vacancy on the Governing Board. Only individuals deemed "qualified" by the staff may be appointed to fill a vacancy on the Board of Elders.
 - 2.12.20.1. Appointment to fill a vacancy on the Board shall always be to complete an unexpired term.
 - 2.12.20.2. Every effort shall be made to fill vacancies within three months of their occurrence. However, if there is less than one year of service left in the term the position may remain vacant until it is filled through the election process.

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2.13. Governing Board Member Training and Board Self-Review

- 2.13.1. Board skills, methods, and support will be adequate to assure quality governance by the Board.
- 2.13.2. Training and retraining will orient new Board Members and candidates for Membership, as well as to maintain and increase existing Members' skills and understandings.
- 2.13.3. External monitoring or counseling assistance may be arranged (e.g. fiscal audit).
- 2.13.4. The annual self-review of the Governing Board shall focus on:
 - 2.13.4.1. The Board's openness and communication among its Members.
 - 2.13.4.2. The Board's openness and communication with the Senior Pastor.
 - 2.13.4.3. The Board's ability and skill in developing and monitoring policy.
 - 2.13.4.4. The Board's adherence to policy.

2.14. Officers of the Governing Board

See Bylaws Item III Items A & B

- 2.14.1. The Chairman shall:
 - 2.14.1.1. Ensure the integrity of the Board's process
 - 2.14.1.2. Work with the Executive Committee and Senior Pastor to establish the agenda for all meetings of the Board and Voters Assembly
 - 2.14.1.3. Preside at all meetings of the Board:
 - 2.14.1.3.1. Meeting discussion content will be on those issues that, according to Board policy, clearly belong to the Board to decide or to monitor
 - 2.14.1.3.2. Information that is for neither monitoring performance nor Board decisions will be avoided or minimized and always noted as such
 - 2.14.1.3.3. Deliberation will be fair, open and thorough, but also timely, orderly and kept to the point
 - 2.14.1.4. Initiate counsel with any Member of the Board who violates policy ensuring that policy 2.2.1. is followed
 - 2.14.1.5. Take appropriate actions, which may not be stipulated, but essential for the thorough management of the Board's work so long as those actions are not in violation of other Board policies
 - 2.14.1.6. Determine, in consultation with the Senior Pastor, who should represent the congregation to the public or press should the need arise
 - 2.14.1.7. Implement with the appropriate parties immediately the Child Protection Policy exception when needed. In the event that an incident with a child becomes public, refer all communications to the Board of Trustees chair or his/her appointee for all communications with the press or public. Trustees will consult with an attorney for appropriate direction.
- 2.14.2. The Vice-Chairman shall:
 - 2.14.2.1. Serve as Chairman of the Nominating Committee
 - 2.14.2.2. Initiate counsel with the Chairman of the Board should the Chairman violate policy insuring that policy 2.2.1. is followed.
 - 2.14.2.3. Provide oversight of Policy Manual in order to insure changes are being maintained timely
 - 2.14.2.4. Drive necessary and timely changes to the Strategic plan
 - 2.14.2.5. Provide oversight to the Strategic plan

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- 2.14.2.6. Provide physical presence for the Senior Pastor in conducting all personnel reviews
- 2.14.2.7. Actively participate in regular meetings with the Senior Pastor & Chair
- 2.14.3. The Congregational Secretary shall:
 - 2.14.3.1. Maintain the minutes of all meetings of the Governing Board and Voters Assembly meetings and file copies of all such minutes in the church office;
 - 2.14.3.2. Conduct all official correspondence of the Governing Board and the Voters Assembly
 - 2.14.3.3. Be thoroughly familiar with the congregation's Constitution and Bylaws and serve as the primary resource to the Board(s) and Voters Assembly meetings for questions concerning the same.
 - 2.14.3.4. The Board may meet in executive session at any time; minutes are not taken and the discussion is considered confidential.
- 2.14.4. The Treasurer shall:
 - 2.14.4.1. Record all monies (except those regular donations recorded by the Financial Secretary) received from members and funds left to the Congregation by trust etc.
 - 2.14.4.2. Supervise the bookkeeper to see that deposits are recorded in appropriate accounts that are received in the name of the congregation in a bank or banks designated by the Voters Assembly.
 - 2.14.4.3. Create reports as requested that educate both the Governing Board and the Congregation on the status of the church.
 - 2.14.4.4. See that all financial records of all boards, committees, societies, organizations, Trustees, and programs of the Congregation are reviewed annually. All financial reviews shall be reported to the Congregation. The treasurer and financial secretary shall not serve on a financial review committee. This board may also recommend to the Voters Assembly that an outside firm be hired to complete (an) audit(s).
 - 2.14.4.5. Assist the Governing Board in preparing an annual budget for adoption by the Congregation in the May meeting of the Voters Assembly. The budget shall include all planned salary revisions and program changes from each board.
 - 2.14.4.6. Approve all new checking, savings, and petty cash funds, as well as signatories, required by any boards, committees, societies, and organizations.
 - 2.14.4.7. See that all accounts in the General Fund shall have their interest credited to the general income and not divided by account.
 - 2.14.4.8. <http://www.lcms.org/resources/ctmanual> may be used as a guide for the treasurer

2.15. Board Calendar, Agenda, and Meeting Structure

- 2.15.1. The Governing Board will be responsible for developing an annual calendar.
- 2.15.2. The Board shall establish a basic structure for its meetings.
- 2.15.3. This Board agenda shall work in tandem with the calendar.
- 2.15.4. Additional items may be added as needed.
- 2.15.5. Only those non-members of the Board recognized by the Chairman shall have speaking privileges.
- 2.15.6. Simple majority vote will be defined as greater than 50% of the eligible voters present at a properly called meeting of the Governing Board.

2.16. Asset Protection by the Board

- 2.16.1. The Governing Board shall ensure that cash handling policies are developed and enforced. (See Exhibit G - Cash Handling Policy)
- 2.16.2. The Governing Board shall ensure that the plant, grounds and equipment are not subjected to improper wear and tear or insufficient maintenance.
- 2.16.3. The Governing Board shall not expose the Congregation, its Board or staff to claims of liability.
- 2.16.4. The Governing Board shall develop policies to protect intellectual property, information, and files from loss or significant damage.
- 2.16.5. The Governing Board shall not make or allow any purchase over \$1500.00 without obtaining comparative prices and quality assessment.
- 2.16.6. The Governing Board shall develop and follow policies that protect the Congregation's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

2.17. Ministries of the Congregation

- 2.17.1. All ministries using the name of Immanuel Lutheran must report their work to the Governing Board through appropriate channels and are ultimately accountable to the Congregation.
- 2.17.2. No ministry shall exist without approval and accountability to the Governing Board.

3. Senior Pastor Requirements and Limitations

3.1. Primary Limitations

When representing the Congregation, the Senior Pastor and staff shall act in a manner that is ethical, prudent, legal and consistent with the Constitution, Bylaws and Governance Polices of Immanuel Lutheran Church.

3.2. Communication and Support to the Board

- 3.2.1. The Senior Pastor shall keep the Board informed and supported in its work.
- 3.2.2. The Senior Pastor shall keep the Board aware of (within 24 hours):
 - 3.2.2.1. Anticipated adverse media coverage
 - 3.2.2.2. Any report of abuse or sexual misconduct alleged against any member of the staff
 - 3.2.2.3. Allegations against anyone in a ministry or staff position
 - 3.2.2.4. Demotion or firing of staff
 - 3.2.2.5. Death or serious illness of staff
 - 3.2.2.6. Crises affecting the work, health or safety of staff
 - 3.2.2.7. Violations or alleged violations of any federal or state laws or regulations.
- 3.2.3. The Senior Pastor shall keep the Board aware of (before the next Board meeting or sooner as required):
 - 3.2.3.1. Relevant trends that impact the ministry of the congregation.
 - 3.2.3.2. Non-compliance, by Board or Staff, with any governance policy.
 - 3.2.3.3. Situations that affect the financial budget by \$5000 or greater
 - 3.2.3.4. Changes in the assumptions on which any board policy has been established; this includes Judicatory, Synod or District directions and recommendations
 - 3.2.3.5. Conditions that could have a negative impact on a major ministry program or reputation of the congregation or school
- 3.2.4. The Senior Pastor shall provide written reports for all monitoring data at least one week prior to the scheduled Board meetings.
- 3.2.5. The Senior Pastor shall provide the Board with information and ideas the Board needs and desires in order to make informed decisions.

3.3. Financial

- 3.3.1. The Senior Pastor will support the Governing Board in developing the budget that:
 - 3.3.1.1. Provides recommendations for the budget planning process
 - 3.3.1.2. Is based on an operational plan that moves the congregation forward with regard to its Strategic Plan.
 - 3.3.1.3. Does not recommend any expenditure in any fiscal year of more funds than are responsibly projected to be received in that period.
- 3.3.2. The Senior Pastor shall support efforts to settle payroll and debts in a timely manner.
- 3.3.3. The Senior Pastor, in reporting financial activities and position, shall not allow deviation from accounting principles established by the Board.

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- 3.3.4. The Senior Pastor shall not allow any given ministry area total to exceed the amount of the line item amount budgeted without first receiving approval of their supervisory board.

3.4. Asset Protection

- 3.4.1. The Senior Pastor will support the Governing Board in asset protection that:
- 3.4.2. Does not subject the plant, grounds and equipment to improper wear and tear or insufficient maintenance.
- 3.4.3. Does not expose the Congregation, its Board or staff to claims of liability.
- 3.4.4. Protects intellectual property, information, and files from loss or significant damage.
- 3.4.5. Does not make or allow any purchase over \$1500.00 without at least obtaining comparative prices and quality assessment.
- 3.4.6. Does not endanger the Congregation's public image or credibility, particularly in ways that would hinder the accomplishment of its mission.

3.5. Operational Structure

- 3.5.1. The Senior Pastor shall ensure a structure that has a positive effect on the strategic direction of the congregation.
- 3.5.2. The Senior Pastor shall operate with a written plan for interim replacement or succession of all senior staff, including the Senior Pastor.

3.6. Personnel

- 3.6.1. The Senior Pastor shall not promise or imply permanent or guaranteed employment
- 3.6.2. The Senior Pastor shall ensure that positions or ministries are defined and position descriptions that accurately reflect the responsibility and tasks assigned to the position.
- 3.6.3. The Senior Pastor shall not assume authority that is clearly delegated to some other entity or person.
- 3.6.4. The Senior Pastor shall conduct annual written staff performance appraisals of his direct reports and share the results with the appropriate church staff member. The raw data as well as an interpretation of the data may be shared with the Board when requested and as deemed appropriate.
- 3.6.5. The Senior Pastor shall ensure the church staff is acquainted with their rights under the Operational Policies.
- 3.6.6. The Senior Pastor shall inform the Board when he or another staff member has received a divine call, giving notice before the next Board meeting.
- 3.6.7. The Senior Pastor will work with the Board and the Personnel Advisory Committee on personnel issues when appropriate.

3.7. Compensation

- 3.7.1. The Senior Pastor shall not change his own compensation and benefits.
- 3.7.2. The Senior Pastor's compensation and benefits shall be established annually by the Elders working with the Governing Board before the annual budget is prepared. (see ByLaws V,A,6)
- 3.7.3. The Senior Pastor shall also be provided with financial support for communication tools, including a cell phone and cellular service, as he (they) will be providing pastoral coverage at Immanuel Lutheran. (See Exhibit V – Pastoral Cell Phone Policy)

3.8. Ministry Programs

- 3.8.1. The Senior Pastor shall ensure programs and other services contribute to the achievement of the congregation's Strategic Plan.
- 3.8.2. The Senior Pastor is accountable to the Congregation through the Board of Elders for objectives as agreed upon in the Voters Assembly.
- 3.8.3. The Senior Pastor will lead the congregation in establishing ministry plans.
- 3.8.4. The Senior Pastor is responsible for developing and training the various ministries and will be held accountable to the Congregation through the Board of Elders.
- 3.8.5. The Senior Pastor shall require the called staff to engage lay members of the congregation in ministries of the church.

4. Organizational Relationships

4.1. Actions Requiring Governing Board Approval

- 4.1.1. Election of Officers of the Board;
- 4.1.2. Selection of the auditor or financial reviewer and oversight of the audit or review process;
- 4.1.3. Receipt and review of financial audits or reviews;
- 4.1.4. Affirmation of the annual fiscal budget;
- 4.1.5. Change in the membership of any committee of the Board at any time and fill vacancies;
- 4.1.6. Discharge of any committee of the Board; and
- 4.1.7. Appointment of a financial secretary.

4.2. Delegation and Performance Management

- 4.2.1. The function of the Governing Board is to develop, monitor and enforce governance policy, not to implement it.
- 4.2.2. The Governing Board shall relate to all staff officially only through the Senior Pastor.
- 4.2.3. All staff, including the Senior Pastor, shall refrain from delegating responsibilities, assigning tasks, or managing performance of any other staff who does not directly report to him or her.
- 4.2.4. Members of Governing Board and any board shall be prudent in their contact with staff and shall keep the Senior Pastor informed about significant contacts they have with any staff member.
- 4.2.5. The Senior Pastor, using reasonable interpretation of the Board's stated Strategic Plan and Senior Pastor Limitations, may develop operational guidelines, rules, or procedures and may make decisions as long as not conflicting with governing policies.
- 4.2.6. The authority of the Senior Pastor shall begin where the explicit pronouncements of the Board end, within the boundaries of the Constitution and By Laws, and not exceed or impose on the authority assigned to other boards, officers or individuals.

4.3. Senior Pastor Limitations

- 4.3.1. Be empowered to take actions and make administrative decisions that are deemed necessary to attain congregation results except
 - 4.3.1.1. actions which are not in accordance with the congregation's strategic direction;
 - 4.3.1.2. actions in violation of law, applicable regulations, orders of courts or commonly accepted business and professional ethics
 - 4.3.1.3. actions in violation of Constitution and Bylaws
 - 4.3.1.4. actions specific to Senior Pastor Limitations as stated by Board and church policies;
 - 4.3.1.5. actions exclusively assigned as the responsibility and under the authority of other individuals, staff, church officers or boards of the Congregation per Bylaws and / or written policies.

4.4. Senior Pastor Accountability

- 4.4.1. The Senior Pastor shall be accountable to the Governing Board for his ability to:
 - 4.4.1.1. Lead the congregation in spiritual growth through ministry, teaching, prayer and outreach;
 - 4.4.1.2. Promote the congregation's strategic direction through personal and staff action;
 - 4.4.1.3. Comply with limits established in Senior Pastor Limitations
 - 4.4.1.4. Provide adequate counsel to the Board through personal and staff action, including counsel on social, legal, theological, synodical, and other changes relevant to the Board's decision areas;
 - 4.4.1.5. Relate with integrity, honesty, and straightforwardness, in a Christ-like manner, to the Board;
 - 4.4.1.6. Accomplish strategic direction while staying within Senior Pastor Limitations and complying with other policies.
- 4.4.2. The Senior Pastor shall be accountable to the Elders for:
 - 4.4.2.1. The responsibilities assigned to him in the call documents, as outlined in the Constitution and By Laws
 - 4.4.2.2. Conformance with the confessions and statutes of the Lutheran Church Missouri Synod.

4.5. Exceeding Senior Pastor Limitation

- 4.5.1. The Senior Pastor shall notify the Congregational Chair once he realizes he has exceeded a Senior Pastor Limitation.
 - 4.5.1.1. If the issue is immediately correctable, the Senior Pastor shall take the necessary action within policies and report the results to the Board.
 - 4.5.1.2. If the issue is not immediately correctable, the Senior Pastor shall suggest corrective actions, reporting them and gaining approval of a deadline for complete correction from the Board.
- 4.5.2. Should other staff members or Congregation members believe that a Senior Pastor Limitation has been violated they shall report their observation to the Senior Pastor to determine if in fact a limitation has been violated.
- 4.5.3. After repeated recurrences of exceeding Senior Pastor Limitations, the Chair will conduct: (1) a performance evaluation of the Senior Pastor and (2) a discussion with the full Board about the Senior Pastor's performance.

4.6. Means of Monitoring

- 4.6.1. The Board primarily will utilize reports submitted by the Senior Pastor to monitor adherence to governance policies. However, on rare occasions, as determined necessary by a 2/3 majority vote of the entire Board and where not otherwise stipulated, the Board may investigate adherence and progress.
- 4.6.2. Management Reports: These periodic statements and overviews will provide information and counsel to the Board regarding programs, trends, and developments that may affect the Board's work and report on the Senior Pastor's compliance with Board policies.

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- 4.6.3. Direct Monitoring: Monitoring is used to confirm compliance with the Board's policies in all four policy areas.
- 4.6.4. The Senior Pastor shall:
 - 4.6.4.1. Report at least quarterly to the Board on the progress achieved towards the Strategic Plan of the congregation (See Exhibit Q – 2013 Strategic Plan)
 - 4.6.4.2. Provide to the Board current financial budgets as they are developed or when modifications are proposed.
 - 4.6.4.3. Provide to the Board the current operational policies and suggested revisions as needed.
 - 4.6.4.4. Propose to the Board new operational structures as they are developed with an explanation of the responsibilities assigned;
 - 4.6.4.5. Provide to the Board each long-term outlook study after it is developed;
 - 4.6.4.6. Annually review the operational crisis and disaster management plan, and provide the Board with a copy of such plan;
 - 4.6.4.7. Annually review the plan for interim replacement and succession of all senior staff, and provide the Board with a copy of such plan;
 - 4.6.4.8. Provide to the Board summaries of each new program and service as they are developed;
 - 4.6.4.9. Provide semi-annual reports to the Board regarding pastoral staff performance appraisals and any staff disciplinary actions;
 - 4.6.4.10. Present to the Governing Board (before his semi-annual appraisal) his personal ministry plan;
 - 4.6.4.11. Provide reports no less often than annually concerning the roster of "Advisory Councils" being used by each Staff member in fulfillment of Policy xx;
 - 4.6.4.12. Provide reports no less often than annually listing the names of all individuals engaged in ministries, and the training they have received, in fulfillment of Policy xx;
 - 4.6.4.13. Provide annually a demographic report of the congregation including baptized members, confirmed members, inactive members, and developing trends in age, gender and other pertinent areas.

4.7. General Duties of Officers and Board Members:

- 4.7.1. They shall commit to praying individually and collectively for and to encourage the pastor(s) and staff by both words and actions.
- 4.7.2. Participate in discussion and planning of their boards by channeling ideas, comments, or criticisms from Congregation members to the Governing Board as well as contributing their own thoughts and suggestions.
- 4.7.3. Assist the chairman, vice chairman, or other members of the Governing Board as requested.
- 4.7.4. Promote enrollment, participation, and regular attendance of all members in the various parish educational programs of the Church.
- 4.7.5. Collaborate with the Governing Board in preparing the annual report.
- 4.7.6. Submit an annual list of all planned fundraisers to the Governing Board for approval at the annual Congregational budget meeting. Solicitation within the membership of individual boards, committees, societies, and organizations does not require Stewardship or Voters Assembly approval.
- 4.7.7. Notify the congregational chairman and the Governing Board of regularly scheduled meeting dates.

