

Timothy Lutheran Ministries

Policy Governance Manual

Table of Contents

OP-100	Governing Style (11/13)
OP-110	Strategic Planning, Monitoring and Evaluation (5/13)
OP-115	Strategic Planning Process (8/13)
OP-120	Cost of Governance (1/15)
OP-130	Board Member Conduct and Covenants (11/13)
OP-140	Board Member Conflict of Interest (1/15)
OP-150	Whistleblower Policy (5/13)
OP-200	Designated Funds (11/13)
OP-210	Community Assistance (2/14)
OP-220	Contribution Policy (11/15)
OP-225	Purchasing Procedures (11/15)
OP-230	Fundraising (2/14)
OP-300	Volunteer and Paid Positions Communication (5/13)
OP-310	Sex Offenders (1/15)
OP-400	Building and Equipment Use (1/15)
OP-410	Emergency Exit Procedures (11/13)
OP-420	Violent Incident Procedures (2/14)
OP-500	Information and Welcome Centers (5/13)
OP-510	Worship Announcements (8/13)
OP-520	Leadership of Wedding Worship Services (11/13)
OP-525	Wedding Policy (9/15 Elders)
OP-530	Leadership of Funeral Services (8/13)
OP-540	Worship Leadership (1/15)

OP-100 Governance Style

The Executive Board will govern lawfully, under the guidance of scripture and the focus of Timothy's mission statement, with an emphasis on:

- a. outward vision rather than an internal preoccupation,
- b. encouragement of diversity in viewpoints,
- c. strategic leadership more than administrative detail,
- d. collective rather than individual decisions,
- e. future rather than past or present, and
- f. proactivity rather than reactivity.

Accordingly:

1. The Board will cultivate a sense of group responsibility. The Board, will be responsible for excellence in governing. The Board will use the expertise of individual Board members to enhance the ability of the Board as a body, but will not substitute individual judgments and opinions for the Board's collective values.
2. The Board will hold itself accountable for governing with excellence. This self-discipline will apply to matters such as attendance, preparation for meetings, adherence to policy-making principles, respect of roles, and ensuring effective governance capability into the future.
3. The Board will direct, control and inspire the congregation through the careful establishment of broad written policies reflecting the Board's values and perspectives about ends to be achieved and means to be avoided. The Board's major policy focus will be on the intended long-term benefits for members and the Blue Springs region, not on the administrative or programmatic means of attaining those benefits.
4. The Board will encourage diversity of opinion, but will not allow it to become personal.
5. The Board will allow no officer, individual, commission or committee of the Board to hinder or be an excuse for not fulfilling Board commitments.
6. Although the Board can change its governance process policies at any time, it will observe the policies currently in force.
7. Continual Board development will include orientation of new Board members in the Board's governance process and periodic Board discussion of process improvement.
8. The Board will monitor and discuss the Board's process and performance periodically.

Revised: 11-21-2015

OP-110 Strategic Planning, Monitoring and Evaluation

The Executive board shall, on an annual basis, set goals and priorities for the congregation (Key Performance Areas).

The Executive board shall monitor, on an ongoing basis, the implementation of the goals and priorities.

Accordingly:

1. The board shall evaluate the effectiveness and the implementation of the goals and priorities.
2. In order to fulfill its evaluative and monitoring roles, the board will establish program or activity indicators

Revised: 11-21-2015

OP-115 Strategic Planning Process

Overview

The purpose of this strategic planning process is to develop the vision, mission and direction for Timothy Lutheran Church for the short (1 year) and long term (5 years). This will also provide the opportunity to create strategies and action steps for the key performance areas identified.

This process is critical in providing overall direction, through key performance areas, strategies and high level action steps for all groups within the Church and the congregation.

Timeline for yearly strategic planning process

The strategic planning process is to be done yearly, beginning on May 1, with the final date being the presentation to the congregation at the annual meeting. The beginning date of May 1 is designed to provide a current and timely strategic plan for the budget process and create a greater accountability by having a shorter timeframe. Additionally, this allows a period of time for the current year to pass to ensure the strategic plan accurately reflects the status of the Church.

- NOTE 1: Owner is defined as the person who is responsible for the activity, not necessarily the individual who leads the facilitation.
- NOTE 2: Obtaining input from others is encouraged at each step of this process. It is the participants' responsibility to share this input at the strategic meetings.
- NOTE 3: The methods by which input will be obtained is up to the Strategic Planning Committee to provide flexibility in this effort.

Steps

Initiation of the Strategic Planning process

1. Initiation of the request for the process to begin
 - a. Owner—President of the Congregation
 - b. Time frame—Yearly, May 1
2. Coordination of first meeting
 - a. Owner—President of the Congregation
 - b. Timeframe—First meeting to be held by May 15

Establishment of Strategic Planning Committee

1. Election of Chair
2. Establish roles/responsibilities of Strategic Planning Committee
 - a. Owner–Chair of Strategic Planning Committee
 - Participants–Senior Pastor, Chair of Elders, Past Presidents, Current President
 - b. Timeframe–First meeting – held by May 15

Define Vision/Mission

1. Review/revise/create the Vision and Mission Statements
2. Create 5 year strategic plan
3. Create 1 year strategic plan
 - a. Owner–Chair of Strategic Planning Committee
 - Participants–Senior Pastor, Chair of Elders, Past Presidents, Current President
 - b. Timeframe–Completed by June 1

Define Strategies

1. Review key performance areas Identify Key Performance Areas (KPA's)
2. Determine the 4–5 key performance areas that will be focus for upcoming year (high level)
3. Determine the 4–5 strategies that will need to be addressed for each key performance area
 - a. Owner–Chair of Strategic Planning Committee
 - Participants–Senior Pastor, Chair of Elders, Past Presidents, and Executive Board
 - b. Timeframe – Completed by June 30

Develop Action Steps

1. Review strategies
2. Determine the 4–5 action steps to be implemented for each strategy. This will be developed by each Commission and Elders – ministry staff is included in the corresponding group
 - a. Owner–Current President
 - Participants–Commissions and Elders
 - b. Timeframe–Completed by July 30

Finalization of Strategic Plan

1. Strategic plan approved
2. Distribution to appropriate entities/persons
 - a. Owner–Current President
 - Participants – Commissions, Elders, Senior Pastor
 - b. Timeframe–Completed by August 15

Revised: 11-21-2015

OP-120 Cost of Governance

Because poor governance costs more than learning to govern well, the Executive Board will invest in its governance capacity.

Accordingly:

Board skills, methods, and supports will be sufficient to assure governing with excellence.

1. Training and retraining (transfer of knowledge and succession planning) will be used liberally to orient new board members, as well as to maintain and increase existing member skills and understandings.
2. Outside assistance may be arranged so that the Board can exercise excellence in governance and accountability.
3. Methods (forums, surveys, etc.) will be used as needed to ensure the Board's ability to listen to member viewpoints and determine value to the church.