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- 4.7.8. Bring the motions and policy changes of their respective boards to the Governing Board.
- 4.7.9. Establish their own operational procedures and forward them to the Governing Board no less than annually.
- 4.7.10. No manager shall serve as an officer of a board.
- 4.7.11. No officer or board chair shall serve as an officer of another board.
- 4.7.12. All chairs and vice-chairs of all boards, committees, special committees, and standing committees shall be members of Immanuel Evangelical Lutheran Church.

Should any member of the Governing Board, committee or paid staff disregard policy, it shall be the responsibility of the observer to first discuss their observation with the person not following policy and then jointly take it to that individual's immediate supervisor. The supervisor, within 48 hours of knowledge, will then make their immediate supervisor aware of the situation and determine appropriate next steps.

If the review:

- 4.7.12.1. Determines that it was a one-time mistake, then the supervisor will provide counsel to the individual.
- 4.7.12.2. Determines that the policy is in question, then the supervisor will direct the circumstance to the policy owner for review.
- 4.7.12.3. Determines that it was an intentional act with no intent to change, then the supervisor will follow performance management policy for handling.

5. Educational Administrator

The Educational Administrator (also referred to as Principal Administrator) is responsible for school leadership, management, staff administration and supervision to provide a safe, nurturing, and age appropriate, learning environment where children can grow physically, emotionally, intellectually, and spiritually and accomplish the stated mission.

5.1. Management

- 5.1.1. Approve all admissions, transfers, promotions, accelerations, retention, suspensions, or expulsion of students in accordance with policies adopted by the Board in consultation and timely manner with the Board of Christian Education
- 5.1.2. Conduct regular staff meetings with written agendas
- 5.1.3. Provide written reports on strategic progress to the Board of Christian Education, prior to scheduled meetings
- 5.1.4. Recommend a timely response to the board chair and Senior Pastor to any issues that may put the School Campus reputation at risk
- 5.1.5. Establish the schedules for the School Campus including the childcare of both preschool and school aged youth (SAY Program) and serve as the manager of all the programs at the School Campus.

5.2. Public Relations and Communications

- 5.2.1. Participate in congregational and appropriate community activities
- 5.2.2. Provide for communication with parents through bulletins, newsletters, message board, questionnaires, School Campus, visits, consultations, meetings, or similar activities
- 5.2.3. Maintain and update handbooks for faculty, students, and parents
- 5.2.4. Coordinate communication that offers School Campus services to the whole congregation and the community
- 5.2.5. Collaborate with a Promotion & Marketing team to promote the School Campus

5.3. School Office Management

- 5.3.1. Maintain student records relating to attendance, academic achievement, health, biographical evaluations, and certification data.
- 5.3.2. Maintain official copies of policies position descriptions, and other documents approved by the Board of Christian Education
- 5.3.3. Manage the all duties of the School Campus staff and volunteers

5.4. Student Enrollment and Admissions

- 5.4.1. Annually compile data regarding number and names of eligible children and students in the congregation and the community
- 5.4.2. Annually set enrollment goals and five-year projections based upon the compiled data
- 5.4.3. Maintain the historical data and include new annual updates

5.5. Financial Planning and Accounting

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- 5.5.1. Prepare, administer and achieve the School Campus budget and all related financial matters, and follow purchasing procedures under the direction of the Treasurer of the congregation
- 5.5.2. Maintain & provide information regarding current costs and projected needs required for preparing the annual budget
- 5.5.3. Develop and maintain a five-year financial projection to assure quality pre - K child development and Christian education and responsible use of resources
- 5.5.4. Approve in accordance to the Constitution and by-laws all fund raising events of that benefit School Campus's students, programs or mission
- 5.5.5. Carry out any collection policies approved by the Board of Christian Education
- 5.5.6. Recommend Scholarship awards to the Board of Trustees in accordance with policies developed by the board of Trustees
- 5.5.7. Annually, with the assistance of the Board of Christian Education, evaluate and recommend any suggested changes in the salary/wages and benefits(s) of all staff and teachers
- 5.5.8. Evaluate and purchase equipment and supplies for the School Campus, or approve requests to purchase equipment and supplies.

5.6. Board of Christian Education Executive Administration

- 5.6.1. Recommend to the Board any appropriate changes or additions to policies and procedures necessary to achieve the School Campus's purpose
- 5.6.2. Serve as a spokesperson for the Board, to communicate policies and programs to the staff
- 5.6.3. Carry out Board policies and directives
- 5.6.4. Represent the faculty and staff at Board meetings and involve them in meetings when desirable

5.7. Management of School Education Programs and Ministry

- 5.7.1. Curriculum
 - 5.7.1.1. Develop and supervise a plan of curriculum development along with proposals for ongoing efficiency to meet enrollment increases and decreases
 - 5.7.1.2. Partner with faculty and staff members to provide a program of spiritual ministry for all students for the nurture and development of their faith and life under the guidance and blessing of the Holy Spirit working through the Word
 - 5.7.1.3. Approve classroom schedules and periodically review lesson plans
 - 5.7.1.4. Assure required accredited curriculum objectives are attained by each teacher at each grade level for all subjects
 - 5.7.1.5. Develop academic year and summer program schedules
- 5.7.2. Supervision of Teachers and Instruction
 - 5.7.2.1. Develop and manage a program for the supervision of instruction to help teachers develop and improve their skills in teaching and helping children
 - 5.7.2.2. Evaluate teacher performance by preparing annual appraisals in accordance with the Teacher Evaluation and Supervision section in the Board of Christian Education Handbook
 - 5.7.2.3. Maintain personnel files including biographical, health, evaluative, and certification data. This includes, but is not limited to; ordering staff background checks and confirming that necessary licenses are valid.
 - 5.7.2.4. Administer performance assessments of all teachers, provide correction when needed, maintain a record of any disciplinary action and inform the board when board action is needed.
 - 5.7.2.5. Conduct orientation sessions for new teachers and prior to school year meetings with all staff members
 - 5.7.2.6. Ensure a consistent and reliable form of communication and feedback for staff
- 5.7.3. In-Service for Professional and Spiritual Growth
 - 5.7.3.1. Provide in-service opportunities for professional growth to meet both individual and collective needs of the faculty
 - 5.7.3.2. Provide in-service opportunities for spiritual growth to meet both individual and collective needs of the faculty

5.8. School Climate

- 5.8.1. Spiritual Leadership - The Principal Administrator will, in carrying out the responsibilities assigned by this job description, seek to bring honor to God's name and enhance the ministry of Jesus Christ and recognizes spiritual responsibility toward students, teachers, hourly staff, parents, and the congregation. This will require living closely with Christ through prayer, study of God's word, church attendance, and communion.

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- 5.8.2. Student Life - The Principal Administrator is responsible for creating and maintaining a school environment, which will contribute positively to the life, growth, and learning of all students.
- 5.8.3. Discipline in the School - The Principal Administrator will administer the procedure for School Campus wide Disciplinary Action as stated in the Parent/Student Handbook.
- 5.8.4. Parental Communication and Involvement-Respond promptly to the needs, questions, and concerns of families involved with the CCDC and school. Meet with prospective parents and provide information regarding programs, policies, and tuition .Develop rapport with children and families by daily involvement with them.
- 5.8.5. The safety of our children is of utmost importance. The Child Protection policy is provided in Exhibit S.

5.9. Buildings and Grounds

- 5.9.1. Maintain a hospitable, safe, and secure environment for all who use the facility
- 5.9.2. Recommend changes to the Board of Trustees regarding building care, maintenance, and security
- 5.9.3. Work with appropriate congregational leaders in the management and supervision of school property and equipment and to also develop an annual 5 year capital plan

5.10. Extra-Curricular Activities

- 5.10.1. Directly responsible for all special school programs, projects, and co-curricular activities
- 5.10.2. Ensure proper resources and approvals are obtained for all activities including, but not limited to:
 - 5.10.2.1. Musicals and Plays
 - 5.10.2.2. Athletics
 - 5.10.2.3. Chapel Services
 - 5.10.2.4. Graduation, awards, and other special services
 - 5.10.2.5. Picnics and Class Trips
 - 5.10.2.6. Summer Programming

5.11. Evaluation

- 5.11.1. A written and objective evaluation will be conducted annually, no later than April 1st

6. Standing Committees of the Governing Board:

6.1. Personnel Advisory Committee

- 6.1.1. The Personnel Advisory Committee, a standing committee of the Governing Board, serves both advisory and supportive functions for the Board.
- 6.1.2. The Chairman of the Congregation shall nominate a member of Immanuel Lutheran Church to chair the committee to the Governing Board for approval. The chair of the committee shall recruit two to five members to assist; all members of the committee shall be approved by the Governing Board.
- 6.1.3. No paid personnel shall be a member of this board in any capacity. In addition, no member of the committee shall have a continuing conflict of interest (See Exhibit D - Conflict of Interest Policy).
- 6.1.4. The Personnel Committee shall maintain a salary schedule as set forth in the Personnel Handbook.
- 6.1.5. The Personnel Advisory Committee shall review and recommend to the Governing Board suggested changes in wages, salaries and benefits to all paid personnel of Immanuel Lutheran Church and School before extending a contract or offer to employ.
- 6.1.6. The Personnel Advisory Committee shall review suggested changes by the Governing Board in wages, salaries and benefit(s) during the Church fiscal year, and alert the Board if the total of all changes remains within the approved budget for personnel wages, salaries and benefits.
- 6.1.7. The pastor(s) and administrator shall not be considered ex-officio members of the Committee but may be asked to provide input into personnel decisions.
- 6.1.8. Personnel Policies within the Operational Policies shall not:
 - 6.1.8.1. Deviate from local, state or federal law or regulations in the ethical treatment of employees.
 - 6.1.8.2. Be in conflict with the effective day-to-day operation of the congregation.
 - 6.1.8.3. Fail to establish an effective, written Conflict of Interest Policy for the staff.
 - 6.1.8.4. Impair the dignity, safety, and right to ethical job-related dissent of employees.
- 6.1.9. Personnel policies shall ensure that grievances by employees shall receive fair, internal hearing though procedural safeguards. In addition, no retaliatory action may be taken by the Senior Pastor against any employee who makes a job related grievance.
- 6.1.10. The dismissal procedure for pastor(s), principal(s) or other synodically trained staff member(s) is covered in the Constitution and By-laws. The dismissal procedure for all other paid personnel is set forth in the Employee Handbook and the Personnel Handbook.
- 6.1.11. See Exhibit XX for the Hiring Process.
- 6.1.12. Employee Policy Handbook is a stand-alone document.

6.2. Long Range Planning Committee

- 6.2.1. The Long Range Planning Committee is a standing advisory, committee appointed by the Governing Board, tasked with developing, tracking and driving implementation of long range strategic plans for Immanuel

6.3. Communications Committee

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- 6.3.1. The Communications Committee is a standing committee appointed by the Governing Board tasked with working with the pastor(s) to:
 - 6.3.1.1. Ensure publication of monthly newsletters.
 - 6.3.1.2. Publish and broadcast news releases regarding important Congregational events.
 - 6.3.1.3. Create and schedule advertising.
 - 6.3.1.4. Update posted information on bulletin boards both inside and outside the Church.
 - 6.3.1.5. Utilize mass media to further Church ministry.
 - 6.3.1.6. At the discretion of the governing board, provide informational notices to the Congregation and/or school parents

7. Board of Christian Education

7.1. Board of Christian Education Policies (need updating)

- 7.1.1. The Board of Christian Education is responsible for all of the duties assigned in the Bylaws, Item V Section B, including and not limited to the establishing and evaluating policies, goals and objectives by which Immanuel Lutheran School and the Christian Child Development Center shall operate.
 - 7.1.1.1. The Board of Christian Education periodically will review and update its policies and processes.
 - 7.1.1.2. The Board of Christian Education policies are included in Exhibit A of the policy manual.

8. Board of Elder Policies (for inclusion and updating)

8.1. Board of Elder responsibilities

- 8.1.1. The Board of Elders is responsible for all duties assigned in the Bylaws, Item V Section A, always with concern for the spiritual health and welfare, as well as special needs, of individuals in the Congregation.
- 8.1.2. The Board of Elders periodically will review and updates its policies and processes.
- 8.1.3. The Board of Elders polices are included in Exhibit A of the policy manual

8.2. Worship Mission and Ministry Team

- 8.2.1. The Worship ministry team, a ministry of the Board of Elders, is responsible for arranging God-pleasing conduct of both Word and Sacrament
- 8.2.2. The Worship Mission and Ministry Team do not have policy-making authority.
- 8.2.3. The Worship team shall:
 - 8.2.3.1. Be responsible for the God-pleasing conduct of worship in both Word and Sacrament.
 - 8.2.3.2. Approve God-pleasing new forms of worship, special music, or chancel decorations.
 - 8.2.3.3. In cooperation with the Board of Elders, regularly review the start time, number of worship services, number of Holy Communion celebrations and special services to see that the overall needs of the Congregation are being met.
 - 8.2.3.4. Distribute recordings of services and sermons to any members who desire them.
 - 8.2.3.5. Assist the pastor(s) in conducting weddings, funerals, etc. when requested.
 - 8.2.3.6. Oversee the usher, acolytes, and greeter schedules.
 - 8.2.3.7. Oversee the activities of the Altar Guild.
 - 8.2.3.8. Oversee the activities and training of volunteers to staff the sound / video system during services

8.3. Children's Mission and Ministry Team

8.3.1. Sunday School

- 8.3.1.1. The Children's Ministry team is accountable to the Board of Elders. The team is responsible to work with the Director of Christian Education to establish objectives, goals, and outreach for Christian education of the children of the Congregation.
- 8.3.1.2. The Children's Mission and Ministry Team does not have policy-making authority.
- 8.3.1.3. The team shall review the various parish educational programs (including Sunday School, Vacation Bible School) in order to evaluate and improve them.
- 8.3.1.4. The team shall work with the DCE and Pastor(s) in recruiting and training of teachers for the various parish educational programs. The team shall encourage Sunday School administrators and teachers to attend workshops and seminars offered by the District and Synod.
- 8.3.1.5. The team shall make recommendations to the Governing Board for new parish educational programs to meet the needs of children of the Congregation and community.
- 8.3.1.6. The team shall promote church and Sunday School attendance of all eligible Sunday School-aged children.
- 8.3.1.7. The team will make sure that appropriate enrollment and attendance records are maintained and that regular status reports are made to the Governing Board. This includes keeping accurate cradle roll records.

8.4. Catechism / Confirmation

8.5. Youth Mission and Ministry Team

- 8.5.1. The Youth Mission and Ministry team, a ministry reporting to the Board of Elders, shall collaborate with the Director of Christian Education to:
- 8.5.2. The Youth Mission and Ministry Team do not have policy-making authority.
- 8.5.3. Develop, supervise, coordinate and promote special events, activities, and programs to welcome and integrate youth, confirmands and their parents into the ministry and worship life of the youth group.
- 8.5.4. Involve the youth in worship services.
- 8.5.5. Offer the youth opportunities for Christian service and fellowship. .
- 8.5.6. Study, adapt, and recommend appropriate programs from District, Synod, and other sources to the Congregation for use in the youth ministry of the Church.
- 8.5.7. Collaborate with other Lutheran churches to develop plans to attend the various scheduled Lutheran Church-Missouri Synod youth programs.

8.6. Women's ministry

- 8.6.1. The Women's ministries of Immanuel Lutheran Church are organized independently and broadly accountable to the Board of Elders
- 8.6.2. Annually, each Women's group shall submit a summary of activities, income and expenses to the Board of Elders, both for accountability and tax-exemption purposes.

8.7. LERT Mission and Ministry Team

- 8.7.1. The LERT Chapter commissioned by Immanuel Lutheran Church is organized independently and broadly is accountable to the Board of Elders.
- 8.7.2. Annually, the LERT Mission and Ministry Team shall submit a summary of activities, income and expenses to the Board of Elders, both for accountability and tax-exemption purposes.

8.8. Time, Talent & Treasure Ministry Team

- 8.8.1. The Time, Talent & Treasure Ministry team serves as standing work team to encourage and educate members regarding stewardship. A standing committee reporting to the Board of Elders, the team will:
 - 8.8.1.1. Plan, organize, and execute a stewardship education with emphasis on time, talents and treasures. In connection with such a program solicit commitments setting forth time, talents and treasures from members for the work of God in the church and community.
 - 8.8.1.2. Create and maintain a database of the membership concerning abilities, interests, and experience so the leadership may enlist their services in the Congregation.
 - 8.8.1.3. Foster Congregational support for local, national and international mission programs through information about their respective needs.
 - 8.8.1.4. Support the Board of Trustees by soliciting investments into the Lutheran Church Extension Fund for continued growth and expansion of the Lutheran Church-Missouri Synod.
 - 8.8.1.5. Promote the remembrance of the Church with enduring gifts.
 - 8.8.1.6. Develop programs to discover and support qualified and interested members of the Congregation who may study for full time service to the Lord as pastors, principals, teachers, etc.

9. Board of Trustees Policies (updated August 2013)

9.1. Trustee Responsibilities

The Board of Trustees is organized according to the Constitution of Immanuel Lutheran Church and its members are responsible for all of the duties assigned to them in the By-laws, Item VI

- 9.1.1. The Board of Trustees shall have the care, custody and control of the property of Immanuel Lutheran Church.
- 9.1.2. The Board of Trustees is responsible for the Restricted and Memorial Funds. No person in the Congregation shall have access to a Restricted Account other than the individual, staff, officer or Board Chair assigned the accountability for approval to use any restricted fund.
- 9.1.3. The Individual, staff person, officer or Board Chairs assigned to each account are listed in Exhibit H
- 9.1.4. The Process for setting up, adding funds to or using money from a Restricted Account is described in Exhibit I.

9.2. Document Retention Policy

- 9.2.1. The Board of Trustees is responsible to create and maintain a Document Retention Policy for Immanuel Lutheran Church. The policy is outlined in Exhibit J

9.3. Memorial Committee

- 9.3.1. The Memorial Committee is a standing committee of the Board of Trustees, its membership appointed by the Board of Trustees.
- 9.3.2. At least one trustee shall serve on the Memorial Committee as liaison and regularly report to the Board of Trustees.
- 9.3.3. The Memorial Committee shall meet as needed, record minutes and forward the minutes to the Board of Trustees.

9.4. Endowments

- 9.4.1. The Board of Trustees is responsible to administer all endowments entrusted to Immanuel Lutheran Church, per ByLaws VI,B,3. according to the stated wishes of the donors and accepted by Immanuel Lutheran Church.
- 9.4.2. Exhibit L outlines all of the requirements, process and restrictions of the endowment funds given to the Glory of God and to Immanuel Lutheran Church.

9.5. Properties Committee

- 9.5.1. The Properties Committee, a standing committee of the Board of Trustees. One member of the Board of Trustees shall serve as liaison between the Committee and the Trustees.
- 9.5.2. The Committee shall:

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- 9.5.2.1. Regularly schedule meetings and record minutes.
- 9.5.2.2. Conduct an annual inspection of all Church properties to update Properties Status log.
- 9.5.2.3. Working with appropriate church and school staff, create and maintain a prioritized list of needed maintenance, repairs and improvements and estimate costs of the items on the list. Forward this list to the Board of Trustees and the Governing Board no less than once a year.
- 9.5.2.4. Work with the Board of Trustees to project an annual budget for needs at the appropriate time in the church fiscal year.
- 9.5.2.5. Ensure that needed improvements are made. Enlist volunteers or contract for all necessary, non-emergency repairs up to a cost of \$1500.00. Consult the Trustees before contracting for any non-emergency repairs in excess of this amount.
- 9.5.2.6. Regardless of cost, perform emergency maintenance repairs as soon as possible.
- 9.5.2.7. Recommend the purchase of necessary major equipment.
- 9.5.2.8. Provide for adequate storage of all Church property and equipment. Establish rules and guidelines for usage.
- 9.5.2.9. Provide the custodian and / or maintenance person with a schedule of daily, weekly, monthly and annual maintenance requirements of the Church and school facilities.
- 9.5.2.10. Supervise the issuance and recovery of keys and key cards to both the Church and school buildings.
- 9.5.2.11. Recommend to the Board of Trustees policies and rules for the use of the facilities of the Congregation by auxiliary organizations, individual Congregation members and outside groups.
- 9.5.2.12. Notify the Trustees of any changes of property so the proper insurance coverage may be obtained.
- 9.5.2.13. Recommend any major changes in non-structural building alterations.
- 9.5.2.14. See that attractive signage is maintained both inside and outside the facilities.

9.6. Scholarship Committee

- 9.6.1. The Scholarship Committee, a standing committee to the Board of Trustees. It is responsible to award financial aid to applicants who meet the requirements set by the Board of Christian Education. See Scholarship policies.

9.7. Technology Ministry Committee

- 9.7.1. The Technology Ministry Committee, a standing committee of the Board of Trustees. It is responsible to evaluate, maintain, inventory and improve technology services on the Immanuel campus. The team will also coordinate needed training for technology users.

10. Revision Procedures

10.1. Policy Change & Quality Control

- 10.1.1. Any new policy or revision to current policy operating as a recognized ministry of Immanuel Lutheran, Freeport, IL must be included in the Immanuel Policy manual.
 - 10.1.1.1. If the addition or change impacts all boards and committees it will be part of the manual directly and details will be included within.
 - 10.1.1.2. If it is an addition or change to any committee or board that role up to the Board of Christian Education, Elders or Trustees, and their associated ministries and committees, they should be added within their individual policy manuals.
 - 10.1.1.3. If the addition or change is to an existing policy relating to the Board of Christian Education, Elders or Trustees and their associated ministries and committees, it should be made directly to their policy and the policy imbedded in the Immanuel Policy Manual.
- 10.1.2. All additions or changes should be submitted using the “New Policy Template” included as Exhibit P1.
- 10.1.3. All additions or changes must be tracked and approved by the next level up as noted in Exhibit P2 – “New or Amended Policy or Procedure Change”
- 10.1.4. Changes may not be implemented until they have been approved.
- 10.1.5. All boards holding an individual policy manual must maintain a policy change log as noted in Exhibit R.
 - 10.1.5.1. All boards are responsible for review and approval of the changes prior to adding to their change log.
 - 10.1.5.2. Review of change or addition should include confirmation that it does not conflict with existing policy within their ownership.
 - 10.1.5.3. Once review is complete, the revised Policy manual for their board should be forwarded to the Governing Board secretary.
- 10.1.6. Policy changes and additions to the Immanuel Policy manual require the following steps by the Governing Board secretary:
 - 10.1.6.1. Change requests reviewed within 30 days of receipt for any conflict to existing policies.
 - 10.1.6.2. Change request are taken to the Governing Board for approval or recommended revisions.
 - 10.1.6.3. Once approval is complete, change or addition is added to the Immanuel Policy Manuel.
 - 10.1.6.4. The policy change log is updated.
 - 10.1.6.5. A PDF version of the revised Policy Manuel is added the Immanuel website.
- 10.1.7. If the policy addition or change is not approved by the Governing Board within 30 days of receipt, then the requesting board will receive
 - 10.1.7.1. The reason the policy will not work as documented.
 - 10.1.7.2. The areas requiring change in order to resubmit.
 - 10.1.7.3. Any suggestions that may support the acceptance of the request.

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- 10.1.8. If the reason the approval is due to a conflict with existing policies, the board requesting the change should meet with the other boards impacted to determine best course of action.
- 10.1.9. Once course has been agreed upon, the request will go back to the Governing board for the approval process.

11. Miscellaneous Policies

11.1. Use of Immanuel Property

The property Immanuel has been blessed with is also God's mission field and as such, it is intended to be used for the purpose of growing God's kingdom.

The following policy relating to Immanuel properties is developed to honor God's word that "everything should be done in a fitting and orderly way." 1 Corinthians 14:40.

Since this is a Christ Centered property, it is required that all activity that takes place be to God's Glory and not violate his commandments. It is also important that any activity be consistent with and in support of the Immanuel Mission & Vision as determined by the Immanuel Governing Board:

"Immanuel Lutheran Church is "a Christ-centered family, engaged in mission, sharing the love of Jesus Christ through Word and Sacrament."

Our Vision is that all Immanuel members are: Enlivened, Empowered, and Engaged

Use of Immanuel property is limited to activities for Immanuel church family use and the occasional use by others following our schedule guidelines.

11.1.1. Process

- 11.1.1.1. Request for any property should come through either the church secretary or the school secretary to first confirm availability of the property for the desired date.
- 11.1.1.2. If the date is available, a checklist and rental contract will be given to the requester. The date will be penciled in for one week in order for paperwork to be completed and returned. If the paperwork including a written requested date as well as the signed and completed rental agreement that meets all the requirements is not returned, the date opens back up and becomes available on first request basis.
- 11.1.1.3. Once completed paperwork is received and it matches the requirements, the date will be firmed up and half the deposit requested at that time.
- 11.1.1.4. If either secretary has any concerns or questions regarding coverage or agreement requirements in the request, they will refer the information to the Trustee's for further review and recommend next steps.

11.1.2. Availability

- 11.1.2.1. Immanuel related use will supersede all other requests until the deposit and fees have been paid.
- 11.1.2.2. Immanuel family requests will supersede all nonmember requests until the deposit and fees have been paid.
- 11.1.2.3. In the event of a funeral at Immanuel or other priority need approved by the Senior Pastor, Immanuel reserves the right to cancel use within 48 hours or offer a rescheduled date that is available. Fees paid will be returned in the event of a cancellation.

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11.1.2.4. In the event that multiple requests are received for the same date, the following priority will be applied to scheduling:

Church Functions

School functions scheduled within 30 days of the event

Immanuel sponsored sport activities scheduled more than 30 days in advance

Weddings

Funerals

Family functions planned for 50 or more guests

Immanuel sponsored sport activities scheduled less than 30 days in advance

Other events scheduled and the required deposits and fees paid

11.1.2.5. Events outside of Immanuel School & Church sponsored may not be scheduled more than 30 days in advance with the exception of Weddings and family functions of 50 guests or more.

11.1.3. Location Options

11.1.3.1. The following areas are designated as potential for additional use other than their original intent. Their use is contingent upon availability and other policy requirements identified within this document. Any other portion of the building requires approval by the Senior Pastor for consideration and may require additional approval.

Church Sanctuary (See the Senior Pastor or Elders for additional details)

Church Narthex

Church Fellowship Hall

Church Library

Youth Room

Gym

School Kitchen

School Cafeteria

Soccer Field

Storage Shed

11.1.4. Note that the Church Sanctuary may also be available however follows policy specific to the Elders Policy Manual. The sanctuary may not be used for fund raising purposes of any kind or any purely secular purpose. See the Senior Pastor or Elders for more information and scheduling.

11.1.5. Usage & Care

11.1.5.1. No liquor or alcoholic beverages shall be served or brought onto the premises.

11.1.5.2. Gambling or games of chance are not allowed on the premises.

11.1.5.3. When food is served, all debris must be placed in the appropriate containers provided. Containers must be emptied according to instructions attached to them.

11.1.5.4. Tableware, coffeepots, or other utensils are not provided unless special arrangements have been made prior to the event.

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- 11.1.5.5. Property access is limited to the area being rented and the adjoining access area and restrooms.
- 11.1.5.6. Immanuel Property may not be used for non-Immanuel sponsored fund raising purposes without Governing Board approval.

11.1.6. Scheduling

- 11.1.6.1. The secretaries will maintain a current and separate schedule at all times for each of the locations available for rent.
- 11.1.6.2. Immanuel School & Church use of the gym must be scheduled 20 days in advance or risk losing open dates to another group.
- 11.1.6.3. Immanuel property may not be scheduled during our Sunday worship hours between 9 am and 11:30 am.
- 11.1.6.4. Additionally, the Narthex and Sanctuary may not be scheduled on Monday nights between 6 & 7 pm or Thursday night from 6 to 7:30 pm.

11.1.7. Access

- 11.1.7.1. A single key will be given to the contract signer 24 hours prior to the event.
- 11.1.7.2. A combined deposit on the key and any damages will be returned if there are no damages, the doors have been locked after the event and the key has been returned within 24 hours of the event.

11.1.8. Pricing

- 11.1.8.1. All fees must be paid one week prior to the event unless other arrangements have been approved at time of contract signing.

11.1.9. Damage Deposits

- 11.1.9.1. Deposit will be returned within 7 days after the event provided no loss or damage was encountered.
- 11.1.9.2. Fees: \$250 gymnasium
\$250 church
\$50 all other

11.1.10. Usage Fees

- 11.1.10.1. Church Members- personal use
If a church member is using the property for their personal use that does not include any group outside of Immanuel or are not receiving any compensation for its use, a free-will donation is suggested. Clean up may be done by the church family or a custodial fee can be assessed and charged based on event type. Gym tarps must be placed by someone with demonstrated ability at putting down and taking up and a \$75 fee will be assessed.

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- 11.1.10.2. Immanuel Member Sponsoring Group use
If a church member is personally sponsoring a sports event and they are assuming the liability or using the property for their personal use and receiving compensation for its use, a 50% reduced fee will be assessed.
- 11.1.10.3. Non-Immanuel Member Sponsoring Group use
Identified Immanuel property listed may be available for rent to groups that are not sponsored by an Immanuel member that meet the policy and contractual requirements. The following rates apply for their use:
- 11.1.10.4. Rates include custodial fees provided basic cleanup has taken place.
Gym: \$30/hour with a maximum of \$100/day
Gym- tarps required: additional \$100 will be added
Kitchen and Cafeteria: \$15/hour
Fellowship Hall: \$50
Combination Gym, kitchen, cafeteria: \$40/hour
Church: \$150 for the sanctuary, \$75 janitorial fee
Soccer Field and Storage Shed (no charge -appropriate certificate of insurance is required)

11.1.11. Liability

- 11.1.11.1. Renter is responsible for the cost of any damage to the property or equipment while the building is being used. The building should be in the same or better than when it was accessed.
- 11.1.11.2. A signed certificate of insurance is required in order to rent the property.

11.1.12. Other requirements

- 11.1.12.1. Gym Use- Sport Purposes
Group using gym is required to bring own equipment
Gym use is limited to the sports being offered at Immanuel only- i.e. basketball, volleyball
- 11.1.12.2. Gym Use- Other Purposes
In the event that the gym is being used for any purpose other than a sport, the gym tarps must be placed by someone with demonstrated ability at putting down and taking up and a \$75 fee will be assessed.
- 11.1.12.3. Narthex & Gym require prior approval for the serving of any food or beverage
- 11.1.12.4. The renter agrees to release Immanuel Lutheran Church and School from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
- 11.1.12.5. As part of the rental agreement, the renter will provide proof of insurance. Organizations are required to provide a certificate of insurance from their insurance company in the minimum amount of \$ 1 million naming Immanuel Lutheran Church and School as an additional insured on the policy.
- 11.1.12.6. If the soccer field is being used after 5 pm and it involves more than 25 people in its use, the immediate neighbors should be notified of the event.

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11.1.13. Exceptions

- 11.1.13.1. School or church sponsored events do not require additional insurance.
- 11.1.13.2. Reserved use by our members does not require additional insurance.
- 11.1.13.3. Any changes to the Use of Immanuel Property Policies that relate to the use of the Fellowship Hall or Narthex will require approval by the Board of Elders prior to the change.
- 11.1.13.4. The Designated Person in Charge (DPIC) should understand the terms of this contract and inform their group of the rules and terms. When leaving, the DPIC is responsible for turning off the lights and locking the doors.

11.1.14. Additional Checklist that may apply

- 11.1.14.1. Exhibit R Section C provides a checklist for Weddings
- 11.1.14.2. Exhibit R Section D provides a checklist for Funerals

11.2. Credit Card Use

Use of credit cards is a normal part of the payment structure used today. The following policy is established at Immanuel to support this privilege and convenience of our members and families.

11.2.1. Use of credit cards will be allowed at Immanuel for the following purposes:

- 11.2.1.1. E-giving
- 11.2.1.2. Payment for school events

(Note that TADS is used for the purpose of tuition payment and not part of this policy.)

11.2.2. Individuals wanting to pay by credit must follow the following guidelines:

- 11.2.2.1. Credit cards may not be used for purchases made under \$5.00.
- 11.2.2.2. User of the credit card will be responsible for any transaction fee associated with card use; therefore a user fee may be added to the transaction.
- 11.2.2.3. All payments including credit cards are subject to US / Illinois statute requirements.
- 11.2.2.4. Any fraudulent use will be reported to appropriate authorities.
- 11.2.2.5. Immanuel reserves the right refuse payment by credit card for any reason.

11.2.3. The following requirements must be met in order to maintain any vendor for use at Immanuel.

- 11.2.3.1. Immanuel cannot store credit card information directly on its data bases.
- 11.2.3.2. All charges must process in real time.
- 11.2.3.3. Credit usage companies may not assess additional fees directly to Immanuel for their use.
- 11.2.3.4. PCI Compliance (Payment Card Industry-Data Security Standard) requirements must be met

11.2.4. Additionally, the following guidelines are being put into place in order to simplify the associated accounting process for Immanuel.

- 11.2.4.1. No more than four different payment vender tools may be used at any given time i.e. PayPal, Push Pay, Easy Tithe, SIP, Square

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- 11.2.4.2. A pay-code must be established and used prior to any group accepting credit for payment i.e. Concessions must have a separate code from lunch program for purpose of bookkeeping
- 11.2.5. Any additions or changes to this policy require approval by the Trustees and Governing Board.

11.3. Immanuel Marriage Policy

This policy reflects the resolution concerning the practice of marriage and weddings at Immanuel Lutheran

- 11.3.1. "The marriage policy of Immanuel Evangelical Lutheran Church, a member congregation of The Lutheran Church-Missouri Synod, is and always has been consistent with the Synod's beliefs on marriage.
 - 11.3.1.1. We believe that marriage is a sacred union of one man and one woman (Gen. 2:24-25), and that God gave marriage as a picture of the relationship between Christ and His bride the Church (Eph. 5:32).
 - 11.3.1.2. The official position of The Lutheran Church- Missouri Synod, as set forth in 1998 Res. 3-21 ("To Affirm the Sanctity of Marriage and to Reject Same-Sex Unions"), is that homosexual unions come under categorical prohibition in the Old and New Testaments (Lev. 18:22, 24; 20:13; 1Cor. 6:9-10; 1Tim. 1:9-10) as contrary to the Creator's design (Rom. 1:26-27).
 - 11.3.1.3. Our pastors will not officiate over any marriages inconsistent with these beliefs, and our church property may not be used for any marriage ceremony, reception or other activity that would be inconsistent with our beliefs and this policy."
- 11.3.2. And be it further resolved that an additional policy be adopted by the congregation as written below:
 - 11.3.2.1. Pastors of Immanuel may not perform any wedding ceremony without the consent of the Board of Elders whether on Immanuel's campus or at any other location.
 - 11.3.2.2. And be it finally resolved that the Immanuel Lutheran congregation hold fast to and teach firmly the Word of God so that others may come to know Christ and be saved unto eternal life.

11.4. Animals on Immanuel Property

Dogs are the only animals recognized as service animals by the ADA and LCC exclusively uses dogs for Kare 9 and Comfort animals. Other animals are not allowed in the church building and are only permitted in the school building for educational purposes, as approved by the school administrator.

- 11.4.1. Any service or comfort dog is requested to wear a certified service vest to verify that they have completed the required training and to identify the dog's area of service and the ability to pet the dog. Service dogs have a specific job supporting their handler and should be respected as such. The congregation members that approach should be made aware that they are not to be petted or interacted with- their function differs from a comfort dog.
- 11.4.2. Dogs must be kept harnessed, leashed, or tethered, at all times unless these devices interfere with the service animal's work or the individual's disability prevents using these devices (ADA).
- 11.4.3. Only housebroken and trained dogs are permitted inside buildings; it is the owner / handler's responsibility to clean up any accident -- cleaned to the satisfaction of the janitorial staff. Owner / handlers are also responsible to clean up their pet's waste from the grass or sidewalks outside the buildings.

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- 11.4.4. Owner / handlers should remove the dog immediately from the premises in the event the dog is out of control. This includes barking, wining, jumping, lunging, etc. In the event the handler does not take effective action to control it or the dog has an accident and clean up is not immediate, an elder will approach the owner/handler directly for taking the appropriate action.
- 11.4.5. Only Kare-9, comfort and service dogs are allowed in the sanctuary and shall be restricted to one of the back pews. Dogs are not to walk to the front of the sanctuary, except on invitation for a specific commissioning service or special event.
- 11.4.6. Dogs are not allowed to accompany their owner / handler to the altar for communion.
- 11.4.7. Dogs may not approach parishioners, uninvited. The owner / handler must keep dogs at their side and (if appropriate), invite parishioners to pet the dog. In an instance of allergies and fear of dogs by a parishioner, the person who is allergic to dog dander should be accommodated by helping them find a seat at greatest distance from the animal.

11.5. Bus Policy

From time to time, Immanuel members ask to use our church bus for personal use.

- 11.5.1. The Immanuel church / school bus may only be driven by an approved driver, approved defined as those drivers who have been approved by our insurance carrier – Selective Insurance.
- 11.5.2. Immanuel Lutheran is willing to allow use of the bus for events in our geographic area that would be God- pleasing and not in conflict with the needs of Immanuel.
- 11.5.3. If a group or person uses the bus, a monetary donation will be made to offset the general bus expense. This donation currently is \$150 per day and is subject to change. Half-day rates may be considered.
- 11.5.4. The bus must be returned with a full tank of gasoline or with the same level of fuel as when the driver assumed use of the vehicle.
- 11.5.5. Immanuel-related use will supersede all other requests.
- 11.5.6. Immanuel reserves the right to cancel a reservation within 30 days.
- 11.5.7. No liquor or alcohol shall be served or consumed on the bus.

Also see Exhibit U Checklist

11.6. SEXUAL HARASSMENT AND SEXUAL MISCONDUCT POLICY

11.6.1. Statement of Policy

It is the policy of Immanuel Lutheran Church that sexual misconduct, including but not limited to sexual harassment of any employee or volunteer by another employee or volunteer, will not be tolerated. Failure by any individual to adhere to this policy will result in disciplinary action, up to and

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including termination. If at any time you feel you are being sexually harassed or the victim of sexual misconduct, you should immediately contact a member of the Board of Trustees.