Revised: 11-21-2015

OP-130 Board Member Conduct and Covenants

The Executive Board commits itself to Christian, ethical, businesslike, and lawful conduct, including proper use of authority and appropriate decorum when acting as Board members.

Accordingly:

1. Board members may not attempt to exercise individual authority over the organization except as explicitly set forth in Board policies.
 - a. Members' interaction with staff must recognize the lack of authority vested in individuals except when explicitly Board-authorized.
 - b. Members' interactions with public, press, or other entities must recognize the same limitation and the inability of any Board member to speak for the Board except to repeat explicitly stated Board decisions.
 - c. Board members will give no voice to their judgments of staff performance.
2. Generally, board members will:
 - a. attend all meetings,
 - b. be prepared for Board meetings,
 - c. be knowledgeable of the governing documents of the congregation,
 - d. be committed to the mission of the congregation,
 - e. bring to the President's immediate attention any condition or action that they believe is in non-compliance with any governing document,
 - f. respect the confidentiality appropriate to issues of a sensitive nature (What is said here stays here.),
 - g. exercise honesty in all written and interpersonal interaction,
 - h. listen and respect all viewpoints,
 - i. seek first to understand rather than to be understood,
 - j. withhold judgment on issues until all members have the opportunity to be equally informed,
 - k. focus on issues rather than on personalities,

- l. show professionalism to all those with whom we make contact on behalf of the congregation,
 - m. communicate in a timely manner to avoid surprises,
 - n. openly and candidly share individual concerns, information, and knowledge,
 - o. take the initiative to communicate and ask questions for clarification,
 - p. make every reasonable effort to protect the integrity and promote the positive image of the congregation and one another,
 - q. give direction as the whole, not as individuals,
 - r. respect Board processes by not undermining decisions of the Board, and
 - s. accept as final the majority vote of the Board unless circumstances, information, or data suggest reconsideration.
3. Board members will not:
- a. embarrass each other or the congregation,
 - b. intentionally mislead or misinform each other,
 - c. maintain hidden agendas.

Revised: 11-21-2015

OP-140 Board Member Conflict of Interest

Executive Board members are expected to avoid conflicts of interest involving any matter pending before the Board. A conflict of interest is deemed to exist when a member is confronted with an issue in which the member has a personal or pecuniary interest, or an issue or circumstance that could render the member unable to devote complete loyalty and singleness of purpose to the congregation's interest. A Board member owes to the Board a fiduciary duty to act in the best interest of the congregation.

Accordingly:

1. Members must avoid conflict of interest with respect to their fiduciary responsibility.
2. Members will annually disclose their involvements with other organizations, with vendors, or any other associations that might produce a conflict.
3. Members must represent unconflicted loyalty to the interests of the congregation. This accountability supersedes any conflicting loyalty such as that to denominational groups, advocacy or interest groups, and membership on other Boards or staffs.
4. 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.
5. All Board members and employees shall disclose all real or apparent conflicts of interest that he or she or a member of his or her immediate family (defined as spouse, children, and siblings) might have.
 - a. Disclosure means providing to the President a written description of the facts comprising the real or apparent conflict of interest. Such disclosures will be noted for the record in the minutes of the Board.
 - b. In addition to filing a notice of disclosure, the Board member must abstain from:
 - i. participating in discussions or deliberations with respect to the subject of the conflict,
 - ii. using personal influence to affect deliberations,

- iii. making motions, or
 - iv. voting.
6. A Board member who has disclosed a conflict of interest will be counted in determining the existence of a quorum at any meeting in which the subject of the conflict is discussed. The minutes will reflect the individual's disclosure, the vote, and the individual's abstention from participation and voting.
 7. Board members must not use their positions to obtain employment for themselves, family members, or close associates. Should a member desire employment, he or she must first resign.
 8. Board members will not accept a gift of substantial value (in excess of \$100) or economic benefit that would tend to improperly influence a reasonable person or which the Board member knows or should know is primarily for the purpose of a reward for official action. Gifts related to special occasions, such as weddings and commonly celebrated holidays or events, are exempt.
 9. Board members will not receive any compensation for services as a Board member.

Revised: 11-21-2015

OP-150 Whistleblower Policy

The purpose of the Whistleblower Policy is to outline Timothy's practice regarding complaints of violations of honesty or integrity in fulfilling the organization responsibilities in compliance with all applicable laws and regulations and in keeping with the organization's policies and procedures.

Responsibilities:

All officers, directors, and employees will observe high standards of business and personal ethics in the conduct of their duties and responsibilities. All officers, directors, and employees will comply with this policy and report violations or suspected violations in accordance with this policy.

Any active or past president of the executive board, is responsible for oversight in investigating and resolving all reported complaints and allegations concerning violations of laws, regulations, policies or procedures and shall advise the Executive Board of all complaints.

Anyone filing a complaint concerning a violation or suspected violation of this policy is responsible for acting in good faith and having reasonable grounds for believing the information disclosed indicates the possibility of a violation. Any allegations that prove not to be substantiated and which prove to have been made maliciously or with knowledge of their falsehood will be viewed as a serious disciplinary offense.

Procedures:

1. Reporting Violations: In most cases, the Senior Pastor is in the best position to address an area of concern. Staff members who are not comfortable discussing suspected violations with the Senior Pastor or not satisfied with the Senior Pastor's response are encouraged to speak with the President directly. The Senior Pastor is required to report suspected violations to the President who has specific and exclusive responsibility to investigate all reported violations.
2. No Retaliation: No officer, director, or employee who in good faith reports a violation shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to

encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

3. Accounting and Financial Review Matters: Any active or past president of the Board, shall address all reported concerns or complaints regarding corporate accounting practices, internal controls and financial review. The Senior Pastor shall immediately notify the Board of any such complaint and work with the Board until the matter is resolved. A copy of the disposition of the complaint shall be retained by the Senior Pastor for seven years after the date of resolution.
4. Handling of Reported Violations: The Senior Pastor will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Revised: 11-21-2015

OP-200 Designated Funds

There will be six designated funds: one for each commission (Gather, Grow, Go, Give), one for general operations (Administration) and one for Opening Doors to Christ (Building). Families who desire to contribute a memorialized gift may choose one of these six funds. Donor directed gifts are no longer allowable, but a family may suggest a use for the funds. Expenditure of these funds requires the signature of the staff person responsible for the fund and the Executive officer assigned to that ministry area.

Reviewed: 11-21-2015

OP-210 Community Assistance

Emergency Assistance Fund—Benevolence

Purpose: The Emergency Assistance Fund has been established to assist persons in times of need. As God leads us to love one another as He loves us and to help those in need, this ministry is designed to glorify God by helping others who come to us with unexpected financial needs.