- 11.6.2. The right to confidentiality, both of the complainant and of the respondent, will be respected to the extent consistent with the legal obligations of the church and with the need to investigate the allegations and to take appropriate actions. Submitting a complaint or report of possible sexual harassment will not be retaliated against.
- 11.6.3. Action which the church may deem reasonably necessary and appropriate to stop unwanted and inappropriate behavior addressed in this policy may include, but is not limited to, verbal or written warnings, counseling, paid and unpaid suspensions, demotions, change of duty and termination of the volunteer or employment relationship.
- 11.6.4. It is the responsibility of all employees, members, volunteers and other agents of Immanuel Lutheran to conduct themselves in this manner consistent with this policy while on church property and in connection with church-sanctioned events.

11.7. USE OF CANDLES AND OPEN FLAMES

- 11.7.1. Policy Statement: Burning candles may not be left unattended any place on Immanuel's campus. The single exception is the Eternal Flame in the church sanctuary.
- 11.7.2. Candles may only be used to enhance worship or learning. The person who lit the candle is responsible to extinguish it.
- 11.7.3. Employees and volunteers are urged to use battery-operated candles whenever possible rather than open-flame candle.
- 11.7.4. Employees need to be told about the policy and reminded that candles may no longer be burned on desks.

Exhibit Section

Refer to Table of Contents for Individual Exhibit Locations

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Exhibit A- Index of Operational Handbooks & Policy Manuals

Name:	Year Updated
COMMUNICATION AND PUBLICITY	TO BE ESTABLISHED
ELDERS	2006
EMPLOYEE HANDBOOK	2019
GUIDE TO THE LANCER NATION	2019
IMMANUEL STRATEGIC PLAN	2019
SCHOOL POLICY MANUAL	INCOMPLETE
INCLUDES:	
ATHLETICS HANDBOOK	
BOARD OF CHRISTIAN EDUCATION (incomplete)	
SCHOOL POLICY MANUAL (incomplete)	
TEACHERS HANDBOOK	
TREASURER	2005
TRUSTEES HANDBOOK	2019
VOLUNTEER HANDBOOK	2019

*Note: Versions listed above replace and void all prior versions

Exhibit B- Duty Roster

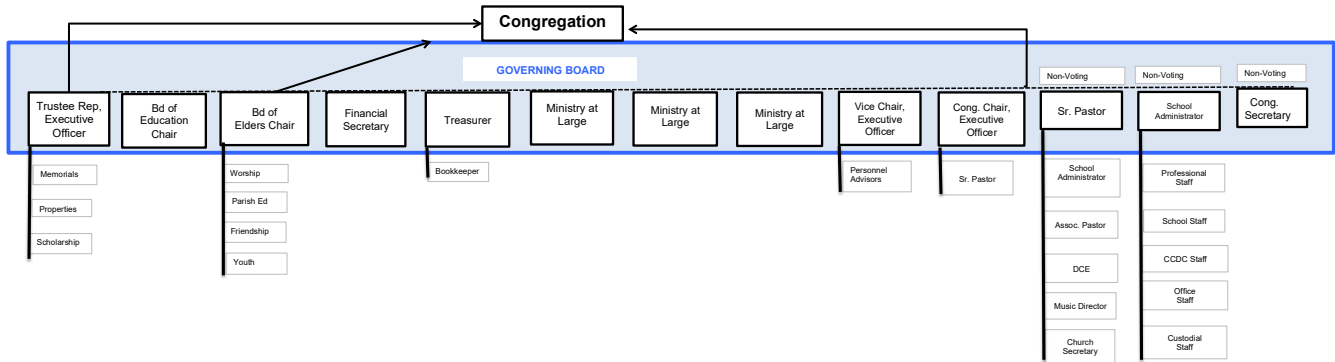
(Revised 6-22-16)

Immanuel Lutheran, Freeport, IL Duty Roster Exhibit B				
Elected Positions	Governing Board Member	Term in Years	Election Year	Max Number of terms of Office
Congregational Chair	Voting	2	odd	3
Congregational Vice-Chair	Voting	2	even	3
Treasurer	Voting	2	odd	3
Board of Christian Education Chair	Voting	2	even	3
Board of Elders Chair	Voting	2	odd	3
Trustees (4)	1 Voting	6	See ByLaws	No limit
Financial Secretary	Voting	2	even	3
Ministry at Large	Voting	1	n/a	6
Ministry at Large	Voting	1	n/a	6
Ministry at Large	Voting	1	n/a	6
Congregational Secretary	Non- voting	2	odd	3
Other elected Positions				
Synodical Delegate	No	2	odd	2
Alternate Delegate	No	2	even	2

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Exhibit C- Organization Chart

(Revised 6/22/16)



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Exhibit D- Conflict of Interest Policy

The Board commits itself and its Members to Christian, ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members must represent non-conflicted loyalty to the interests of Immanuel Lutheran Church. This accountability supersedes any conflicting loyalty such as that to advocacy or interest groups and membership on other boards or staffs. It also supersedes the personal interest of any Board Member acting as a client or family member of a client of the congregation's services.
2. Members must avoid conflict of interest with respect to their fiduciary responsibility:
 - 2.1 There must be no self-dealing or any conduct of private business or personal services between any Board Member and the congregation except as procedurally controlled to assure openness, competitive opportunity and equal access to "inside" information;
 - 2.2 When the Board is to decide upon an issue about which a Member has an unavoidable conflict of interest, that Member shall recuse himself without comment on the deliberation as well as the vote on the matter;
 - 2.3 Board Members must not use their positions to obtain employment in the congregation for themselves, family members or close associates. Should a Board Member desire such employment, they must first resign from the Board; and
 - 2.3.1 Should such resignation take place, said Board member shall not be eligible for service on the Board for an agreed upon time period.
 - 2.4 Board Members will appropriately disclose their involvement with other organizations, with vendors, or any other associations that might produce a conflict of interest or perceived conflict of interest.
3. When a Board member fails to ask to be recused in a situation where other Board Members perceive a conflict of interest, the Member may be excused from the Board's session with a simple majority vote of the Board (not including the Board Member under consideration). (See Policy 2.2.1.5.1.)

Exhibit E- Boundary Management Policy

The Board commits itself and its Members to Christian, ethical, businesslike and lawful conduct. This includes proper use of authority and appropriate decorum when acting as Board Members.

1. Board Members may not attempt to exercise individual authority over the congregation except as explicitly set forth in Board policies:
 - 1.1. Board Members' interactions with the Senior Pastor or other staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized;
 - 1.2. Board Members' interactions with public, press or other entities must recognize the same limitation and inability of any Board Member to speak for the Board;
 - 1.3. Board Members will give no consequence or voice to individual judgments of the Senior Pastor or staff performance;
 - 1.4. Board Members will respect the confidentiality appropriate to issues of a sensitive nature; and
 - 1.4.1. Should the sensitivity of an issue not be clear to a Board Member, they shall consult with the Board Chair before sharing information with another person.

Exhibit F- General Contribution Policies

1. Contribution Types

Immanuel Lutheran Church, in the exercise of its religious and charitable purposes, has established several funds to receive contributions from members of the church and other interested parties. The funds are as follows:

- 1.1. General Fund - established for normal operating expenses, capital improvements and other approved budgeted needs of the church; all contributions undesignated and channeled though the "plate offering" are assigned to the general fund, per policy.
- 1.2. Memorial Fund - established to receive contributions in memory of an individual or significant event;
- 1.3. The Immanuel Fund – the fund has been established to receive gifts during an individual's life, or made following death through a bequest in a will, trust, or through a beneficiary designation of some or all of the proceeds of a life insurance policy, annuity or retirement plan:
- 1.4. Benevolence Fund -- established to receive funds to assist persons in financial need; and
- 1.5. Restricted Funds - established to receive funds with the approvals of the Trustees for purposes which are not normally part of the operating budget.
- 1.6. Such funds are normally for the following three purposes:
 - 1.6.1. To provide pass-through funding for congregational activities or other organizations, e.g. youth retreat, LCMS World Relief.
 - 1.6.2. To accumulate funds for payment of non-budgeted items, e.g. flowers, coffee.
 - 1.6.3. To accumulate funds for an approved future expenditure, e.g. capital expense, scholarship fund.

2. General Conditions Regarding All Contributions

- 2.1. The Church welcomes contributions in support of its ministry. Contributions received into a particular fund can only be expended in a manner consistent with the purposes of the fund and may not be transferred to another fund without approval of the Trustees. And, in addition to the provisions regarding contributions and gifts outlined generally in this Policy Based Governance Manual and specifically in Appendices D (Investment Policy) & E (Cash Handling Policy), the following shall apply:
 - 2.1.1. *Advice to Donors;*
 - 2.1.2. When dealing with commitments of major assets, donors are encouraged to consider critical issues, such as their families or personal health needs, before giving assets to the church. Furthermore, donors are encouraged to consult with their own attorneys or accountants before giving major assets to the church. To avoid conflicts of interest, the church will not be responsible for the cost of services rendered by attorneys, accountants or other consultants who advise potential donors in making gifts to the Church. The Church will not pay, directly or indirectly, for any right(s) to receive a gift of any kind.
 - 2.1.3. To be tax deductible by the donor, the contribution must:
 - 2.1.3.1. Be an irrevocable gift of cash or other property;
 - 2.1.3.2. Be made before the close of the tax year for which the contributor is claiming a deduction;
 - 2.1.3.3. Be unconditional and without material benefit to the contributor;
 - 2.1.3.4. Be made to or for the benefit of a qualified organization; and
 - 2.1.3.5. Not be made in excess of the amount allowed by law.
 - 2.1.4. *Types of Gifts;*
 - 2.1.4.1. United States currency will be accepted into all of the funds as well as gifts of publicly traded securities,— consistent with the provisions of Item VI, Section B of the Church's By Laws.
 - 2.1.4.2. Gifts of foreign currency, operating businesses, partial interests in property, restricted gifts, gifts encumbered by debt, gifts of property which may have title or environmental

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problems, or gifts of property which may not be marketable within a reasonable period of time and considering the expense of owning the property may not be acceptable. In addition, certain types of property may cause adverse federal or state income tax problems for the congregation and may not be acceptable. All gifts described in this paragraph are subject to the approval and acceptance of the Trustees. Such gifts shall not become the property of Immanuel Lutheran Church until accepted in writing.

3. Administration

- 3.1. The administration of all restricted, Memorial and endowment funds is the responsibility of the Board of Trustees, Immanuel Lutheran Church, unless otherwise so delegated by the Board of Trustees. See "Restricted & Memorial Accounts, Accountability and Approval" listing in Trustee section.
- 3.2. The church will practice complete financial disclosure and will be accountable to its donors and the congregation in raising and spending the Lord's money. All representations of fact, description of financial condition, or narrative about events must be current, complete and accurate.
- 3.3. Monthly financial reports will be provided to the Governing Board and an annual summary of the prior year's financial condition will be provided to the congregation. Reasonable requests for additional information should be directed to the Board of Trustees.
- 3.4. When gifts of property (i.e. real property or tangible personal property) are received by the Church, the acknowledgment or receipt (including a precise description of the property) should describe the property accurately without a statement of the gift's market value in accordance with IRS regulations.
- 3.5. The church considers all records confidential unless required by law. The church will not disclose donor names and/or individual contribution amounts, unless the donor authorizes it and when there is a specific agreement between the church and the donor on exactly how the information will be used. The church will not rent, sell or exchange its donor list with any organization or individual.
- 3.6. Unless a donor's intent to make a deferred gift to the Church is clearly stated and documented in such form as to leave no question regarding the donor's intent, the Church shall obtain a written statement from the donor that they have received independent counsel's advice. The statement should be signed and dated by at least one witness.

4. Donor Designations (See Contribution types, above)

- 4.1. Benevolence Fund - Donors are free to suggest beneficiaries of the fund. The donor understands that his or her recommendation is advisory only and the Board of Trustees retains full control over the donated funds, including the authority to accept or reject the donor's recommendation.
- 4.2. Restricted Fund – Donors may designate their contribution toward any established fund. A new designated fund must be approved by the Board of Trustees before contributions are accepted.
- 4.3. Memorial Fund – See Memorial Committee Policy and Process
- 4.4. The Immanuel Fund - Fund is managed by the Trustees. See Trustee's Immanuel Fund policy.
- 4.5. Checks should be made payable to Immanuel Lutheran Church, with a notation on the memo line identifying the intended fund.
 - 4.5.1. In the case of the "Memorial Fund" the name of the person or event being memorialized should be identified.
 - 4.5.2. In the case of the "Designated Fund" the specific approved designated fund should be identified.
 - 4.5.3. Gifts that are not clearly directed to a particular fund, will be directed to the General Fund for its use.
- 4.6. There may be no material omissions or exaggerations of fact or use of misleading material that creates or implies a false impression or misunderstanding about the Church, its vision and mission, its finances, or any of its affairs.

Exhibit G- Cash Handling Policy

1. The roster of authorized money counters will be published for the Governing Board.
2. Except for petty cash funds, no cash will be stored in the Church on a regular basis.
3. All income transactions (receipts and disbursements) will be properly recorded and verifiable. It is understood that the recording of income/gifts from individuals of the congregation is confidential. Records of contributions should only be made available to individuals who have a specific need for the information in order to carry out their responsibilities to the Congregation. Summary statements of Steward Activity may be provided to the Governing Board when required.
4. No unauthorized person shall have sole check signing authority over any Church account.
5. Immediately following a Church service, an usher will carry the contents of the offering plates to a room for counting. Church funds/offerings are never to be taken off site for counting.
6. The envelopes are to be opened by the money counters as a group or by designated staff. Members will be encouraged to mark the envelopes as to the intent and purpose if for other than undesignated offerings.
7. A summary report, outlining the amounts to be credited to the various accounts, is to be prepared and initialed by at least two persons.
8. A deposit slip is prepared and the deposit is taken directly to the bank. All monies shall be deposited the next business day following Sunday services.
9. A copy of the summary report (created by offering counters) is given to the accountant and a copy filed in the church office.
10. Persons involved in handling income should not be involved in any way in the handling of expenditures.
11. Funds collected from other activities (fundraisers, special events, etc.) should be directed to those responsible for recording and making bank deposits of these funds.
12. Bills and obligations should be approved for payment. This approval should be indicated in writing by the person responsible. A purchase/approval form may be used to approve payment and identify the account to be charged. In all cases expenditures should be supported by original invoices and/or receipts, not photocopies.
13. Checks are to be signed by persons authorized under the bank account agreement. Dual signatures are recommended with the exception of utilities, phone, mortgage, church insurance, and benefit payments. The Senior Pastor should not be an authorized signer.
14. Blank checks are never to be signed in advance, under any circumstance.
15. A copy of the check or the check numbers are written on invoice/support documents to prevent duplicate payments.
16. At least three persons should be involved in the authorization, preparation and signing of checks. The authorizer and preparer should not have signature authority for checks.
17. Savings and/or Investment Accounts - if the funds are to be transferred to/from these accounts via

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telephone, a verification notice (written form) must be created by the Accountant, indicating that on a specific date such transfer took place (and for what purpose) and signed by a person authorized to sign checks. This form is to be retained in the files of these accounts.

18. Any computer software program for financial accounting and check writing should provide a bank reconciliation program for deposits and withdrawals (cancelled checks).
19. All persons who handle money in the Church and all its auxiliaries must be covered under church theft money and securities insurance.
20. All marketable securities, notes, and currency must be kept in a safe, secure place on Church grounds or in a financial institution.
21. Benevolence payments can only be made to the end result organization. Benevolence checks should never be made directly to an individual

Exhibit H- Restricted Memorial & Accounts

Accountability and Approval

Updated and approved by Board of Trustees April 2014

RESTRICTED

Accountability / Approval

2401	Hodel restricted funds	Trustees
2402	Crouse restricted funds	Trustees
2503	Scholarship donations	Trustees (Scholarship)
2504	Bus Ministry	Trustees
2510	Church Capital Maintenance	Trustees (Properties)
2511	Parsonage Repairs	Trustees (Properties)
		Elders / Military
2517	Military Outreach	Outreach
		Trustees /
2518	Immanuel Comfort Dog	Elders
2519	ILC/ N IL Deaf Worship	Elders
2521	Landscaping	Trustees (Properties)
2522	Library Fund - Church	Trustees (Memorials)
2523	Memorials Misc Undesignated ⁽¹⁾	Trustees (Memorials)
2524	Mowing - Utility Equip - Repairs	Trustees (Properties)
2525	LERT	Elders / (LERT)
2527	Organ	Trustees
2532	School Tech Fund	Trustees (Tech Group)
2533	Church Nursery	Elders
2534	Sound System	Trustee (Tech Group)
2536	School Library Fund	Education Administrator / Board of Education
2537	Study Hall Teacher	Education Administrator / Board of Education
2540	Musical Fund - Church	Trustees / Music Director
2541	Musical Fund - School	Trustees / Music Director
2542	PTL Retained	Education Administrator/ PTL AD/ Education
2544	Athletics Retained	Administator
2545	Individual Youth	Elders (Youth)
2546	FLM Youth Gathering	Elders (Youth)
2550	Alice's Prison Ministry	Elders / Alice S
2551	Introspect	Elders / Governing Board
2555	Curriculum and Classroom Improvements	Trustees / Governing Board
2568	Athletics Tech Project	Trustees (Tech Group)
2569	Playground for School	Trustees / Educational Administrator (PTL)
2571	School Furnace	Trustees (Properties)
2572	Prayer Garden Drainage	Trustees (Properties)
2576	Parking Lot Blacktop	Trustees (Properties)
2578	Adult Fellowship Funds	Elders / Governing Board
2579	7th & 8th Grade Account	Education Administrator /Sponsoring teacher
2582	School Roof	Trustees (Properties)

*/ indicates either / or
() indicates Ministry group access w
oversight*

Exhibit I- Restricted Funds: Policy & Processes

Establishing a restricted account

- Trustees must formally approve the establishment of restricted accounts. The appropriate form shall be completed, submitted to the President of the Board of Trustees, and approved by the Trustees.
- Designated gifts earmarked for projects or ministry. Memorial gifts are considered restricted gifts and are accepted via the Memorial committee (see Process: Memorial Committee).
- Church bookkeeper will assign an account number to each account for accurate tracking.
- Trustees will assign the appropriate board chair, officer or staff person who may access the account and who is responsible to approve using restricted money from the fund. The Board of Trustees will be co assigned as needed.
- Checks should be written to Immanuel Lutheran Church and given to the church bookkeeper. Mark checks clearly as a restricted gift.
- Bookkeeper will process the checks through the counters to reflect on statements and will provide a receipt if cash is given.
- Gifts are funneled through the church counters; restricted gifts are included in weekly count.
- Gifts are recorded by the church financial secretary. Gifts are recorded on statement by the name on the check or the name on the receipt if cash. Receipts are sent to non-members of the church, if amount exceeds \$250.
- The Board of Trustees must be notified via email or letter of any restricted gift to Immanuel Lutheran Church / School greater than or equal to \$500. The Board of Trustees reserves the right and responsibility to decline any gift deemed illegal, ill-advised, or inconsistent with the mission and ministry of Immanuel Lutheran Church.
- A Miscellaneous In / Out account will be maintained and utilized by the bookkeeper for single, short-term restricted gifts.