Procedure: Although the fund is available to non-members on a one-time basis, Timothy members are given priority in receiving funds. Monies for the Emergency Assistance Fund are normally collected through an annual congregational appeal during Thanksgiving.

All requests will be placed and tracked on a Purchase Order or with the gasoline voucher book. The recipient's name will not be used on the Purchase Order in order to maintain anonymity for members' requests. The disbursement of funds will go directly to the company in which the money is owed, not to the requesting individual. The Task Team Leader will contact Timothy's bookkeeper to process any check requests.

There are three different request categories: Timothy members, Non-members living in the community, and Transients. These procedures will be followed when processing each request:

1. Timothy Members

- a. Assistance will be limited to a maximum of \$300 for any specific need, such as a specific bill to be paid—one time only. A second request of the same nature will be reviewed carefully, and budget counseling may be suggested.
- b. Assistance can include the following: medical needs, food, utilities, lodging, automobile repairs, gasoline, legal fees, funeral expenses, home repairs, short-term professional counseling, etc.
- c. Requests shall be reviewed/approved by one of the pastors, and/or the Director of Care Ministry/Care Minister. They may consult with others on the Emergency Assistance Team (head elder, Give Commission Leader, Executive Board representative).
- d. Requests that do not meet the above guidelines should be submitted to the Director of Care Ministry/Care Minister and/or the pastor(s) for review. Requests for assistance greater than \$300 must be submitted on a Ray of Hope application, for consideration by a pastor, the Care Minister and others on the Emergency Assistance Team, as needed. Financial counseling with the church may be required in the decision-making process.

2. Non-members

- a. Assistance will be limited to a maximum of \$100, and will be limited to resident of Blue Springs, Grain Valley, and Buckner. The Task Team Leader will provide a list of other available resources to the individual. If the request is for motel lodging, the Task Team Leader is authorized to approved up to \$150 for a weekly rate; determination based on requestor's circumstances.
- b. Assistance can include the following: medical needs, food, utilities, lodging, automobile repairs, gasoline, rent, etc., but will be determined based on other community assistance available to them.
- c. Requests shall be reviewed/approved by the Emergency Fund Task Team Leader. The Task Team Leader will contact the Community Services League, if possible, to verify if the request is for a legitimate need. The Task Team Leader is encouraged to use his/her own discretion.
- d. The requestor will be asked to provide the following information: name, current address (P.O. Box is not acceptable) and telephone number. A photo ID will be copied for Timothy's records.

3. Transients

- a. Assistance will be limited to a one-time maximum of \$50. The Emergency Assistance Fund Task Team Leader will provide a list of other available resources to the individual.
- b. Assistance can include same items as listed above.
- c. Requests shall be reviewed/approved by the Emergency Fund Task Team Leader. For weekend requests, contact the Care Minister. The requestor will be asked to provide the following information: name, current address (P.O. Box is not acceptable) and telephone number. A photo ID will be copied for Timothy's records.
- d. If requests occur in conjunction with a worship service, the worship leader will direct the individual(s) to the elder on duty, who will escort the person(s) to the lobby where the elder will determine the need. For all instances of need, whether shared during a worship service or made known before or after a service, the elder will:

- i. Ask questions to determine the extent of the need, and if he determines the need to be legitimate.
- ii. Understanding that most needs are not urgent, the elder can suggest that the person(s) contact the church office to speak to the Care Minister on the following week day (Monday – Thursday).
- iii. If the need is urgent, the elder can call the Care Minister at her cell phone (678-6557) to have her speak with the person over the phone. The Care Minister can determine if there is a need to meet with the person(s) at that time or set up an appointment.
- e. Requests that the church will consider helping with include motel lodging (Timothy works with the Welcome Inn and America’s Best Value Inn), food (if there is any in the food closet), gasoline, and utility assistance (only on week days). Gasoline vouchers need to be issued by a pastor or Care Minister; motel lodging needs to be arranged by a pastor or Care Minister.
- f. If the person(s) is homeless/hitchhiking and just needs food or a care package, food can be obtained from the food closet, and a care package is located on top of the file cabinets in the reception area outside the pastors’ offices. The care package is a zip lock bag with deodorant, soap, toothbrush, toothpaste, etc. There are also t-shirts that can be distributed.
- g. In all cases where Timothy provides assistance, a copy of the person’s photo ID (driver’s license, state-issued ID, etc.) needs to be made and given to the Care Minister (can be left in her church mailbox).
- h. Timothy does not provide cash to individuals in any circumstances.

Reviewed: 11-21-2015

OP-220 CONTRIBUTION POLICY

INTRODUCTION

Timothy Lutheran Church is a qualified charitable organization exempt from federal income taxes under IRC Sec 501(c)(3). Contributions to the church are deductible for federal income tax purposes under the rules and regulations established under the current provisions of the Internal Revenue Code. Timothy Lutheran Church is a 50% limit organization; all charitable contributions made by the donor in excess of 50% of the donor's adjusted gross income are not deductible by the donor.

UNDESIGNATED GIFTS

Undesignated gifts are those gifts given without stipulation by the donor. These gifts comprise the majority of the church’s total receipts. They are relied on to fund the budget ministries and programs of the church.

DESIGNATED GIFTS

The church will accept designated gifts if they are specified for an approved project, ministry or program administered by the church. Gifts to ministries or programs not administered by the church cannot be accepted and should be sent directly to the organization you intend to receive the gift.

GIFTS TO INDIVIDUALS

Gifts designated to a specific individual do not qualify as charitable contributions under IRS regulations. Gifts designated as a benevolence to a designated individual will be held until a decision is made as to whether the church can administer the funds. These gifts will not be reflected on the donor’s record of

giving. Gifts designated to our church's benevolence fund which is administered by the church will be acknowledged on the donor's record of giving.

NON-CASH GIFTS

The church will accept most types of non-cash gifts, provided the gift is determined to be related to the purpose of the church and in the church's best interest. Per IRS regulations, we will acknowledge receipt of the gift by letter with a brief description of the item donated. The church is not responsible for appraisals and will not determine the fair market value of donated property. The estimated fair value of the gift will not be reflected on the letter or the donor's record of contribution. It is the donor's responsibility to determine the fair market value of the gift. Donated clothing and household items must be in good or better condition to be deductible by the donor

STOCK GIFTS

The church is able to accept gifts of stock. Contact the church office for details on how to contribute stock. The value reflected on your contribution statement will be equal to the value of the stock when we receive it. However, the deductible amount allowed by the IRS depends on information that you should obtain from your broker, so please confer with your broker as to the exact value that you can deduct.

PERSONAL SERVICES DONATED

The value of personal services donated is not deductible as a charitable contribution. The church relies heavily on volunteers to fulfill its ministry. However, donations of this type cannot be reflected on the individual's record of giving.