Adding money to a restricted account

- Checks should be written to Immanuel Lutheran Church and given to the church bookkeeper or placed in the offering. Mark checks or offering envelope clearly as restricted gift.
- Bookkeeper will process the checks through the counters to reflect on statements and will provide a receipt if cash is given.
- Gifts are funneled through the church counters; restricted gifts are included in weekly count.

- Gifts are recorded by the church financial secretary. Gifts are recorded on statement by the name on the check or the name on the receipt if cash. Receipts are sent to non-members of the church, if amount exceeds \$250.

Tracking and reporting

- The church bookkeeper or a person assigned by the Board of Trustees will prepare a monthly report of activity and balances of restricted accounts, including memorial accounts.
- The report is circulated to all trustees and members of the Memorial Committee and presented at each church council meeting in anticipation of upcoming Voter's Assemblies.
- Trustees present the report and request approval at each Voter's Assembly.

Accessing money from restricted accounts:

- **Funds with budgeted distributions**

- A budget will be prepared by the appropriate board(s) responsible for the fund.
- A copy of the budget is given to the church bookkeeper.
- Budgets will be prepared to coincide with the annual budget cycle and all amounts must be included on planning worksheets sent to the Treasurer for inclusion in the annual budget process. Included should be anticipated dates for fund distributions and expenses.
- Funds may be released by the bookkeeper without further approval, as budgeted and / or as requested.
- *Examples: Hodel and Crouse endowments*

- **Funds accrued for a project / activity / ministry**

- The appropriate board(s) earmark the fund for its intended use
- Funds may be accessed by the board responsible for the project / activity / ministry
- Church bookkeeper will require authorization for release of funds via email or letter by chair of that board or the person who has authorization to release the money.
- Fund may not dip below zero balance
- *Examples: Church music fund, Prison ministry, Class trip funds*

- **Funds acquired via church special appeal:**

- The appropriate board(s) earmark the fund for its intended use
- Funds may be accessed by the board responsible for the project / activity / ministry.

- Church bookkeeper will require authorization for release of funds via email or letter by chair of that board or the person who has authorization to release the money.
- Money remaining in the fund after project ends, may be retained or reassigned after careful evaluation by Trustees.
- *Example: Associate Pastor Fund, FLM, Sound system funds.*

Restricted Accounts Process

Board of Trustees / Immanuel Lutheran Church

August 2013 / Updated June 2014

Exhibit I-1 – Restricted Funds - Request for Creating a Restricted Fund

Item or project:

Reason for request:

Estimate cost of item / project:

Will fund immediately cover entire cost: Yes No

If no, how will additional money be added to fund the item / project?

Planned accrual of endowment income:

Approved fundraiser:

Individual gifts:

Memorial gifts:

Other:

Describe ongoing costs the church will incur:

Describe the restrictions on the fund:

Is there a logical end date to close the account: Yes: No:

Explanation:

How could remaining money be used within restrictions? :

Who will benefit from item / project?

Name of person who suggested fund creation:

Signature from Governing Board member or Education administrator:

Board of Trustee Use:	<i>Date submitted:</i>
Summary of discussion:	
Approved: <input type="checkbox"/> Not approved: <input type="checkbox"/>	
Reason If not approved:	
If approved:	
Restricted fund account number:	
Name(s) for Authorization / Approval:	
Date item purchased / project completed:	

Stewardship Questions for Board of Trustees

How does the item / project fit into Immanuel's overall mission / ministry?

Is the item / project consistent with the direction set by the congregation's strategic plan?

Yes: No:

Level of Need: *(check one)*

Replacement of critical item(s)

Essential for specific function

Important to improve function

Nice to have, not critical

Nice but no one will notice if not purchased

Extravagance that is unwise given other needs

Extravagance that is misuse of the Lord's money

Should this item be covered in the regular budget? Yes: No:

Do we have money to pay for the entire item / project or will additional funding sources be required? Yes: No:

Explanation:

If the item / project is denied, can the money be used elsewhere, within restrictions of donor?

Yes: No:

Explanation:

Exhibit I – 2 Restricted and Memorial Funds Management

Trustees will maintain 100% Restricted and Memorial funds in a separate account. Oversight of the funds will be the responsibility of the Trustee treasurer. Money will be released only as it is spent (including money retained for future projects budgeted for Hodel and Crouse income) and will not be available to fund ordinary operations expenses. – Immanuel Voter’s Assembly, January 27,2020

Exhibit J- Document Retention Schedule

Documents referenced in the schedule may be paper or electronic

Title / Description	Responsible for Retaining Original	Retention Period	Media / Location of Document
Accounts payable ledgers & schedules	Treasurer	7 years	Church office
Accounts receivables ledgers & schedules	Treasurer	7 years	Church office
Audit reports	Treasurer	Permanent	Church office
Bank reconciliation	Treasurer	2 years	Church office
Bank statements	Treasurer	3 years	Church office
Checks – cancelled	Treasurer	7 years	Church office
Checks – cancelled; important payments such as property purchases, contracts)	Treasurer	Permanent	Church office
Contracts (mortgage, notes, leases still in effect)	Trustees	Permanent	Trustees’ files
Contracts (mortgage, vendor, notes, leases expired)	Trustees	7 years	Trustees’ files
Correspondence (general)	Trustees	2 years	Trustees’ files
Correspondence (legal & important matters)	Trustees	Permanent	Trustees’ files
Correspondence (customers, vendors)	Trustees	2 years	Trustees files
Deeds, titles, mortgages, bills of sale	Trustees	Permanent	Trustees’ files
Duplicate deposit slips	Trustees	2 years	Trustees’ files
Financial statements (year-end)	Trustees	Permanent	Trustees’ files
General private ledgers, year-end trial balance	Trustees	Permanent	Trustees’ files
Insurance policies (expired)	Trustees	3 years	Trustees’ files
Insurance records, accident reports, claims	Trustees	Permanent	Trustees’ files
Invoices & Cash records	Treasurer	7 years	Church office
Offering / giving envelopes	Financial secretary	5 years	Storage
Options records (expired)	Trustees	7 years	Trustees’ files
Personnel files **	Administrator(s)	7 years	

Property appraisals	Trustees	Permanent	Trustees' files
Stock & bond certificates (cancelled)	Trustees	7 years	Trustees' files
Tax exemption certificate	Trustees	Permanent	Trustees' files
Withholding tax statements	Treasurer	7 years	Church office

-- Sources: *Consumer Information*, 2005 www.iarc.org; *Stuart M Luedtke, CPA*, 2005.

- *Approved by Trustees: November 2014*
- *Approved by Voters Assembly: January 2006*
- ** *See Record Retention Schedule in Employee Handbook for additional detail*

Exhibit K- Memorials

K1- Policy & Processes

Establishing a memorial fund

- Family member talks to the Pastor or church secretary.
- Pastor or secretary gives brochure to family member(s).
- Family members are encouraged to look over the categories in the brochure

Adding money to a memorial fund

- Checks should be written to Immanuel Lutheran Church and given to the church bookkeeper.
- Bookkeeper will process the checks through the counters to reflect on statements.
- Mark checks / cash gift as memorial gift.
- Checks from other individuals written out to Immanuel need to be given to the church in a timely manner.
- Obtain a receipt if giving cash.
- The family is urged to send thank you notes to contributors.
- To learn the total amount given in memory of a loved one, the family should contact the church bookkeeper.
- If a check is received in the offering plate, the financial secretary should notify the family

Tracking a memorial fund

- Gifts are funneled through the church counters; memorial gifts are included in weekly count.
- Gifts are funneled to church financial secretary.
- Gifts are recorded on statement by the name on the check or the name on the receipt for cash -- not necessarily in the name of a family member of the deceased (only if his / her name is on check).
- Receipts are sent if the donor is not a church member, if amount exceeds \$250.
- The church bookkeeper is instructed to establish a memorial account in the name of the deceased.
- Date of the established memorial and designation is added by the memorial committee.

Using money from a memorial fund

- The memorial committee works with the family as it links needs with resources. According to church bylaws, family has control over funds for two years.
- Memorial committee writes thank you note to family members when possible, once funds are used.
- Requests for memorial funds
 - 1) Any person in church may suggest that an item be purchased from memorial money. Person will fill out request form (paper or electronic) and give to appropriate board chair.
 - 2) Board chair reviews request, signs form, and forwards to the request to the Memorial Committee.
 - 3) Memorial Committee matches request to available money; either approves request or files request form for future consideration.
 - a. If approved, the committee will:
 - i. Send letter to family
 - ii. Sign request form
 - iii. Authorize purchase and assign person to make purchase; usually, the person who requested item arranges for purchase
 - iv. File by name of person being remembered / honored
 - v. Notifies church bookkeeper of expense and account number
 - b. If not approved, the committee will:
 - i. Date the request and decision
 - ii. Forward request to another board for consideration, if deemed appropriate
 - iii. Notify person that request was denied and reason for denial

K2- Brochure:

The Memorials Committee maintains an up-to-date brochure to describe how to establish a memorial fund and how memorial funds may be used. -- 2009

K3- Stewardship Questions for Memorial Committee

Being good stewards of the money entrusted to the Memorials Committee is important to all of us. These questions will help prioritize requests for and distribution of funds.

Item requested:

Amount requested:

Where does this item fit into Immanuel's mission / ministry?

Level of Need: (check one)

- Replacement of critical item
- Essential for specific function
- Important to improve function
- Nice to have, not critical
- Nice but no one will notice if not purchased
- Extravagance that is unwise given other needs
- Extravagance that is misuse of the Lord's money

Should a different board or organization in the church address this request?

yes no

Should this item be covered in the regular budget?

yes no

Do we have money to pay for the entire item?

yes no

Could the Memorials Committee approve part of request?

yes no

K4- Request for Obtaining Memorial Money for Projects / Items

Item:

Reason for request:

Who will benefit from this item?

Cost estimate:

Vendor(s) where estimate was obtained:

Name of person who suggested item:

Signature from appropriate Board Chair:

Date submitted to Memorials Committee:

Memorial Committee Use:**Request #:**

Date considered by Memorial Committee:

Discussion:

Action taken:

If not approved:

Request forwarded to:

Date forwarded:

If approved:

Date letter was sent to family

Person approved to make purchase

Date item purchased / project completed:

Money used from Memorial established in memory of:

Exhibit L- Endowments

L1- Stukenberg Endowment Distributable Income Requirements and Process

1. Stukenberg Endowment Fund

The net income from the Stukenberg Endowment Fund, as it is received by the trustees, shall be directly transferred to the church treasurer. These receipts shall be received and spent according to the budget which has been approved by the congregation. 50% of all income shall be used for church purposes. 50% of all income shall be used for school purposes. These monies will be considered the first monies spent on these expenses. This will be in effect until 50% of the income exceeds either church or school expenses.-*Approved by Congregation August 2004 and included in previous Constitution*

2. Fees

Savant / DataLynx fees and LCMS-Foundation fees will be split equally between income and principal beginning January 1, 2004.- *Approved by Trustees March 15, 2004*

3. Short-term Capital Gains

Short-term and long-term capital gains are capital gains and should be added to principal - not treated as income and distributed.-*Approved by Trustees with counsel from Stu Luedtke, February 16, 2004*

4. Savant Investment Policy Statement

Motion carried that we transfer the Dean Witter Reynolds account to Savant Capital. -*Approved by Trustees, November 2002*

To replace the strategy of using zero coupon bonds to increase the principal of the Stukenberg Endowment with a strategy using equities.

Signed agreement targeting 30% of entire Stuckenbug portfolio in equity investments.- *late 2003*

L2- Oscar Hodel Endowment: Distributable Income Requirements and Process

Preamble:

Immanuel Lutheran School is blessed to be a beneficiary of the estate of Oscar Hodel, Immanuel day school alumnus. The Trustees of Immanuel Lutheran Church are given the responsibility to administer the funds and to distribute no more than the income realized in the current calendar year, according to the written wishes of Oscar Hodel.

Requirements

Investment requirements: ¹⁾ See appendix A, attached

- 1) Investments of the funds be limited to either:
 - a. interest bearing obligations issued by the Lutheran Church-Missouri Synod
 - b. Bonds, notes, or bills issued by the United States Treasury
- 2) If we are unable to follow this investment restriction, Immanuel Lutheran Church is required to return the assets of the fund

- 3) Try to keep at least half of the fund invested in interest-bearing obligations of the Lutheran Church Extension Fund - Missouri Synod.
- 4) All income of the fund in excess of 6% a year shall not be distributed but added to principal.
- 5) Maintain a clear distinction between income and principal.

Distribution requirements: 2) See appendix B, attached

The trust documents summarize the expressed desire of Oscar Hodel as stated in the trust document that the interest earned from this bequest be:

- 1) Used for purposes of Immanuel Lutheran School
- 2) Expansion of educational programs
- 3) Assistance for needy students
- 4) Improvement of facilities,
- 5) Not for day-to-day expenses

Process

Forecasting income:

- The Trustees budget the amount of income for the upcoming year
- Budget shall be 95% of income.
- Any overage or unused funds from the previous year will be rolled into the following year's budget

Budgeting income:

- Trustees will accept requests for use of the Oscar Hodel Endowment income each year. Requests should be presented annually and in writing. Trustees will announce a deadline for requests each year.
- Any board may request Oscar Hodel Endowment funds if the requested use of the income would meet the requirements of the endowment. The most logical eligible boards would be Trustees and the Board of Education.
- The Trustees are responsible to determine if requests meet requirements of the endowment. Ineligible requests are eliminated from the budgeting process.
- Trustees will invite the Chairman of the Congregation and the Chairs (or their designated representative) of the Board of Education allocate the Oscar Hodel Endowment income. A date and time will be set.
- Requests for funds will be presented at the meeting. Groups requesting funds are asked to prioritize their requests. Trustees will work with the groups to set the budget.
- The Trustees may set a maximum percentage for each of the three categories.
- Trustees will allocate a portion of the distributable income for the mortgage payment until it is paid off.
- Any requests not presented at the meeting will be deemed ineligible for the upcoming year.
- An annual budget for the use of Oscar Hodel Endowment's income will be approved by the Trustees, presented at the Governing Board meeting, and approved by the Voter's.

- A copy of the budget will be distributed to the church Treasurer, church bookkeeper, and all other pertinent board chairs. Budgets will be prepared to coincide with the annual budget cycle and all amounts must be included on planning worksheets sent to the Treasurer for inclusion in the annual budget process. Included should be anticipated dates for fund distributions and expenses.
- Trustees are responsible to monitor use of the budgeted funds.

Using budgeted funds:

- Once budgeted, the money may be accessed from the Hodel restricted fund through the church bookkeeper (see trustee policy on use of restricted funds). No further approvals are needed.
- At FY end, any unused funds will be rolled over into the following year. A board or group may not take budgeted funds and use them for another needs.
- Boards are required to stay within budget. If in any instance money is spent beyond what is budgeted, that amount will be removed from the budget the following year.
- The Trustees make every effort to keep commitment of budgeted funds. If projected income falls short, Trustees will endeavor to make funds available and adjust available income the following fiscal year.
- The Trustees require that the Board of Education follow the Congregationally approved policy and process for determining and verifying student need, as well as maintain records for tracking how the scholarship money (tuition assistance) is allocated and distributed.
- Trustees require that new programs be budgeted to transition the expense of the new program from Hodel distributable income to the ILC budget in a period of three – five years. For example, the Hodel distributable income could support 100% of a program in Year #1, up to 80% in Year #2, up to 60% in Year #3, up to 40% in Year #4 and up to 20% in Year #5. New programs will need measures and goals written into request for the financial support to be continued; in other words, unsuccessful programs will not automatically receive continued support from the Hodel endowment.
- The Board of Education may request funding to support improvement, expansion or renovation of the school building and grounds. Capital funds may be accrued for approved projects.

-- Immanuel Lutheran Church Trustees Hodel Requirements Approved July 2004 Updated August 2013

L3- Immanuel Fund:

Immanuel Fund Distributable Income Guidelines

The net income from the Immanuel Fund, as it is received by the trustees, shall be directly transferred to the church treasurer. These receipts shall be received and spent according to the budget which has been approved by the congregation. 50% of all income shall be used for church purposes. 50% of all income shall be used for school purposes, unless otherwise designated by the donor, who may wish to designate wither school or church.

The Trustees will estimate the amount of the distributable income for the upcoming year.
by Immanuel Lutheran Church Trustees July 2009

--Approved

L4- Gerald L. Crouse Endowment: Distributable Income Requirements and Process

Preamble:

Gerald L. Crouse, with thanksgiving to God for His love and the eternal salvation given to Him through Jesus Christ his Savior and Lord, wishes to give a gift to the church he loves: Immanuel Lutheran Church. Jerry loves the people at Immanuel and has worked diligently, faithfully, and joyfully on behalf of the mission of the church. The gift is to be administered by the Trustees of Immanuel Evangelical Lutheran Church, Freeport, Illinois.

Requirements:

- The gift should be considered an endowment; with no more used than the income generated by the gift in any current calendar year.
- The income is to be used in support of ministries targeted at youth and young couples in the church (age group 12 to 30). This gift may be used to support personnel (such as Family Life Coordinator) but is not limited to specific program.
- At least 20% of the income is to be distributed in support of mission outreach within the above-mentioned age group so that missionary awareness in the church is heightened. Missionary outreach activities may include but are not limited to mission trips for groups or individuals, including both youth and adult leaders of youth. Mission activities may be local, regional or foreign. Any remainder of the 20% not used for mission outreach by the youth, young adults and their adult leaders shall be given to one or more of the missions supported by Immanuel Lutheran Church.

PROCESS:

Forecasting income:

- The Trustees will budget the amount of income for the upcoming year
- Budget should be no more than 95% of income.
- Any overage or unused funds from the previous year will be rolled into the following year's budget.

Budgeting income:

- Trustees will accept requests for use of Gerald L. Crouse Endowment income each year. Requests should be presented annually and in writing. Trustees will announce a deadline for requests each year.
- Any board may request Gerald L. Crouse Endowment funds if the requested use of the income would meet the requirements of the endowment. The most logical eligible boards would be Trustees, Board of Elders, and the Director of Christian Education..
- The Trustees are responsible to determine if requests meet requirements of the endowment. Ineligible requests are eliminated from the budgeting process.
- Trustees will invite the Chairman of the Congregation and the Chairs (or their designated representative) of the Board of Elders, the Director of Christian Education to allocate Gerald L. Crouse Endowment income. A date and time will be set
- Requests for funds will be presented at the meeting. Groups requesting funds are asked to prioritize their requests. Trustees will work with the groups to set the budget.
- Any requests not presented at the meeting will be deemed ineligible for the upcoming year.
- Input from the Crouse family will be encouraged in the budgeting and administration process.

- No less than 20% of the distributable income will be allocated for use in mission outreach within the eligible age group. If less than 20% was used in the previous year, Trustees will distribute the difference between that amount and the 20% of the year's distributable income to any mission supported by Immanuel Lutheran Church.
- An annual budget for the use of Gerald L. Crouse Endowment's income will be approved by the Trustees, presented at the Governing Board meeting, and approved by the Voter's.
- A copy of the budget will be distributed to the church Treasurer, church bookkeeper, and all other pertinent board chairs. Budgets will be prepared to coincide with the annual budget cycle and all amounts must be included on planning worksheets sent to the Treasurer for inclusion in the annual budget process. Included should be anticipated dates for fund distributions and expenses.
- Trustees are responsible to monitor use of the budgeted funds.