UNREIMBURSED EXPENSES INCURRED ON BEHALF OF THE CHURCH

We are often asked if one can just receive contribution credit for items bought for the church's ministries instead of being reimbursed. We are always grateful for the generous spirit of our people and we want to do what we can to accommodate this request. We do have to establish an adequate trail to substantiate the gift, however. We ask these donors to submit a check request for the reimbursement—approved by the appropriate ministry leader. They can then return the money as a contribution and designate it to the ministry that incurred the expense.

DONATION OF THE USE OF PROPERTY

Use of property cannot be claimed as a charitable contribution. The church may determine to accept the use of property in such cases where the donor understands no deduction is allowed.

CONTRIBUTION STATEMENTS

The church will provide, at least annually to donors, a record of cash contributions received in accordance with rules and regulations required by the IRS. Non-cash gifts will be acknowledged by letter as described above, in compliance with IRS rules and regulations.

YEAR OF CONTRIBUTION

The IRS provides clear guidelines with regard to the date of posting contributions, which we follow carefully. Contributions are considered made at the time of its unconditional delivery by the donor. All contributions received or postmarked by December 31 will be included in that year's contribution statement. If the contribution is received or postmarked after December 31, it will be included in the contribution statement of the year in which it is received/postmarked—regardless of the date on the check.

CONCLUSION

The church respects the donor's decision to give as led by the Lord. The above policies are meant to provide guidance to the donor and the church body as well as comply with the applicable tax laws. The church reserves the right to refuse contributions that are not related to the primary purpose of the church, not in the best interest of the church, or those not qualified for tax purposes. Please call the church office for clarification or questions.

Approved: 11-21-2015

OP-225 PURCHASING PROCEDURES

Electronic Purchase Orders shall be completed, with the appropriate expense account number, by the Staff liaison for the Commission from which the funds are to be expensed. (Requests over \$500 must be accompanied by a requisition form and approved PRIOR to an order being placed or purchase made.)

- Budgeted requisitions shall be approved by the Staff liaison for the Commission from which the funds are to be expensed. (*)
- Designated Fund requisitions shall be approved by the Executive Board liaison for the Commission from which the funds are to be expensed. (*)

(*) The Staff liaison for Operation expenses shall be the Senior Pastor or his designee. The Executive Board liaison shall be the Treasurer or his designee.

Anyone intending to use personal funds to make a purchase for ministry needs must have approval of the Staff liaison for the commission from which the funds are to be expensed PRIOR to making the purchase.

Since Timothy Lutheran Church is exempt from federal income taxes under IRC Sec 501(c)(3), tax exempt status should be used for all purchases. Copies of our Tax Exempt letter are available from Financial Services.

Non-Budgeted requests over \$1,000 require the approval of the Treasurer and Senior Pastor.
Non-Budgeted requests over \$5,000 require a minimum of two bids and the approval of the Executive Board.

Non-Budgeted requests over \$10,000 require a minimum of two bids and the approval of the Voter's Assembly.

All checks are prepared on a weekly basis by Financial Services and will be signed by the Treasurer, or his designee. All checks over \$1,000 require two signatures. Financial Services is responsible to see that check is delivered to the requester.

Approved: 11-21-2015

OP-230 Fund Raising

This Fundraising Policy was adopted to create guidelines for the various fundraising activities that take place at Timothy Lutheran Church.

In addition to raising needed money for church ministries, fundraisers highlight specific ministry activities and build community within the church and enthusiasm for its ministries. However, fundraising should never overshadow the practice of stewardship. The purpose of this policy is to create guidelines for fundraising without undermining the practice of stewardship or giving through our established traditional means.

This policy applies to any ministry related fundraiser planned by a ministry group or an individual member of Timothy Lutheran Church, or as initiated by the Executive Board such as capital campaigns or fundraisers for facility repairs, regardless of where they are held, or any fundraising event to be held by another group at one of our church locations.

This policy does not apply to ministry requests where donations are not being offered in return for other consideration, such as Journey to the manger, Mission speakers, Hillcrest sponsorship, etc.

Principles

In order to help the church practice good stewardship, to act respectfully toward members of the congregation and others who are asked to support the church and its fundraisers, as well as support the goals of groups which participate in fundraising, these principles are offered as a foundation for church fundraising policies. The group raising funds must be aware of and respectful of the needs, customs and integrity of church ministries and organizations, and should seek to build partnerships in cooperation with other groups to avoid competition and duplication. Church groups, in planning their fundraising activities, must be respectful of the members of the church, and of the sacredness of the church's liturgy and the sacred space. All fundraising activities must be respectful of those who are unable to contribute.

Policy

1. Scheduling

- a. No more than two (2) In-Church Fundraiser will be scheduled per month, with exception of Lenten dinners which occur weekly during Lent.
- b. Only one (1) Sales Fundraiser will be scheduled at any given time. In other words, no two Sales Fundraisers may overlap on the calendar.
- c. This policy imposes no limit on the number or frequency of Out-of-Church Fundraisers.
- d. To allow all groups opportunities, only two (2) In-Church Fundraisers may be scheduled by any ministry group during the calendar year. Exception to this rule is allowed when the youth group is raising funds for needed to attend the national youth gathering.
- e. Fundraising events of any type are limited to 4 weeks in duration. Recruiting activities for major events are limited to 3 weeks in duration
- f. In-Church Fundraisers will not be scheduled on the following days: Palm Sunday, Holy Week & Easter Sunday, Christmas Eve, Christmas Day. If a fundraising campaign overlaps one of these days, fundraising will be suspended for the holiday.

- g. To assist groups/individuals in scheduling their fundraiser according to this policy, a calendar of fundraising events is available to view on the Church website
- h. An application must be submitted to the church office for review of the Give commission. If the event meets the requirements of this policy the application will be accepted and the event added to the fundraising calendar. All ongoing fundraising events for a given calendar year should be submitted by Jan. 1 and approved by the commission by the end of January to avoid conflicts with new one-time events. This application will be posted on the Timothy website.

2. Promotion: The following methods may be used to promote approved fundraisers:

- a. Church bulletin – Bulletin announcements are due by noon on Wednesday for the following Sunday and must be approved by the staff member overseeing the ministry activity benefitted by the fundraising event.
- b. Hallways/Bulletin Boards – submit details and graphics with Fundraising Application. (E-mail to the Ministry Staff Contact)
- c. Website – submit details and graphics with Fundraising Application. (E-mail to the Ministry Staff Contact).
- d. Promotion of non-Timothy Sponsored Fundraisers will be allowed if the sponsoring organization is either sponsored by another Lutheran Church or is sponsored by an organization which is affiliated with the Church.
 - o Examples of affiliated organizations are:
 - Other Lutheran Churches
 - Scouts
- e. Promotion of un-affiliated organization fundraisers will not be allowed at either of our sites.

3. Locations:

In-Church Fundraising “kiosks” or tables may be set up at North Campus, at the North end of the Foyer or at the South Campus along the West side of the entry hall, based on availability. Check with Events Coordinator (Christie Burns) for availability. Requests for In-Church Fundraisers to be in locations other than those designated above may be considered on an individual basis.

4. Accounting:

- a. Church Sponsored Events:
These procedures are intended, in part, to ensure that the ministry fundraising activities of Timothy Lutheran Church comply with IRS guidelines.
 - i. Organizers of the fundraiser must identify the event's stated purpose and the ministry it is intended to support, as well as which of the 4 G's (Gather, Grow, Give, Go) the event aligns with.
 - ii. A governing group of at least 3 appointed responsible people, aligned with the Give Commission, will decide how the funds are to be spent and meeting notes from the governing group will record how the funds were spent. These funds cannot go towards an individual but must benefit a ministry. The group will document instructions for how the fund raiser will transpire, who is most closely connected to the cause and a contact person for the event.

- iii. Funds will go through the Timothy Treasury as a designated gift, but ministry staff will need to identify where the funds will be deposited in our accounts under the guidance of the Treasurer.
- iv. The church cannot give contribution credit for any donations of property to be sold or auctioned at a fundraiser. However, upon request of the donor the church may provide a thank you letter with the date and description of the property donated without assigning a value to the donated property. Some donors will be able to deduct the contribution from their federal income taxes. Upon request by the donor, the group sponsoring the fundraiser will submit the donation information (donor name and address, donated item, date donated) to the financial office for the thank you letter to be processed.

b. Events Sponsored by Outside (non-Church) Organizations:

- i. Financial Accounting for Events sponsored by affiliate organizations held at Timothy is the sole responsibility of the sponsoring organization.

c. Individual Fundraisers for a specific Individual/Family:

- i. The event must be organized by an individual, not the Church.
- ii. Monies collected should be deposited to a bank account identified as the receptacle for all funds associated with that fundraiser.
- iii. The bank account will be in the name of the recipient and will be subject to reporting for personal income tax purposes.
- iv. The bank will notify the IRS of all funds deposited into that account on an annual basis.
- v. Monies paid by individuals to a fundraiser are not tax deductible.
- vi. If a Timothy Lutheran Ministries facility is to be used as the location for the fundraiser, organizers must follow standard rental procedures and pay the rental fee.
- vii. Requests for all fundraisers for a specific individual or family need to be submitted and approved in the same manner as Church sponsored events.

5. REVIEW

All of the foregoing is subject to review at any time by the church staff. The church staff may approve exceptions to this policy on an individual basis.

Reviewed: 11-21-2015

OP-300 Volunteer and Paid Positions Communication

When recruiting for either volunteer or paid positions in the church or school, the following guidelines shall apply.

1. Volunteer positions: This is the most common position to recruit. The word “volunteer” shall appear in the request.
2. Paid replacement positions: If the position is existing, not new, and someone has left the position, the words “replacement for an existing position” or similar language shall be used in the request.

3. Paid new positions: If the position is new, the Executive Board or another group by delegation shall include in the request a positive statement about why the position is needed, and how the funding for this position will be provided. Celebrate the new position and thank the congregation for the funding provided to allow it to occur.

Reviewed: 11-21-2015

OP-305 Volunteering in Children/Youth Ministry

Volunteers in children/youth ministry must be involved with Timothy for six months prior to volunteering.

Adopted: 10-29-2016

OP-310 Sex Offenders

Convicted sex offenders will be allowed to attend all public worship services at Timothy. All other Timothy activities that will be allowed or afforded the offender will be determined by following this procedure:

When the church becomes aware of the involvement of a sex offender, at least one of the Pastors will schedule a meeting with the individual. This meeting serves the following purposes:

1. Let the person know that the church is aware of his/her background;
2. Afford an opportunity for the church to explain this policy;
3. Provide an opportunity to discuss ministry needs of the individual;
4. Provide a time to discuss who will be made aware of the situation.

Depending on the nature of the offense and terms of probation, agreement will be reached on which activities, if any, besides public worship, will be open to the offender.

Reviewed: 11-21-2015

OP-400 Building and Equipment Use

The buildings and equipment of Timothy Lutheran Ministries have been dedicated to God for the purpose of worship, evangelism, missions, teaching, training, and service. All uses of the church properties shall be related to these purposes so that we might Touch Lives for Christ. Uses of the facility which are of personal benefit in nature (sales parties, etc.) are not permitted.

DEFINITIONS

1. CHURCH GROUP: Any group, class, or organization which is formally sponsored by or is an affiliated activity of Timothy Lutheran Church is considered a 'church group.' (No fees charged)
2. TIMOTHY MEMBER: Any communicant member of Timothy Lutheran Church over the age of 18 years may rent space in our facilities when directly related to an event in line with our purposes (Baptism celebration, Wedding reception, etc.). A member who wishes to rent space not related to our purposes, may do so under the following conditions: Space is suitable for their activity, a

certificate of insurance has been secured and the hold harmless agreement is on file. (Building Use Fee charged)

3. NON-PROFIT: Any group which is giving of their time and talents to better serve our schools, community, etc., whose goals are consistent with Christian principles and/or for community betterment. 501 (c) 3 status, proof of insurance and a hold harmless waiver is required. (Building Use Fee charged)
4. NON-MEMBER GROUP: Any documented organization with a governing board and 501 (c) 3 status whose goals are consistent with Christian principles and/or for community betterment. If any question arises, the Senior Pastor will be responsible for approvals. Proof of insurance and a hold harmless waiver is required. (Fees charged according to schedule)

SCHEDULING

1. All requests for use of facilities must be scheduled through Administrative Services or their designee. Scheduling will be based on the order priority (1-4) established above under "definitions." All requests for use of facilities must be submitted on the Facilities Request Form (FRF) available from Administrative Services. Any church equipment that will be needed must be requested at the same time as the FRF is submitted.
2. In the event of a scheduling conflict, Timothy Lutheran Church reserves the right to contact the scheduled group to make arrangements for rescheduling. Every effort will be made to work with the group for alternative arrangements.
3. Any time needed for set-up and take down should be included in request. Facilities may be used between the hours of 6:00 AM and 10:00 PM.
4. If a meeting or function is cancelled, notice should be given to the church office as soon as possible.

Additional Guidelines for making facility reservations:

1. Reservations should be made at least one month in advance. Members reserving the Sanctuary for a wedding should schedule as early as possible.
2. Church Groups may use the building and equipment for unscheduled, impromptu breakout sessions, etc., directly related to the ministries of Timothy, provided that the room they want has not been previously scheduled. They must yield to approved reservations.
3. Non-Member Groups must use the FRF.
4. Administrative Services will be responsible for the scheduling and coordinating of activities. If any questions or requests outside of this policy arise, Administrative Services personnel will have the authority to approve/deny the request.