Using budgeted funds:

- Once budgeted, the money may be accessed from the Crouse restricted fund through the church bookkeeper (see trustee policy on use of restricted funds). No further approvals are needed.
- At FY end, any unused funds will be rolled over into the following year. A board or group may not take budgeted funds and use them for another needs.
- Boards are required to stay within budget. If in any instance money is spent beyond what is budgeted, that amount will be removed from the budget the following year.
- The Trustees make every effort to keep commitment of budgeted funds. If projected income falls short, Trustees will endeavor to make funds available and adjust available income the following fiscal year.

*Board of Trustees
Immanuel Lutheran Church
Gerald Crouse Living Trust Requirements
Approved 2006 / Updated August 2013*

Exhibit M- Internet / Intranet and Related Technologies

**Immanuel Lutheran Church
Immanuel Lutheran School
Christian Childhood Development Center
Acceptable Use Policy
Acceptable Use Policy Agreement Form
Change of Status Form
Privacy Policy**

M1- Acceptable Use Policy

To receive an Immanuel username and password, read this document, sign and return the attached agreement form to the Immanuel Lutheran Church Office.

What is an Acceptable Use Policy (AUP)?

An AUP is a written agreement signed by Immanuel Lutheran Church (ILC), Immanuel Lutheran School and the Christian Childhood Development Center users, parents/guardian and students (under age 18) that describes the terms and conditions for the use of technology available to all persons during ILC sponsored activities, including *Immanuel Online!* This agreement outlines the rules of acceptable behavior during online Internet/offline Intranet sessions and the consequences for misuse. This agreement delineates published usage of ILC member photographs and information on the Internet/Intranet.

ILC Technology

With the use of electronic networks, including Internet and Intranet, ILC is expanding technology access for congregation members, parents, students, staff and community users. With this access comes the responsibility for appropriate use. Members, parents, students, staff and community users are expected to maintain Christian ethics in making appropriate decisions regarding their technology use provided by ILC. In general that requires efficient, ethical, and legal utilization of the network/non-network resources. Thus, the following principles will be applied:

1. The signatures required in accordance with the AUP are legally binding and indicate the parties who signed have read the terms and conditions carefully, understand their significance, and agree to abide by them.
2. Failure of users to abide by the AUP guidelines may cause the elimination of a user account at any time.
3. In accordance with the AUP guidelines, the ILC administration has sole discretion to deem what is inappropriate use and all such decisions by the administration are final.
4. Additionally, if ILC incurs a financial cost due to user misuse or intentional malicious action, the user will bear the sole responsibility for the financial cost incurred.

ILC Network Users

The electronic networks are public places and user actions are visible to other users on the network. Portions of the network are secured behind usernames and passwords. However, ILC has the right to monitor all network use to ensure that the network continues to function properly for all of its users.

All ILC existing policies and regulations apply to the use of technology. Community users and students are expected to comply with the following procedures when using the ILC networks or accessing any resource via the Internet.

1. Users will follow our Acceptable Use Policy (AUP).

2. No user is allowed to use any material that is not preloaded onto the computers or approved by ILC network administrators.
3. Hate mail, harassment, discriminatory remarks, threatening, and other antisocial, non-Christian behaviors are prohibited.
4. The use of ILC technology shall promote efficient use of the networks to reduce congestion of the networks and interference with the work of others using the networks. Such interference or disruption includes, but is not limited to the following:
 - a. Altering the computer system's operating perimeters such as screensavers, desktops, sounds, or other appearance aspects of the computer
 - b. Propagation of computer worms or viruses
 - c. Using the network to make unauthorized entry into other computational, informational, or communications devices or resources.
 - d. Access of files belonging to anyone else on the network without express consent.
5. Networks or equipment shall not be used to transmit any communication where the meaning of the message, or its transmission or distribution would violate any applicable law or regulation or would likely be offensive to the recipient(s).

ILC Internet Users

Use of Internet activities and material posted by leaders, must be in support of ILC ministry and be consistent with the goals, objectives, and policies of the ILC. The system administrators, working with the pastors and principal, have oversight over all information that is posted on the ILC network. The use of the Internet is a privilege -- not a right. Inappropriate use will result in a cancellation of that privilege. Prior to participation, a user agrees to read information pertaining to the proper use of the Internet and sign the AUP user agreement.

ILC has taken reasonable precautions to restrict access to controversial materials; we work to keep our surf protection software current and to make sure that the information posted by leaders on the site is monitored by the ILC Webmaster, volunteer leaders and staff.

A Security Statement is attached. However, on a global network such as the Internet, it is impossible to control all available materials.

Internet Etiquette

E-mail and the Internet do not replace face-to-face communication. Following the Biblical principles stressed in Matthew 18 is the appropriate procedure used to resolve personal conflicts. Matthew 18:15-16 states how we should first attempt to resolve conflicts one-on-one (between the two parties involved) before other people become involved in attempting to resolve the conflict.

Users are required to abide by the accepted rules of network etiquette. These include (but are not limited to) the following:

1. Be polite. Do not get abusive in your messages to others. Use appropriate language. Do not swear, use vulgarities, or other inappropriate language.
2. Illegal activities are strictly prohibited. These include (but are not limited to) downloading computer worms or viruses; plagiarizing copyrighted images or printed materials; sending threatening or obscene materials; downloading or viewing materials protected by trade secret; reading classified government information; viewing pornography, violent materials, or any other information generally considered inappropriate in a Christ-centered learning environment.

Additional Rules for Youth and Students

1. Do not reveal your personal information, such as your name, address, phone number to those outside the network.
2. If a student or youth member accidentally finds anything inappropriate on a website, they are to turn off their monitor and notify a teacher or adult sponsor immediately.
3. Youth are not allowed to download documents or software from the Internet without a sponsor's permission.
4. ILC school students will follow the ILC School Acceptable Use Policy.
5. A teacher or adult must be present at all times while a youth is using the Internet at ILC.

Electronic Mail

Users should be aware that electronic mail (e-mail) is not private. People who operate the system do have access to all mail. Transmission and viewing of any material via e-mail that is in violation of any US or state regulation is prohibited. All e-mail users are required to abide by the accepted rule of network etiquette.

Consequences

Interpretation, application, and possible modification of these policies shall be within the discretion of the pastors, school principal, ILC webmaster and Technology Committee. Violation of these policies will be reviewed on a case-by-case basis by the pastors, principal, youth sponsors and ILC webmaster; they may at any time make determinations that particular uses by staff or volunteers are not consistent with the purposes of the network and computer resources. Furthermore, the network administrators reserve the right to discontinue access to the computing equipment and network at any time for any and all users.

Depending on the severity of the infraction and the judgment of the administration, any of the following consequences may be imposed upon student and community users:

1. Individual access privileges may be suspended.
2. Individual access privileges may be revoked.
3. Individuals may be referred to the Board of Elders and the Senior Pastor.

Automatic notification will be made to the individual and the parent/guardian of any student under age 18 involved in any violation of this AUP. Violations include, but are not limited to, the following:

1. Internet abuse, including (but not limited to) choosing to visit inappropriate websites; downloading controversial material; using abusive language.
2. Hardware abuse, including (but not limited to) malicious mistreatment of any piece of technology hardware.
3. Software abuse, including (but not limited to) amending program instructions; initiating to illegally copy media.
4. Network abuse, including (but not limited to) illegal or inappropriate use of username and password; accessing non-authorized files; misuse of network resources; inappropriate language in emails, or discussion groups.

Media Equipment

ILC has an assortment of media equipment including (but not limited to) television, DVD players, video players / recorders, LCD projectors; laptops, digital cameras, and video cameras. This equipment is available for School and Church use as approved by the pastors, network administrator, administrators and teachers. The equipment shall be formally reserved, picked up and returned by the sole individual who 'checks out' said equipment upon stated approval. This individual is responsible for the safe and immediate return of all equipment in question.

Personal Technology Devices

Personal technology devices, including (but not limited to) cell phones, PDAs, laptops, tablets and notebooks are to be used under the direction and in compliance with directives set by the classroom teacher and ILC administration. Personal technology devices are the sole responsibility of the owner. ILC is not responsible for any damaged, lost or stolen devices.

During school hours or other educational ministry, cell phones are only to be used with the permission of a teacher. Handheld gaming devices are not to be used during school hours. Handheld computers and PDAs are acceptable for use with prior approval by the classroom teacher. They should be used, with permission, for class work only. They should not be used for e-mail or Internet access during school hours. Such a device, used improperly, is considered a nuisance item and it will be confiscated until a parent or guardian collects it from the principal. A repeat offense will be treated as the serious concern that it is.

Community Users and Student Photographs and Work

For the safety of students, ILC will not include the names of any student on websites with public access. Student pictures will not include any identification information. Artwork of ILC students that are placed on websites also will not include any means to identify the artist.

M2- Acceptable Use Policy Agreement

IMMANUEL LUTHERAN CHURCH INTERNET/INTRANET

My signature below indicates that I have read the Immanuel Lutheran Church
INTERNET/INTRANET ACCEPTABLE USE POLICY and agree to its terms.

User Signature

Date

Parent/Guardian Signature (If user is under age 18)

Date

Email address

Please detach and return this form to the Immanuel Lutheran Church office. You will be provided a username and password by email. After receiving your username and password, please login, change your password as soon as possible and add information to your personal data that you are willing to include on the site. You may change your personal data or password at any time.

Office Use Only

Webmaster please initial:

____ Username/Password

If you have any questions please contact the webmaster or the Church Office.

M3- Change of Status

**IMMANUEL LUTHERAN CHURCH
INTERNET/INTRANET**

My signature below indicates that I request to be removed from the Immanuel Lutheran Church and the Immanuel web site.

User Signature

Date

Parent/Guardian Signature (If user is under age 18) Date

Email address

Upon transfer, release to another congregation or change in employment status, your username will be removed from the Immanuel system. If you request to be removed from the site, please detach and return this form to the Immanuel Lutheran Church office. Your individual member name will be removed from the site. To remove your entire family from the site, please indicate with your initials here: _____ (Your entire family will be removed from the site).

Office Use Only
Webmaster please initial:
_____ Username

M4- Privacy Policy

IMMANUEL LUTHERAN CHURCH

IMMANUEL LUTHERAN SCHOOL

CHRISTIAN CHILDHOOD DEVELOPMENT CENTER

Immanuel Lutheran Church (ILC) and our related entities, Immanuel Lutheran School and the Christian Childhood Development Center, appreciate that privacy is very important. ILC has adopted this Privacy Policy as we recognize the right of people to keep their personal information private. This Privacy Policy covers the Church's treatment of personally identifiable information we collect or hold.

The information we collect

ILC will collect general information about you, such as your name, address, contact details so we can contact you. We may also collect this and other types of personal information, for example, when you sign up for events, when you participate in ILC activities or complete certain forms. The information collected may include some sensitive information, such information about your personal beliefs, if that information is relevant to the services or assistance you have requested from ILC. ILC operates video cameras within and around some of our premises, in the interests of security and safety and during some of our church or chapel services

Where practicable, the purpose for which we collect personal information will be made clear at the time of collection. If you do not provide us with certain information, we may be unable to provide you with access to some of our services or the assistance you have requested.

Users can generally visit the ILC website without revealing who they are or without giving any other personal information unless they log on, place an order or register for an event. ILC will not collect any personal information about visitors to the website unless visitors knowingly provide it.

How we use the information

ILC will use the personal information we collect for the purpose disclosed at the time of collection or as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, unless authorized or required by law. In general, we will only use and disclose your personal information as follows:

- (a) to establish and maintain your involvement with ILC, such as providing you with newsletters;
- (b) to provide the products or services you have requested from ILC;
- (c) to answer your inquiry;
- (d) to register you for events, conferences or promotions at your request;
- (e) to assist us to make ILC's websites, services and ministry more valuable to our congregation, school and community;
- (f) for direct promotion of our ministry or services and to keep you informed of new developments we believe may be of interest to you. If we contact you in this way without obtaining your prior consent, we will provide you with the opportunity to decline any further promotional communications;
- (g) to third parties where we have retained those third parties to assist us to operate the ministry at ILC and provide the products or services you have requested, such as religious education instructors, catering and event coordinators, transport providers, health care providers, website hosts and IT consultants, and our professional advisers such as consultants, lawyers and accountants. In some circumstances we may need to disclose sensitive information about you to third parties as part of requested services;
- (h) to different entities of ILC to improve our general ability to assist ILC members, school families attendees and the wider community.

Accessing your information

You may request access to the personal information that ILC holds about you by contacting the ILC Church Office. We will provide you with access to your personal information unless we are legally authorized to refuse your request. We may charge a reasonable amount to cover the cost of providing access.

If you wish to change personal information that is out of date or inaccurate at any time, please contact us. We will take reasonable steps to correct any of your information that is inaccurate, incomplete or out of date. If you wish to have your personal information deleted, please let us know and we will delete that information wherever practicable.

We may refuse your request to access, amend or delete your personal information in certain circumstances. If we do refuse your request, we will provide you with a reason for our decision and, in the case of amendment, we will note with your personal information that you have disputed its accuracy.

Security

ILC will take reasonable steps to keep secure any personal information that we hold. Personal information is stored in a secure server or secure files.

The Internet is not a completely secure method of transmitting information. Accordingly, ILC cannot accept responsibility for the security of information you send to or receive from us over the Internet or for any unauthorized access or use of that information.

Changes to this Privacy Policy

ILC may amend this Privacy Policy from time to time by having the amended version available at ILC or on our website at www.ourgodwithus.com. We suggest that you visit our website regularly to keep up to date with any changes.

Contacting us

If you would like any further information, or have any queries, problems or complaints relating to ILC's Privacy Policy or our information handling practices in general, please contact the ILC Church Office at 815.235.1993.

Exhibit N- School Policy Manual

Version 2.1– Approved by Governing Board on 5/18/1

This is a separate document due to its size

Exhibit O-1- Nomination Form

Immanuel Lutheran
Church Freeport
Illinois 61032

20__ Nominations for Governing Board

Candidate Name: _____

Person Making the Nomination: _____

Phone Number _____ E-mail Address _____

** I have spoken with the person and they are willing to be considered for nomination YES NO

** I have shared the 'Board Responsibilities' (PBG 2.1) and 'Membership Responsibilities' (PBG 2.2) with this person and they understand. YES NO

** I have shared the 'Qualifications and Other Considerations' list with this person and they understand. YES NO

** I believe this person demonstrates the qualities suggested in these documents and be considered a candidate for the Governing Board YES NO

** I believe this person is well qualified to give leadership to our congregation as a member of the Board because:

Signature

Date

*Please complete this form and return it to the Governing Board mail box before mm/dd/yy or e-mail the nomination information to **email** address*

Exhibit O-2- Nomination Form

Immanuel Lutheran
Church Freeport
Illinois 61032

Nominations for Governing Board Candidate Qualifications Validation Checklist

Candidate Name: _____

1. Candidate has been nominated by Board member or Congregation Member? **Y N**
2. Completed Nomination Form has been submitted? **Y N**
3. Meets the requirements of board membership as stipulated in the OSL Constitution and Bylaws? **Y N**
4. Regularly participates in the worship and educational life of the congregation? **Y N**
5. Undertakes meaningful and relevant personal spiritual disciplines for the development of their own faith lives?
Y N
6. Is a good written and verbal communicator? **Y N**
7. Is a visionary person? **Y N**
8. Can effectively represent the concerns the "Stewards" of the Congregation? **Y N**
9. Understands and supports the basic concepts of Policy Based governance? **Y N**
10. Is willing and able to support the strategic direction of the congregation, even when not in agreement? **Y N**
11. Has read, understands and is ready, willing and able to accept The Board Responsibilities and Membership Responsibilities as delineated in Policy (PBG) Section 2.1 and 2.2? **Y N**
12. Currently are on the payroll of Immanuel Lutheran Church or School or have been anytime within the immediate preceding three years? **Y N**
13. Is spouse of a staff member working more than 20 hours per week? **Y N**
14. Meets the following requirement?: Not more than one individual from any given family with less than two degrees of separation (parents, children, siblings, aunts, uncles, nieces, nephews or in-laws of same, grandparents) shall serve on The Board at the same time. **Y N**
15. Will support all decisions once they have been fully discussed and resolved by the board? **Y N**
16. Board diversity has been taken into consideration? **Y N**
17. Current composition of The Board has been taken into account? **Y N**

Reviewed by Nominating Committee on : _____ (Date) Signed by: _____(Name)

Exhibit O-3- Nomination Form

Immanuel Lutheran Church Freeport Illinois 61032

Nominations for Governing Board Candidate Validation

Candidate Name: _____

Age (Optional) _____

1. Member at Immanuel Lutheran Church since _____

2. Church Membership prior to ILC? _____

3. Immediate family members include:

4. I regularly participate in the worship and educational life of the congregation? Y N

- Attend services Early Late Both
- Attend Small Group bible study
- Attends Adult Sunday Bible Study

5. Personal spiritual disciplines I have include:

6. My communication strong points include

7. One vision I have for Immanuel is

8. My plan to represent the concerns of the Congregation include

9. One question I have concerning Policy Based governance is

10. I can support the strategic direction of the congregation, even when not in agreement? Y N

11. I have read, understand and am ready, willing and able to accept the Board Responsibilities and Membership Responsibilities as delineated in Policy (PBG) Section 2.1 and 2.2? Y N

12. I am not currently on the payroll of Immanuel Lutheran Church or School and have not been within the immediate preceding three years? Y N (Explain if yes)

13. My spouse or immediate family member is not a staff member working more than 20 hours per week? Y N (Explain if yes)

14. I do not have any family member with less than two degrees of separation (parents, children, siblings, aunts, uncles, nieces, nephews or in-laws of same, grandparents already serving on The Board? Y N

15. I will support all decisions once they have been fully discussed and resolved by the board? Y N

Signed by: _____(Name) _____(Date)

Exhibit P1- New Policy Template

Policy Area:	Subject:
Title of Policy:	Number:
Effective Date:	Page Number:
Approved Date:	Approved by:
Revision Date:	Who is responsible?
<p>1. Rationale or background for policy:</p> <p><i>It is important to write out why this policy needs to be created or updated. Giving a background puts the policy in context so that the organization can consider whether it is still necessary for the original purpose. What was the issue/challenge behind creating the policy? Why was it necessary to formulate a policy? Provide an example if needed.</i></p>	
<p>2. Policy Statement: <i>A simple statement of "what" is to be accomplished.</i></p>	
<p>3. Procedures: <i>List in logical format the steps to take in order to implement the policy once approved.</i></p>	

Exhibit P2- New or Amended Policy or Procedure Change

Action:	Recommend Policy or Procedure Change	Create Draft of Policy or Procedure Amendment	Review Policy or Procedure Recommendation- New or Changes	Coordinate Policy or Procedure change with existing policies	Approve Policy or Procedure Draft	Implement Policy or Procedure	Store Policy or Procedure
Owner:	Any member of Immanuel	Direct committee or board responsible Immediate level up from change Governing Board	Direct committee or board responsible Immediate level up from change	One level up identifies potential overlap or coordinated needs	Direct committee or board responsible Immediate level up from change	Include effective date within Policy or Procedure Revision date as foot note	School , church or Congregational Secretary
Approvers:	Committee directly impacted by the change Immediate level up from change	Next level up from change	Simple majority of that committee Simple majority of next level	Governing Board reviews	Immediate level up from change	Congregational Secretary	n/a

Note:

- Any new or change to Policy or Procedure must be approved in order to implement any change. Example: any Policy or Procedure change owned by the Trustees or Governing Board would require Congregational approval in order to implement. Any change in Policy or Procedure owned by the school administrator would require Senior Pastor and Governing Board approval.
- The secretary will update the Policy Manual Change log with any new or revised editions. Log will include Document changed, date of change, who approved change and type of change as noted within the log
- The Senior Pastor cannot establish or approve any Policy or Procedure without prior review and approval from the Governing Board.