USE AND CARE OF FACILITIES

1. Meeting Rooms and classrooms will be assigned as directed by Administrative Services. Adult supervision is required at all times. Occasionally, changes in the location of groups, classes, and departments may be necessary due to the changing needs of various units. Therefore, it should be understood that no one organization, group, or person is permanently established in any one location.
2. Proper methods, as determined by Administrative Services, should be used when it is necessary to attach objects to walls and/or ceilings. All methods that might damage walls, windows, or woodwork must be avoided.
3. Any organization or group using the facilities shall be responsible for leaving them as they were found.

4. When classrooms are used, supplies, worship items or other equipment should not be disturbed, and the room should be left as it was found. Lights should be turned off when leaving and thermostats shall be returned to the setting that they were found.

SANCTUARY

1. Every effort should be exerted to keep the sanctuary furnishings and equipment in “like-new” condition. No objects (including posters) shall be fastened to walls, windows or furnishing without the approval of Administrative Services. Only persons approved by the Worship Arts Minister shall be allowed to play the Sanctuary organ, pianos, or utilize the sound systems. The instruments are to be kept covered or locked when not in use. At no time should flowers, drinks, or other possible damaging objects be placed on these instruments.
2. If there is any question about the activity, a Called Staff Member must approve the use. Requests for the use of the Sanctuary must be made well in advance of the date needed. Regular church activities will have precedence. Marriage is to be entered into reverently, discreetly and in the love of God. The ceremony is a worship experience and should be planned in consultation with the pastors.

FAMILY LIFE CENTER

1. Any activities that occur in the Family Life Center (FLC) should be conducted in a respectful manner. The FLC is to be used primarily for the support of Timothy’s ministries, organizations and activities. These will take precedence over any non-Timothy events. Groups or members using the FLC need to be instructed (prior to use) as to the proper setting up and use of any or all equipment (tables, chairs, athletic equipment, etc.)
2. Volleyball and basketball are permitted in the FLC. All other athletic activities must be approved by Administrative Services. Arrangements for set-up must be made in advance
3. Only persons approved by the Worship Arts Minister shall be allowed to utilize the sound system. Any events requiring the use of a sound tech must be scheduled in advance. There is an additional fee for this service. Groups may not solicit volunteers to run the sound equipment. Only trained sound techs may be used and must be scheduled through Administrative Services.

NURSERY

1. The nursery is used to support the ministries of the congregation. Parents of children who use the nursery are responsible for picking up and returning the nursery to its orderly condition. This includes taking trash to the designated trash area.
2. Children should not be left unattended in any rooms at any time.

KITCHENS

1. The kitchen will not normally be rented on a stand-alone basis, but only in conjunction with another room. Supplies in the kitchen are for the use of Timothy-sponsored functions. Non-member organizations need to furnish their own supplies (as stated in 5b below). If deliveries of supplies will be made prior to the event, advise Administrative Services. Remove all leftovers when activities are over or receive pre-approval by Administrative Services of what is being left. The kitchen area is not intended as a storage area for leftovers. Any items left in the kitchen beyond 2 weeks will be disposed of by the staff. Use of the kitchen will be for the preparation of food, beverage, and minimal cooking, heating and refrigeration. Prior approval is required before using any appliances brought into the kitchen.

2. Proper training is required to use all appliances. Repair or replacement of any damaged equipment will be the responsibility of the renter.
3. Kitchen Cleanup:
 - a. Counters will be wiped and left uncluttered.
 - b. Floors will be mopped or swept as needed.
 - c. Sinks will be cleaned, dried, and left empty.
 - d. Utensils will be cleaned, dried, and put away.
 - e. All appliances and equipment will be wiped clean inside and out.
 - f. Refrigerator and freezer doors are to be checked to ensure they are closed tightly.
 - g. Ovens, lights, fans, and water should be turned off when leaving.
 - h. All trash and garbage is to be bagged, tied, and carried to designated trash area.
4. Kitchen Safety
 - a. Renters are responsible for proper conduct of any and all persons present in the kitchen.
 - b. Follow all safety precautions when working with any appliance in the kitchen.
 - c. No smoking.
 - d. No children in the kitchen.
 - e. Proper use of electrical outlets. Do not use extension cords with appliances.
5. Kitchen Guidelines
 - a. Provided in rental of kitchen facility:

Ovens, Microwave	Steam Tables	Refrigerator, Freezer
Ice Machine	Coffee Machine/Filters	Pots and Pans
Dishwasher	Mop and Bucket	
Plates, Bowls, Cups, Glasses, Silverware, Utensils		
 - b. Not Provided:
 - Paper products, tablecloths, coffee, tea

RESTRICTIONS WHILE USING TIMOTHY FACILITIES

1. Keeping in mind that Timothy Lutheran Church is a house of God:
 - a. Any act that is deemed inappropriate by the Called Staff is prohibited.
 - b. Alcoholic beverages and illegal drugs will not be allowed on church property.
 - c. Smoking is not permitted anywhere inside the building.
 - d. Vulgar or profane language is prohibited.
2. Other Prohibited Activities Included:
 - a. Roller-skating, bicycling, and other such activities that could damage the floors.
 - b. Baseball, soccer, and other such activities that could damage the facility.
 - c. Rolling carts with metal wheels.
 - d. Moving any equipment without prior authorization.
 - e. Using any materials that would permanently stain or damage any part of the facility.
 - f. Hanging on the basketball rims or standards or volleyball nets or standards.
 - g. Climbing on any fixture.
 - h. Getting into kitchen cabinets, storage rooms, or equipment rooms without prior authorization.
 - i. All methods of fastening objects that would harm walls, windows, ceilings, and woodwork must be avoided.
3. Violation of these policies will result in forfeiture of future use of the facilities.

CONCLUSION

The aforementioned policy will make scheduling and reservations arrangements easier for our total church ministry. This policy is intended to help everyone keep the church a warm and attractive place for all people to use, so that we might always be Touching Lives for Christ.

Reviewed 11-21-15

OP-410 Emergency Exit Procedures

1. Do not use elevator. Where multiple doors exist at a given Exit, always leave the left door free for the use of incoming emergency personnel.
2. Move into blacktop area approximately 100 feet from the building.

SANCTUARY

1. Balcony—Use staircase and exit through lobby. Move into blacktop area approximately 100 feet from the building.
2. Main Floor—Those seated in the front third should use FRONT exit doors. The pulpit side should use the pulpit side door. The lectern side should use the lectern side doors. Those seated in the rear two thirds should exit through the rear doors and proceed through the lobby.