Exhibit Q- 2013 Strategic Plan

Immanuel Lutheran 2013 to 2020 Strategic Plan

By 2020:

1. As individual members at Immanuel be involved in regular worship & an outreach program in mission
2. Our community will recognize Immanuel as an engaged church
3. Have proactive care of our Church Property with minimal emergency volunteer work needed
4. Have a simple & proactive approach to eliminating any weaknesses or barriers to staying focused on worship & outreach
5. Have a common message in declaring our Christ centered family

This will be achieved through the following three strategies:

1. Actively living our mission to be “a Christ-centered family, **engaged** in mission, sharing the love of Jesus Christ through Word and Sacrament with focus on God’s plan for His people in the creation & growth of His family in mission.
2. Reducing our barriers that have been identified
3. Building upon our strengths as an engaged family in Christ.

Immanuel’s plans for achieving these strategies include:

1. Engaging in the life giving sacrifice of Jesus Christ through planned and deliberate outreach that meets the needs of our faithful members, our fallen members, and the Community at large. (Mercy)
2. Involving ourselves in the mission of God through word and action (Witness)
3. Engaging in the fellowship God is creating (Life Together)
4. Caring for God’s House (the Church) with priority to its needs
5. Simplifying the operating structure
6. Clearly defining and applying consistency in ownership of responsibilities and accountabilities
7. Facilitating effective, accurate and swiftness of communication
8. Reviewing and identifying measures to reduce Immanuel’s weaknesses
9. Engaging in projects that causes the community to view Immanuel as an actively caring church
10. Engaging members in a way that involves them as part of a large caring family of Christ
11. Recognizing the gifts of individuals for use in active mission
12. Developing new leaders for the future
13. Minimizing processes in order to spend more time in active mission

Milestones to insuring success

The Congregation approves:

Strategic plan in April 2013

Any new education programs by December 2013

A Capital Improvement Fund by April 2014

By-law changes by October 2014

And we experience:

75% of active members engaged at Immanuel by the end of 2015

95% of active members engaged at Immanuel by the end of 2020

Additional Details:

Reduce identified barriers:

- God's House (the Church) is not cared for with priority to needs
- Budget dollars will be set aside to repair and maintain the church property
- Operating structure is too complex
- Church/School/Hotel budget calendars will be coordinated
- A formula will be applied to how Church Mission Funds are applied
- Ownership of responsibilities are not clearly defined and accountabilities applied consistently
- Expected involvement of called staff will be established
- Council will establish and clearly update & communicate commitments made
- By-laws will be reviewed for potential recommended change
- Communication across all channels is not always effective, accurate or swift
- Church & School management , along with their boards will review, identify a prioritize the need for change
- Plans will be implemented to address those needs
- Review of our weaknesses and identifying measure to reduce them has not yet been accomplished
- Gap analysis will take place by the appropriate management and council to determine what changes may be needed
- Plans will be implemented to address those needs and prevention established to reduce the risk of the same weaknesses reoccurring

In order to engage in the life giving sacrifice of Jesus Christ through planned and deliberate outreach that meets the needs of our faithful members, our fallen members, and the Community at large. (Mercy)

We first must:

- Define our focus
- Analyze our current membership status and update records
- Analyze our current outreach efforts to determine their effectiveness and level of involvement

And then will:

- Develop an outreach program designed to meet the needs of Immanuel Families
- Develop an outreach program designed to meet needs within our community
- Implement a Christ centered response to those needs
- Increase active involvement to 95% of our active members

In order to involve ourselves in the mission of God through word and action (Witness)

We first must:

- Define our focus
- Understand the strengths of our members
- Determine what is needed by the community
- Define how we determine "involvement/engagement"

And then will:

- Implement a Christ centered response to the identified needs
- Develop a school program designed to meet the needs of our community
- Establish a timeline to reach a goal of 95% of our “active” members involved in witness and mission

In order to be engaged in the fellowship God is creating (Life Together)

We first must:

- Understand our walk with Synod Lutherans
- Take steps to be recognized as one identity
- Find the needs of our Immanuel families
- Focus on consistency in our Immanuel message

And then will:

- Maintain relationships
- Reach out to engage in new relationships

Identified Strengths of Immanuel

- Confessional Lutherans that are Christ-centered in mission
- Christ centered formal education of students for 135 years
- A Child Development Center
- Caring members
- Legacy of member support for school and church
- Leadership that focus on respect, love, and reasonability in discussions
- Resources to manage Immanuel including a Principal, CCDC Director, an associate pastor and DCE
- Engagement in “Quiet mercy” through acts of kindness & outreach
- Property has ample space for growth

Identified Weaknesses of Immanuel

- We are mission minded rather than “missional”
- The needs within our mission are great and the resources to deliver are finite
- Less than half our members participate in worship at our church on a weekly basis
- God’s gifts to our paid staff are underutilized
- Cost of education exceeds the revenue that is taken in
- Supporting benevolence is inconsistent in how its applied
- Board chair positions are sometimes difficult to fill
- Potential new leaders have not been positioned to try new approaches (“that’s how we’ve always done it”)
- Council meetings are focused on process rather than priorities
- Council & Boards have an opportunity to better understand Biblical roles & relationships within the Council

Exhibit R- Immanuel Use of Property Check List

Section A for Request Administrator

Person Requesting: _____ Phone Number: _____
Email Address: _____
Date Requested: _____ Time: _____
Location Requested: _____

Function Type:

- Wedding
- Family functions planned for less than 50 guests
- Family functions planned for 50 or more guests
- Sport activities – Basketball
- Sport activities – Volleyball
- Sport activities – Other _____
- Other- _____

Date Signed Paperwork required: _____
Date Completed Paperwork received: _____
Date key to be given: _____
Date key to be returned: _____

Deposit required \$ _____ no later than _____
\$ _____ no later than _____
Fees required \$ _____ no later than _____

Process

Request for any property should come through either the church secretary or the school secretary to first confirm availability of the property for the desired date.

If the date is available, a checklist and rental contract will be given to the requester. The date will be penciled in for one week in order for paperwork to be completed and returned. If the paperwork including a written requested date as well as the signed and completed rental agreement that meets all the requirements is not returned, the date opens back up and becomes available on first request basis.

Once completed paperwork is received and it matches the requirements, the date will be firmed up and half the deposit requested at that time.

If either secretary has any concerns or questions regarding coverage or agreement requirements in the request, they will refer the information to the Trustee's for further review and recommend next steps.

Pre Confirmation

- Date is currently available
- Request came in the required timeframe
- Checklist and rental contract has been given to the requester
- Request date has been penciled in for one week for paperwork to be completed

Confirmation

- Request date confirmed in writing
- Rental agreement that meets all the requirements is signed and delivered

- Only some requirements met so sent to Trustee's on (date) _____
- Trustee direction received on _____
- Okay to continue
- Continue with the following contingencies met
 - _____
 - _____
 - _____
- Requires Governing Board approval
 - Governing Board approval received
- Certificate of Insurance received
- Half the deposit received

48 Hours Prior to Event

- All required funding and paperwork received
- Date is locked in
- Key given
- Room properly prepped
- The soccer field if being used after 5 pm and it involves more than 25 people in its use, the immediate neighbors were notified of the event.

Day after Event

- Debris was placed in the appropriate containers provided.
- Property access appears to have been limited to the area being rented and the adjoining access area and restrooms.
- The single key was returned on time
- Use of the Narthex & Gym did not include serving of any food or beverage unless planned
- Property in good order
- Gym flooring does not have tape
- Lights were turned off
- Doors were locked
- Key was returned
- Deposit returned

Immanuel Use of Property Check List Exhibit R Section B- Requester form

- Thank you for considering the use of Property at Immanuel. Since we recognize this as God’s mission field, the first step is for you to understand and agree with the intended use of this property as noted below:

The property Immanuel has been blessed with is also God’s mission field and as such, it is intended to be used for the purpose of growing God’s kingdom.

The following policy relating to Immanuel properties is developed to honor God’s word that “everything should be done in a fitting and orderly way.” 1 Corinthians 14:40.

Since this is a Christ Centered property, it is required that all activity that takes place be to God’s Glory and not violate his commandments. It is also important that any activity be consistent with and in support of the Immanuel Mission & Vision as determined by the Immanuel Governing Board:

“Immanuel Lutheran Church is “a Christ-centered family, engaged in mission, sharing the love of Jesus Christ through Word and Sacrament.”

Our Vision is that all Immanuel members are: Enlivened, Empowered, and Engaged

Use of Immanuel property is limited to activities for Immanuel church family use and the occasional use by others following our schedule guidelines.

Location Requested

- Church Sanctuary (See the Senior Pastor or Elders for additional details)
- Church Narthex
- Church Fellowship Hall
- Church Library
- Youth Room
- Gym
- School Kitchen
- School Cafeteria
- Soccer Field
- Storage Shed

Type Function

- Wedding
- Family functions planned for less than 50 guests
- Family functions planned for 50 or more guests
- Sport activities – Basketball
- Sport activities – Volleyball
- Sport activities – Other _____
- Other- _____

Date & Time Request

Date(s) _____
Hours Requested: from _____ to _____

Required for Reserving

- Rental request meets all policy guidelines.
- Rental Agreement completed & signed.

- Current Certificate of Insurance received.
- Deposit submitted in the amount of \$_____.(50% of amount due)
- Full deposit in the amount of \$_____.
- Fees in the amount of _____ have been paid.
- No liquor or alcoholic beverages will be served or brought onto the premises.
- No gambling or games of chance will take place on the premises.
- No fund-raising will take place during this event.
- Will insure all debris is placed in the appropriate containers provided.
- Plans have been made to bring own tableware, coffeepots, or other utensils.
- Gym floor will not be taped without preapproval at time of registration.
- Property access will be limited to the area being rented and the adjoining access area and restrooms.
- The single key will be returned by _____ the agreed upon date.
- Use of the Narthex & Gym will not require serving of any food or beverage.
- The renter agrees to release Immanuel Lutheran Church and School from any and all liability to any person for any loss, damage, or injury to any persons or property incurred in or upon the premises.
- The soccer field is being used after 5 pm and it involves more than 25 people in its use, the immediate neighbors will be notified of the event.
- As the Designated Person in Charge (DPIC) I understand the terms of the policies and contract and will inform my group of the rules and terms.
- When leaving, as the DPIC, I will take responsibility for turning off the lights and locking the doors.

Renter Signature _____ Date _____

Acceptance Signature _____ Date _____

Immanuel Use of Property Check List Exhibit R Section C- Wedding Checklist

WEDDING CHECK LIST

When a family contacts the church to request a wedding date:

- Pastor and Elders reserves the right to decide whether wedding may be performed. Immanuel does not allow non-member weddings. See wedding policy for more information.
- Officiating pastor is available
- Church sanctuary is available
 - Rehearsal
 - Ceremony
- Wedding policy has been given to couple, reviewed and signed
 - Music is approved
 - Ceremony is approved
 - Rehearsal scheduled
- Pastor schedules premarital sessions with couple, per policy
- Custodian is scheduled
- Sound system operator is scheduled
- Church musician is contacted, if requested
- Member family wedding:**
 - Custodian cost collected: \$75
 - Sound system operator cost collected: \$50
 - Music director's fee collected: \$125

Immanuel Use of Property Check List
Exhibit R Section D- Funeral Checklist

FUNERAL CHECKLIST

When a family contacts the church regarding a funeral:

- Pastor schedules the funeral with the family
 - Officiating pastor is available
 - Church sanctuary is available: visitation, funeral service
- Verify funeral home making arrangements
- Send church information sheet to funeral home for the family
- Gather information regarding Christian obituary
- Works with family regarding Scripture, music and other service details
- Offers the family a brochure on establishing a memorial in memory of the loved one
- Publicizes funeral in church publicity

Exhibit S- Immanuel Child Protection Policy

Updated December 2018 Board of Trustees / Governing Board

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CHILD PROTECTION POLICY

General

1. Goal

It shall be the goal of Immanuel Lutheran, Freeport, Illinois to provide a safe environment for the physical and emotional well-being of all children participating in activities, including participants in any daily or temporary childcare programs. The organization's goal is to inform workers and enforce policies to ensure that all children are safe and well protected while attending scheduled activities.

2. Definition of "children"

The term "child" or "children" shall include all persons under the age of eighteen (18) years.

3. Definition of Molestation*

"Abuse" or "molestation means each, every and all actual, threatened or alleged acts of physical or mental abuse, sexual molestation or sexual misconduct performed by one person or by two or more persons acting together. *Copyright, 2010 Selective Insurance Company of America.

Selection, Requirements and Screening Process

1. Pre-employment procedures for paid and volunteer workers

It is the goal of Immanuel Lutheran, Freeport, Illinois to adequately screen the applications of all persons desiring to work with children participating in all programs.

2. Classification of workers

Workers are either paid staff or volunteer.

Paid staff: Includes paid staff, whether full- or part time at Immanuel Lutheran, Freeport, Illinois. Must be eighteen (18) years of age.

Volunteer workers: Persons who interact with children on a volunteer basis. Responsible teens (under the age of 18) may serve in volunteer positions only with and under the direct supervision of an approved adult worker.

3. Volunteer applications

Any volunteer with the potential of working one-on-one with children or youth must complete and sign an *Application for Volunteer Workers Who Will Work with Children*.

Applications will be submitted to the administration office.

The religious organization keeps all confidential information received in the applicant selection process. Such information will be stored with access afforded only to appropriate staff on a need-to-know basis. Please note that applicant is responsible for submitting Social Security information directly to the agency used by Immanuel Lutheran, Freeport, Illinois to accomplish background checks.

If Immanuel Lutheran, Freeport, Illinois learns of false, misleading or amended information on an application that could cause potential danger to children or liability to the organization, that person will be terminated.

4. Paid staff applications

Please refer to policy references in Employee Policy Handbook, Chapter 3: New Hire Process

5. References for Volunteers

At least three references will be checked and documented in order to conduct a reasonable inquiry into the character of the applicant. References may be checked by phone, email, mail or in person.

Whenever possible, the three references should include:
a person who has known the applicant for an extended period;
a former supervisor; and
a member of the applicant's immediate family.

Information gained in these checks should be noted directly on the application.

6. Confidential interviews

Immanuel Lutheran, Freeport, Illinois reserves the right to interview any applicant desiring to work with children.

7. Background check

A criminal background check and child abuse registry check will be required of volunteers who may have one-on-one contact with students or children (such as tutoring) and youth, who have regular and repeated contact with students or children. (See #3 Volunteer application). No one who has been convicted of a crime involving misconduct with children will be allowed to work with children or youth. Completing the *Application for Volunteer Workers Who Will Work with Children* authorizes the organization to conduct these checks.

Background checks will be kept confidential in a locked file with access afforded only to appropriate staff on a need-to-know basis.

Background checks will be repeated no less than every three years on each individual – volunteer, part time paid employees, full time paid employees, called staff or other professional staff.

8. Vehicle safety

All drivers of the Immanuel Lutheran bus must maintain a current valid state driver's license and submit a copy annually for a current MVR.

9. First aid training

Paid staff who work with children are required to have first aid training as stipulated by the administrator. Volunteer workers are encouraged to get training if they frequently accompany children on activities such as recreational activities, camps, retreats, mission trips or any other activity with an element of risk.

10. Identification of workers

All employees or volunteers who are engaged to work with children must be photographed with copies of those photographs kept in their personnel file.

11. Identification badges

All employees and volunteer workers who work with children, are required to wear an identification name tag whenever they are supervising children. These tags will be provided by the organization.

12. Acknowledgement of organization policies

All applicants must acknowledge in writing that they understand Immanuel's policies pertaining to the protection of children and that they agree to abide by them. This requirement will be met by having applicants sign the Acknowledgement of Receipt form.

13. Supervisory Requirements

It is Immanuel's policy to provide adequate supervisory control of persons working with children participating in all programs, including daily or temporary childcare programs. The following regulations shall be applicable to all having contact with children participating in all programs:

14. Safety of children

It is the responsibility of all persons having contact with children participating in programs to promote the emotional and physical safety of the participants giving regard to all factors and circumstances known to them. If in their opinion, an unsafe condition exists; such persons shall immediately take appropriate precautions under the circumstances to protect all children. Nothing contained in any other policy, procedure or instruction shall be construed to relieve persons having contact with children from this responsibility.

15. Release of children

To reduce the possibility of kidnapping, Immanuel Lutheran requires parents to list at time of registration, individuals who are authorized to pick children up. Any additions to this list must be called or emailed to the office or the teacher prior to pickup. If staff or volunteer worker does not recognize the individual picking up the child, s/he will require photo identification. If someone shows up to pick up the child who is not recognized by staff or volunteer – even if the child identifies the person – staff will contact parent or guardian before the child is released. If a copy of a legal restraining order is on file with Immanuel, a child will not be released to the person named in the document.

Children who are in fourth grade or younger are not permitted to leave the area of the activity at the conclusion of the scheduled activity without further supervision unless otherwise instructed by the parent or guardian. If their parent or guardian does not pick up these children, they will be supervised until the parent or guardian is contacted. A child in fifth grade and older shall not be taken from or allowed to leave the organization's property, either unattended or in a group without specific parental permission.

Working with children It shall be Immanuel's goal that a minimum of two workers will be in attendance at all times during an activity. Some activities may have only one adult in attendance while is in session. In these instances, doors must have a viewable window to remain open. **At no time should an adult ever be in a room or an enclosed area alone with a child.**

16. Ratio of workers to children

A reasonable ratio of adults to children must be maintained at all times.

17. Worker training: Child Protection

Each new employee or volunteer worker will be given a copy of the Immanuel Lutheran's Child Protection Policy. They must sign a statement annually indicating they have received and read it before they can begin working with children.

Paid staff and volunteer workers who work with children are required to take online or in-service training on topics including (but not limited to) recognition of child abuse and intervention and / or sexual harassment prevention and policy training. Training will be assigned at time of employment or volunteering and will consist of materials directed and required by Immanuel's Governing Board and Board of Trustees, working with insurance and

school safety professionals. Training will be required annually and compliance documented by school and church training administrators.

18. Ministerial and staff oversight

The administrative staff is responsible to coordinate ongoing supervision of all workers. This may include unannounced visits into classes and other program sites.

19. Awareness of organization policy

The administrator responsible for each division shall periodically review the definition of child abuse and neglect as defined by law and the organization's policy concerning these crimes. These reviews can be conducted either with the workers individually or in groups, at least once a year and following each change in or addition to such policies. Each worker shall acknowledge receipt of a written copy of the policy prior to the time they commence working with children and after each change to such policy. Each worker shall acknowledge participating in the periodic review of the organization's policies and procedures. The signed acknowledgements shall be retained in the personnel file of the worker.