FAMILY LIFE CENTER

1. Use NORTH (front) exits into the parking lot. Those seated in the west (scoreboard) half of the room should use the west doors. Those in the east (kitchen) half should use the east doors.
2. In case of tornado or severe winds, all building occupants should move to the Family Life Center, be seated on the floor around the perimeter, with their backs to the wall.

AUDITORIUM

1. Use exits in all four corners of the room to evacuate attendees nearest each door.
2. In case of tornado or severe winds, all building occupants should be seated on the floor on the north and south ends of the room, with their backs to the wall.

Reviewed 11-21-15

OP-420 Violent Incident Procedures

During Worship

USHERS

The first priority is to protect the people in our congregation. Follow these steps:

1. Call—Call 911
2. Isolate—If there is an opportunity to keep the invader out by closing off areas of the church, do so.
3. Remove—If there is an opportunity to remove all worshippers from the premises, do so as quickly as possible.
4. Panic control—Quickly control panic situations. The goal is to conduct a sequenced evacuation, if possible.

WORSHIP LEADERS

The worship leader must take charge and provide orders to be followed. All orders must be clear and direct, such as the following:

1. "Ushers, secure the building."
2. " _____, contact 911."
3. "Susan, secure the nursery."
4. "Everyone, take cover on the floor."

During Business Hours

OFFICE STAFF

1. Activate internal stress code by pressing SPK and then page on your phone.
2. Keep talking to allow others in the building to identify you and your location.
3. If you hear the stress code, approach the area with caution.
4. If you see a weapon turn back and dial 911.
5. Tell the 911 operator which unlocked door responders should use.
6. If no weapon is visible, available staff should approach the offender with caution.
7. Report the incident to your supervisor.
8. The Senior Pastor, or his designate, shall be the sole individual designated to speak with the press.

Revised 11-21-15

OP-500 Information & Welcome Centers

The Information and Welcome Centers are to serve as a central information-disseminating locations for current information about Timothy's ministries and programs. Information at the center should be accurate, up-to-date and of interest to the members and visitors at Timothy. To this end, the following policies will be followed:

1. All printed pieces of information visible/readily available should be timely, that is, congregation-wide events/programs that are happening in the next two weeks or as dictated by the program (example: 40 Days of Purpose is a 6 week campaign but materials distributed to members are available for 2 -3 months). Pieces that pertain to events featured in worship announcements will be given priority. (Persons scheduling worship announcements could be reminded to place any coordinating printed materials at the Information Center.)
2. Printed pieces that will always be visible/readily available on the counter include Timothy Information Booklet (grey), monthly church calendar, 3-4 current and previous service bulletins, sermon note sheets, information request sheets (normally used by visitors) and devotion booklets.
3. Printed pieces about Timothy's ministries, Synodical or District materials, as well as other Lutheran programs (example: Lutheran Hour Ministries), will be available at the Information Center, but will be maintained in folders that will be accessed by volunteers working in the Center. A listing of ministries with printed pieces stored at the Center will be posted. A maximum of 10 copies per piece will be stored at the Center.
4. Persons placing the pieces at the Center will be responsible for maintaining the desired number of copies. Copies should be given to Administrative Services for placement at the Center.
5. Usage of the stored printed pieces will be reviewed on an annual basis by the communications team with information provided by Administrative Services.

Reviewed 11-21-15

OP-510 Worship Announcements and Presentations

Announcements and Presentations are made at the beginning or end of the service and reflect our mission and ministry, namely the 4 G's (Gather, Grow, Give and Go).

1. Announcements will impact most worshippers.
2. Generally, total announcement time will be limited to 2-4 minutes.
3. Presentations may be made during the service if they fit the flow and connect with the worship service.
4. All presentations made during the service will be submitted in final form 14 days prior to the date of the presentation.
5. Generally, presentations will not exceed 3 minutes.
6. Inserts must be scheduled and reviewed by the Ministry Staff
7. Final decisions regarding what and when will be made by the Ministry Staff and carried out by the Worship Leader.
8. Incidental banners will reflect the 4'G's. Decisions regarding banner usage will be made by the Ministry Staff.

Reviewed 11-21-15

OP-520 Leadership of Wedding Worship Services

Policy

1. Timothy Lutheran Church regards all wedding services as special worship services, whether held on or off church owned property. As such, those leading the worship services on behalf of Timothy must be on the ministry staff of Timothy and approved by the Senior Pastor.
2. Clergy of church bodies in acknowledged fellowship with the Lutheran Church-Missouri Synod (LC-MS) may lead worship with the permission of the Senior Pastor.
3. Clergy of church bodies not yet in fellowship with the LC-MS may not lead the worship service.
4. The sacraments of Baptism and Holy Communion will not be included in a wedding service.
5. In unusual circumstances, on a case by case basis, exceptions to this policy may be made by the Senior Pastor in consultation with the Elders of Timothy.

Procedures

1. Family members and friends may lead the congregation in prayers printed in the service folder and Scripture readings.
2. Ex corde (spontaneous) prayer may not be offered by anyone who is not a minister of the LC-MS.
3. Clergy of the AALC, by special exception, may assist in the service as long as no Sacrament is celebrated.
4. Addresses or comments to the congregation may be made by anyone associated with the wedding party before the Invocation or after the Benediction but still under the direction of the worship leader.

Reviewed 11-21-15

OP-525 Marriage Policy

1. STATEMENT OF FAITH

The Bible is God's inerrant and infallible Word, in which He reveals His Law and His Gospel of salvation in Jesus Christ. It is the sole rule and norm for Christian doctrine.

2. HUMAN SEXUALITY AND GENDER

Timothy Lutheran Church affirms God's original design to create two distinct and complementary sexes, male and female, to glorify Him. (Gen. 1:27; Isa. 43:7; Matt. 19:4-6; Mk. 10:6) Marriage is the first divine institution, essentially rooted in the created order, uniting one man and one woman in an exclusive covenant commitment for their joint lifetime, for their good and for the good of any children who may be conceived and born into this union. (Gen. 1:28, 2:19-24; Malachi 2:13-16; Mark 10:11-12) The assignment of biological sex at birth is a gift of God and part of God's glory in creation. The fall of man into sin and God's subsequent curse have introduced brokenness and futility into God's good creation (Gen. 3:1-24; Rom. 8:20).

We extend love and compassion to those whose experience of this brokenness includes a perceived conflict between their biological sex and their gender identity (Rom. 8:22-23). We affirm God's good design that gender identity should be determined by biological sex and not by one's self-perception—a perception which is often influenced by fallen human nature in ways contrary to God's design. (Eph. 4:17-18) We affirm distinctions in masculine and feminine roles as ordained by God as part of the created order, and that those distinctions should find an echo in every human heart. (Gen. 2:18, 21-24; 1 Cor. 11:7-9; Eph. 5:22-33; 1 Tim. 2:12-14)

We believe that efforts to live contrary to birth sex, whether by behavior, attire, cosmetics, or even medical or surgical therapy, are resisting or rebelling against the gift of God and a central dimension of His will for that person, and therefore such behavior is sinful. We condemn efforts to alter one's bodily identity (e.g., cross-sex hormone therapy, gender reassignment surgery) to bring it into line with one's perceived gender identity.

We love our transgender neighbors, seek their good always, welcome them into our congregations as they repent and believe in Christ, and spur them on to love and good deeds in the name of Christ (2 Cor. 5:18-20; Gal. 5:14; Heb. 10:24). We continue to oppose steadfastly all efforts by any court, or legislature or policymaker to validate transgender identity as morally good, right or praiseworthy (Isa. 5:20). We commit ourselves to make decisions about membership, personnel and other church matters based on this biblical perspective of human sexuality.

3. MARRIAGE AND CIVIL UNIONS

Timothy Lutheran Church affirms the biblical truths that marriage is the first divine institution, essentially rooted in the created order, uniting one man and one woman in an exclusive covenant commitment for their joint lifetime, for their good and for the welfare of any children who may be conceived and born into this union. Marriage is based on the truth that men and women are complementary, the biological fact that reproduction depends on a man and a woman, and the lived experience that children need both a mother and a father. Re-defining marriage to fit popular norms rejects these truths. By encouraging the norms of true marriage—man-woman monogamy, sexual exclusivity, and permanence—the state strengthens civil society and promotes human flourishing, including the well-being of children.

Christian marriage is God's unique gift to reveal the union between Christ and His Church, as illustrated by the wedding of a Christian man and woman in this exclusive and permanent covenant relationship. As such, Timothy Lutheran Church believes that Christian wedding ceremonies on Church property are spiritual observances of worship of God who created this divine institution. As worship services, weddings on Church property shall be officiated by one or more ordained ministers of the gospel approved by the pastor.

The Church may decline to make its facilities or ministers available for any wedding if it is determined that one or both of the parties are not biblically qualified to marry. Such determinations may be made by the Senior Pastor, subject to the direction of the Church.

The Church may also decline to participate in or recognize in any manner any marriage, so-called marriage, civil union, commitment ceremony or other activity which may, directly or indirectly affirm, approve or communicate behavior or beliefs which are contrary to the Church's beliefs about biblical morality. Such actions would violate the religious conscience of this Body and its members. We must obey God, who is Lord of our conscience.

No Pastor of Timothy Lutheran Church shall officiate at any marriage or similar ceremony unless such event or ceremony is consistent with this policy. No Pastor of Timothy Lutheran Church shall officiate at any civil union or commitment ceremony that is not approved by the Church as being consistent with this policy.

Reviewed 11-21-15

OP-530 Leadership of Funeral Services

Timothy Lutheran Church regards all funeral services as special worship services, whether held on or off church owned property. As such, those leading the worship services on behalf of Timothy must be on the ministry staff of Timothy and approved by the Senior Pastor.

Clergy of church bodies in acknowledged fellowship with the Lutheran Church-Missouri Synod (LC-MS) may lead worship with the permission of the Senior Pastor.

Clergy of church bodies not yet in fellowship with the LC-MS may not lead the worship service.

The sacraments of Baptism and Holy Communion will not be included in a funeral service.

Procedures

1. Family members and friends may lead the congregation in prayers printed in the service folder and Scripture readings.
2. Ex corde (spontaneous) prayer may not be offered by anyone who is not a minister of the LC-MS.
3. Family Remembrances will be brief and appropriate for a worship setting.
4. Addresses or comments to the congregation may be made before the Invocation or after the Benediction but still under the direction of the worship leader.
5. All music used for a funeral will focus on the love of God for His people.
6. The displaying of memorabilia (pictures, etc) in the narthex will be appropriate for a church setting.

Guidelines

1. Funeral services are conducted for the members or regular attendees of Timothy Lutheran Church.
2. Special exceptions can be made for a service for an immediate family member of a member or regular attendee. (Special exceptions are granted by the Senior Pastor)

Reviewed 11-21-15

OP-540 Worship Leadership

POLICY:

The Senior Pastor has the responsibility for the office of the keys and spiritual leadership of the congregation. As such, he:

1. Ensures that in worship services God's Word is faithfully proclaimed and the sacraments are rightly administered.
2. Works with the Worship Arts Minister and others involved on a worship planning team.
3. Assigns the role of worship leadership and the administration of the sacraments, as circumstances and need dictate, to: all male ordained and commissioned ministers of religion and vicars who serve the congregation.

GUIDELINES:

Worship is primarily about what God does for us. It is not simply what the worshipper does. It is God speaking to us in Word and Sacrament and our response in prayer, praise, thanksgiving, and service. Therefore, in worship planning and leading, we strive to honor God and give opportunity for His people to experience His presence, following these guidelines:

1. Worship planning and leadership: Worship planning generally focuses on a central theme where components of the worship service are intentionally written to reflect the theme/focus for the day.
2. Worship leadership will include transitional thoughts where appropriate in the service, connecting the basic components of the service, reflecting the theme of the worship service.
3. In contemporary worship setting(s), the worship leader composes and speaks many of the components of the service, since the service is not presented in written form. Worship leaders are encouraged to provide opportunity for worshippers to experience all the basic worship components so that worshippers are engaged corporately, not merely listening to the worship leader.
4. In blended/traditional worship setting(s), worship leaders are encouraged to lead worship in a way that is heart-felt, not merely reading the written order of service.
5. All services of worship (Exceptions may include weddings, funerals, devotional or prayer services) are generally planned to include the following basic components of Lutheran liturgical worship:
 - a. Invocation (this may include a call to worship)
 - b. Confession/forgiveness
 - c. Scripture, prayer (Lord's Prayer), sacraments
 - d. Hymns/songs reflecting our Lutheran theology
 - e. The ancient creeds, creedal statement
 - f. Benediction (this may include dismissal comments)

6. Presentation and visibility of Worship Leader (the person who directs the flow of the service).
 - a. Be available, when possible, in the lobby before and after the service to listen to timely questions and concerns from guests/worshippers.
 - b. In contemporary worship settings, the worship leader(s) will dress appropriate to the leadership role, not distracting from worship or the honor given to God. Worship leaders in this setting will ordinarily dress in neat, professional attire that would not include jeans.
 - c. In blended/traditional worship settings, the worship leader(s) will dress appropriate to the leadership role, not distracting from worship or the honor given to God. Worship leaders in this setting will ordinarily wear a liturgical robe. Suit or sport coat may be appropriate for more informal services.

Reviewed 11-21-15