20. Release of claims

Prior to any activity away from the organization's grounds, a Release of Claims will be necessary to be signed by the child's parent or legal guardian. Without the form signed and in the possession of the organization, the child will not be allowed to participate in the away activity.

Reporting, Investigating, and Record Keeping

1. Reporting and Responding to Alleged Child Abuse or Neglect-Inappropriate behavior

Sexual abuse and other inappropriate behavior will not be tolerated. Any report allegation must be reported to appropriate administrator and President of the trustees with 24 hours. The Personnel Committee will be involved, if appropriate.

The following information will be documented and collected at the time of the allegation. Confidentiality will be strictly maintained and document retention handled according to policy:

The name, age, gender, and address of the victim

The name, age, gender, and address of the alleged perpetrator

The nature of the alleged misconduct that occurred

The number of times the alleged misconduct occurred

The date(s) and location(s) of the incident(s)

The relationship between the victim and the alleged perpetrator

Other evidence that supports that allegation (eyewitnesses, medical exams, confessions, etc.)

Once an incident has been reported:

Trustees will contact our insurance agent and seek assistance from legal counsel.

Administrators fulfill state reporting obligations. The religious leader or his agent will inform victim and victim's family of the steps that are being taken, and continue to keep them advised of the status of the investigation. If child abuse is confirmed, ask the victim and the victim's family what action they would like to take in the matter and fully cooperate to address their requests within the bounds of a legal and prudent response. (Legal counsel should assist in this determination.)

If appropriate, provide support to the victim by letting the victim know:

Immanuel takes very seriously any allegations of misconduct.

The school does not tolerate such incidents

Any complaints will be investigated immediately and thoroughly.

The school will not tolerate any retaliation against the victim or their family for filing a complaint no matter how it is resolved.

Decide on options regarding the alleged perpetrator with advice of police, Department of Social Services, and legal counsel. Action can include, but are not limited to:

- Restricting the individual's activities until further investigation has been done.
- Placing the individual on paid or unpaid leave of absence or continuing the individual in their function until further investigation has been done.

Proof or admission of guilt will result in termination.

In instances where evidence is inconclusive, the organization should take action with the advice of legal counsel in consultation with law enforcement officials depending on the strength of the evidence available and after consideration of the victim and the victim's family's requests.

In consultation with legal and Synodical counsel, Immanuel's leaders will determine the amount of information believed appropriate to relate to the membership.

Protecting the privacy of the accused is equally important until the complaint has been resolved. This removal from duty should occur in such a way that an innocent person is not immediately deemed guilty. There are false claims made each year. If the allegation is determined to be unsubstantiated, the employee can be returned to their prior position.

2. Reporting obligation

Immanuel employees and volunteers are responsible by Illinois law to report suspected child abuse of any nature.

3. Confidentiality

Any breach of this confidentiality by an employee shall be cause for immediate dismissal. The pastor, in consultation with the official conducting the investigation may authorize limited additional disclosure if necessary to protect other children from harm in the near future, particularly where the person responsible for the abuse cannot be identified, but in no case shall the identity of the victim or the accused person be disclosed except as required by law.

4. Investigation of alleged abuse or neglect

No person shall attempt to conduct a detailed investigation either through examination or interrogation of the child, the accused person or a witness. It is acceptable to obtain a reasonable amount of information to have cause to believe a child has been abused or neglected. Interviews shall be conducted only by authorized officials of the agency to whom the suspected crime has been reported or, when appropriate, by legal counsel or persons representing the organization in an official capacity. All employees and volunteers shall cooperate with the official investigation as requested.

5. Preservation of records

Copies of all documents relating to an event of abuse or neglect, including a list of all persons known to be present or in the vicinity shall be transferred to the religious leader or his agent. They will review them to determine if the documents are complete in accordance with the organization's policy. If any documents are missing, they shall make a written notation and transfer the documents to the administrator who shall retain them until advised that all criminal and civil investigations and actions have been completed.

6. Ministerial care

The staff shall encourage and assist the child and the parents in securing appropriate counseling, care and support. In the event the allegation abuse or neglect involves a member or employee of the organization, the staff shall encourage and assist the individual in securing appropriate religious care and support being mindful of the potential for a conflict of interest.

7. Liaison with the community

The President of the Trustees or an appointed agent (in consultation with legal advice) will serve as the Immanuel's sole access to the media.

Background Check Authorization
CONFIDENTIAL

Immanuel Lutheran Church, 1993 West Church Street, Freeport, Illinois, 61032

Full Name: _____

Any Former Name(s) and dates they were used:

Current Address:

Since: Month _____ Year: _____

Previous Address:

Since: Month _____ Year: _____

Previous Address:

Since: Month _____ Year: _____

Date of birth: _____

Current telephone Number: _____ Cell Phone: _____

Drivers License Number/State: _____

The information contained in this application is correct to the best of my knowledge. I hereby authorize the religious institution named above and its designated agents and representatives to conduct a comprehensive review of my background causing a consumer report and/or an investigative consumer report to be generated for employment and/or volunteer purposes. I understand that the scope of the consumer report/ investigative consumer report may include, but is not limited to the following areas: verification of Social Security number; current and previous residences; employment history, education background, character references; drug testing; civil and criminal history records from any criminal justice agency in any or all federal, state, county jurisdictions; driving records; birth records and any other public records.

I further authorize any individual, company, firm, corporation, or public agency (including the Social Security Administration and law enforcement agencies) to divulge any and all information, verbal or written, pertaining to me, to the religious institution named above or its agents. I further authorize the complete release of any records or data pertaining to me which the individual, company, firm, corporation, or public agency may have, to include information or data received from other sources.

I hereby release the religious organization named above, the Social Security Administration, and its agents, officials, representative, or assigned agencies, including officers, employees, or related personnel both individually and collectively, from any and all liability for damages of whatever kind, which may, at any time, result to me, my heirs, family, or associates because of compliance with this authorization and request to release.

Signature: _____

Date: _____

Witness: _____

**Acknowledgement of Receipt of the
Child Protection Policy Statement**

I have read and understand Child Protection Policy Statement. I understand that my service as an employee of

_____ or as a volunteer worker who works with children at

_____ is dependent on my strict adherence to these policies.

Name (please print):

Signature:

Witness:

Date:

Release of Claims Form

NAME OF PARENT OR GUARDIAN (please print):

ADDRESS:

CHILD'S NAME:

ACTIVITY:

DATES OF ACTIVITY:

I hereby affirm that my child shall be participating in the above named activity and certify that I am cognizant of the inherent dangers associated with participation in the Activity and with the fact that participating in the Activity may take place outside of, of off of Immanuel's premises.

I understand and agree that not its trustees, representatives, instructors or agents may be held liable in any way for any occurrence in connection with my child's participating in the Activity which may result in injury, harm or other damages to me or my family.

As a part of the considerations for being allowed to enroll and participate in the Activity, I hereby personally assume all risks in connection with my child's participation in the Activity. I further release Immanuel, its trustees, instructors, agents and representatives for any injury or damage which may befall my child while my child is enrolled in or participating in the Activity. I further agree to save and hold harmless, its trustees, instructors, agents and representatives from any claim by me or my family, estate, heirs or assigns arising out of my child's enrollment and participation in the Activity. I also authorize to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm or accident occur to my child while participating in the Activity.

I further state that I am of lawful age and legally competent to sign this affirmation and release; that I understand the terms herein are contractual and not a mere recital; and that I signed this document of my own free act and volition. I further state and acknowledge that I have fully informed myself of the contents of this affirmation and release by reading it before I have signed it.

I have executed this affirmation and release on the ____ day of 20____

Signed: _____

Application Statement

I hereby certify that I have read and completed the above application. My answers are true and correct to the best of my knowledge.

I give permission for the organization to maintain my photograph on file and to conduct a criminal-court background check on me now and at regular intervals. If allowed to work with children I agree to be bound by the bylaws and policies of Immanuel Lutheran.

I hereby authorize all persons, schools, organizations and law enforcement agencies to supply Immanuel Lutheran with any information concerning my character or background in connection with working with children and I hereby release them from liability or damages which may occur as a result of their response to this request.

I authorize to supply my service record, in whole or part, to any prospective or future organization or agency with a legal and proper interest in them. I understand that if allowed to serve, that any misrepresentation made by me in this application shall be considered sufficient cause for my dismissal without advance notice. I have been appraised of and support the organization's position regarding the problem of child abuse and neglect.

Signature: _____

Date: _____

Application for Volunteer Workers who will Work with Children

This application is to be completed by all applicants for positions involving the supervising or custody of children. It will assist the organization in providing a safe and secure environment for all preschoolers, children and youth.

The term "child" or "children" includes all persons under the age of eighteen (18) years.

Date: _____

Full Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Cell Phone _____ Business Phone _____

Driver's License # _____ State _____ Expiration Date _____

Date of Birth _____

Position applying for: _____

Date you would be available _____

Days of the week available _____

Are you a member of Immanuel? Yes _____ No _____

Please list the names and locations of other religious organizations that you have attended regularly within the last 10 year's:

Please list the names of three other members Immanuel who know you:

- 1)
- 2)
- 3)

List the name, addresses and phone numbers of three personal references:

- 1)
- 2)
- 3)

Because we care for our children and desires to protect them, we ask you to please answer the following questions. We understand they are personal and we will protect your privacy.

Have you ever been known by another name? Yes _____ No _____

If yes, please explain:

During your lifetime, have you ever been arrested for molesting or abusing a child, accused of physical assault or a sexual offense of any nature?

Yes _____ No _____

If yes, please explain:

Have you ever been prosecuted for child abuse or molestation?

Yes _____ No _____

If yes, please explain:

Are you willing to be photographed for the confidential personnel records?

Yes _____ No _____

Are you willing to wear a photo identification nametag whenever you are supervising children?

Yes _____ No _____

Are you willing to submit your name, date of birth and Social Security number to the agency Immanuel Lutheran Church employs for conducting background checks?

No _____ Yes _____

Please ask the school of church office for the name of the agency employed by Immanuel Lutheran to conduct background checks. Submit your name, date of birth and Social Security Number to the agency by mail or telephone within two working days of application.

Signed: _____

Dated: _____

Material adapted from kentuckybaptistconvention.org and other sources.

Exhibit T- Emergency Action & Recovery Plan



Emergency Action and
Recovery Plan.docx

Exhibit U- Bus Policy Checklist

Checklist: Immanuel Church / School Bus Rental

- Renter is a member of Immanuel community
- Bus is not needed for a church or school function.
- Driver is approved by our insurance carrier
- Bus is returned clean and free of litter.
- Rental is \$150/day and paid to church or school secretary.

Exhibit V- Pastoral Cell Phone Policy

Policy Area: Board of Elders	Subject: Pastoral Cell Phone
Title of Policy: Cell Phone Policy	Number: 1
Effective Date: 1/7/2018	Page Number: 1
Approved Date: 12/18/2017	Approved by: Board of Trustees, Board of Elders, Governing Board
Revision Date: As needed	Who or board responsible Elder Chairman and or designated member of the elders

1. Rationale or background for policy: To provide a communication tool for the Pastor(s) as he (they) will be providing pastoral coverage at Immanuel Lutheran. Immanuel will no longer provide a church issued cell phone or cellular service.
2. Policy Statement: The Trustees and Board of Elders recommend the following going forward with any new pastor(s)
3. Cell phone and cellular service will be the responsibility of the Pastor(s)
4. Immanuel will provide the following to help offset the cost of a cell phone and cellular service
 - Provide up to \$400 reimbursement towards the purchase new cellphone, including a smartphone every 2 year. If the pastor(s) wish to purchase a higher end phone the difference is out of their own pocket.
 - Provide a monthly stipend of \$50 for personal cell phone bill to offset church usage.
 - This stipend will be included in the first pay check each month for the pastor(s)
5. Loss or damage of personal cellphone is the responsibility of the pastor(s) and does not qualify for early request of reimbursement.
6. The monthly stipend is budgeted at a market rate that allows for insurance coverage from cellular provider if the pastor chooses.
7. The monthly stipend and bi-annual reimbursement will be reviewed every two years to validate with actual market cost of service and equipment.
8. Procedures:
 - Pastor(s) may submit receipt for reimbursement of equipment every two years on anniversary of new cellphone or upgrade from previous device.
 - Elder Board will track this date for eligibility of reimbursement.
 - Elders will review this policy before the 2-year anniversary of acceptance of this policy to make recommendation of monthly stipend and equipment reimbursement.
 - Pastor(s) will need to keep on file cellphone bills for review if needed per Governing Board and Trustees.

Pastors Signature _____ Elder Chairman _____ Date _____

Exhibit W- Policy Change Log

Immanuel Lutheran Policy Manual Change Log*

Date of Change	Section impacted	What changed	Reason for change	Editor(s) of Change	Date Approved	Source of Approval
1/10/14	All	Initial manual submitted to Council for approval	Introduction to a Policy based format	J Sasse G Popp M Luy	1/13/14	Council
1/13/14	All	Council approved Manual	n/a	J Sasse	1/13/14	Council
1/13/14	Exhibit C	Org chart placed horizontal Arrow corrected for Chair reporting to Congregation	Correction to format	J Sasse	n/a	n/a
2/4/14	All	Received Congregation approval	n/a	J Sasse	2/3/14	Congregation
3/18/14	Exhibit B	Changed the election year for treasurer to an even year	Balance the number of members for the nominating committee	J Sasse	3/18/14	Council
3/18/14	2.14.2	Added responsibilities to the Vice chair role	Putting clarity of ownership to new GB responsibilities	J Sasse	3/18/14	Council
3/18/14	All	Synod approval to move forward with new Governing Board Structure	Approval required for implementing change approved by Congregation	J Sasse	3/18/14	Synod Constitution Committee
3/18/14	All	Revised formatting to start a new page with each section	Minimize need to print when revisions are made	J Sasse	3/18/14	n/a
4/30/14		Policy Change Log is now Exhibit XXX	Allow for multiple exhibits to be added while keeping log as final page to policy	J Sasse	n/a	n/a
4/30/14	Exhibit Heading	Associated number removed	Allows for expansion of policies	J Sasse	n/a	n/a
4/30/14	11.0	Added Miscellaneous Policy Section	Space for new policies that do not directly align with other sections	J Sasse	4/21/14	Council
4/30/14	11.1	Added "Use of Property" Policy	Insure consistency in use of property that supports our underlying insurance and not for profit status	J Sasse	4/21/14	Council
4/30/14	Exhibit R	Use of Property Check List	Includes list for administrators of the agreement and a signed form for requester	J Sasse	4/30/14	J Martin J Kohlbauer
4/30/14	11.2	Credit Card Use Policy	Allows for use of credit card based on specified criteria	J Sasse	4/30/14	Council

Date of Change	Section impacted	What changed	Reason for change	Editor(s) of Change	Date Approved	Source of Approval
5/9/14	Exhibit H	Updated the memorial and restricted accounts	Trustees provided a new updated version	ML Luy J Sasse	5/9/14	Trustees
6/23/14	2.8.13	Referred to the new Credit Card use policy under responsibilities	Added clarity to 2.8.13 to indicate where the new policy was located	J Sasse	6/23/14	n/a
1/21/15	2.14.4	Added reference for treasurer	Additional LCMS reference material for the treasurer	V Mueller	n/a	n/a
1/21/15	Exhibit I	Revised restricted funds forms and process	Additional clarity added	V Mueller	10/9/14	Trustee's
1/21/15	6.1	Added reference to the Employee Policy Handbook	Newly approved document	V Mueller	12/15/14	Governing Board
1/21/15	2.15	Added definition of "simple majority" for governing board	Consistency with Voters assembly requirements	V Mueller	12/15/14	Governing Board
1/21/15	5.8	Added a Child Protection Policy	Newly approved policy to support insurance underwriting	V Mueller	12/15/14	Governing Board
1/21/15	2.14.1	Added chairman's responsibility to the Child Protection policy exception	Clarity to communication responsibilities	V Mueller	12/15/14	Governing Board
1/21/15	Exhibit J	Revised documentation schedule	Consolidates information for all document retention for church and school	V Mueller	12/15/14	Trustee's
1/21/15	Exhibit A	Updated with new revision dates	Maintain accuracy of information	V Mueller	n/a	n/a
10/1/15	Exhibit N School Manual	Revised manual was added Version 2.1	New manual is consistent w/ Policy Manual	J Sasse	5/25/15	Governing Board
10/1/15	11.1.14 Exhibit R-B Exhibit R-C	Additional Checklist that may apply	Provides detail for consistency in handling funerals & weddings	J Sasse	7/24/15	Elders Trustees
10/1/15	Manual Index	Employee Handbook Version 2.0	Employee Handbook has been updated based on annual review	J Sasse	7/20/15	Governing Board
10/1/15	Exhibit T	Emergency Action & Recovery Plan added	New Plan to address crisis situations	J Sasse	8/27/25	Governing Board
6/22/16	2.8.15	25% fund implemented	Provides control to cash flow	J Sasse		Congregation
6/22/16	11.3	Marriage Policy added	Clarity in expectations	J Sasse	11/23/15	Congregation
6/22/16	11.4	Dog policy added	Clarity in expectations	J Sasse	3/22/16	Governing Board
6/22/16	11.5	Bus policy added	Clarity in expectations	J Sasse	3/22/16	Governing Board
6/22/16	Exhibit U	Bus Policy Checklist	List of requirements	J Sasse	3/22/16	Governing Board
6/22/16	Exhibit B	Updated with revised roster	Added financial secretary as voting member, changed term years	J Sasse	5/23/26	Congregation
Date of Change	Section impacted	What changed	Reason for change	Editor(s) of Change	Date Approved	Source of Approval

6/22/16	Exhibit C	Org Chart	Revised to reflect financial secretary as voting member	J Sasse	5/23/16	Congregation
6/22/16	Exhibit C	Org Chart	Revised to reflect School Administrator as non-voting member	J Sasse	6/20/16	Governing Board
6/22/16	2.8.3 & 2.8.8	Added role of Budget committee	Established role of a budget committee	J Sasse	6/20/16	Governing Board
12/18	Exhibit S	Modified existing Child Protection Policy	Liability insurance requirements	MLMLuy	12/18	Trustees / Governing Board
7/20/19	Exhibit A	Table of Contents updated	Handbooks / manuals updated	J Sasse MLMLuy		
10/21/19	Misc Policies	Sexual Harassment Policy and Use of Candles and Open Flames Policy – added to Church Policy Manual	Generated and Approved by Trustees and sent to Gov Board	MLMLuy	10/19	Trustees/ Governing Board
10/28/19	List of Restricted Accounts	Updated list – Exhibit H	List out of date	MLMLuy		
2/04/2020	2.8.15	Deleted Section	New Policy	MLMLuy	01/27/20	Congregation
02/04/2020	Added Exhibit I-2	New Policy Added	New Policy replaces 25% Fund Requirement	MLMLuy	1/20/2020: 01/27/20	Trustees; Congregation
03/08/2022	11.3.2.1-11.3.2.3	Marriage Policy Revised	Revision to language allowing Pastor(s) to again sign marriage certificates per Synod guidelines.	W Coppernoll	03/08/2022	Congregation

* Table of Contents, revision date and log updates will take place any time a change has been made to the Manual.