

# POLICIES FOR FAITH LUTHERAN CHURCH

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### I. INTRODUCTION

The following policies were developed to aid in the proper stewardship of Faith’s church, supporting facilities, grounds, and other resources. Application of these policies will assist Faith leaders and members in the administration of Faith Lutheran Church.

The leaders of Faith have strived to ensure these policies enhance rather than interfere or hamper any church activity, teaching, or practice of faith within the Faith Lutheran Church.

Faith employees, officers, administrative boards, and other members are encouraged to assist in the care, expansion, and annual update of these policies. Suggestions should be submitted to the Faith Church Secretary who will route the suggestion to the President or Vice-President of the Congregation for Council consideration.

### II. POLICIES

#### 1. Equipment:

##### a. *Inventory*:

- 1) An inventory shall be developed and managed that lists each item of equipment owned by Faith that costs more than \$100. An item description, date purchased, value, and location (if practical)

shall be included in the inventory listing.

- 2) The inventory shall be updated as equipment (including gifts) is added or deleted. Each item that costs \$100 or more shall carry an identity marking (commercial stick on markers preferred). The identity marker shall contain an inventory/tracking number and the statement "Property of Faith Lutheran Church Springfield" or "PFLC."
- 3) Annually an inventory of equipment shall be completed by a team appointed by Church Council. A completed report of the inventory shall be provided to Church Council.

b. *Loan:*

- 1) Equipment may be placed in "loan status" to members of Faith, other congregations, or as approved by the Board of Properties.
- 2) Each item loaned shall be logged in a log book that shows to whom the equipment was loaned (name, address, contact information), inventory number of each item of equipment, condition of equipment, and date to be returned.
- 3) A borrowers' agreement form shall be completed by the borrower. This agreement makes clear to the borrower what is expected of them when equipment is returned. All equipment shall be returned in the condition as loaned. Any damage shall be identified by a Board of Properties member and repair or replacement made by the borrower. Any disputes shall be resolved by Church Council.

c. *Purchases:*

- 1) Equipment that costs \$100 or more shall receive approval of the Administrative Board overseeing the budget line item from which the item is being funded and Church Council or other designated authority.
- 2) All items costing \$100 or more shall have an inventory sticker affixed to the item and added to the inventory before being released for use.

2. Keys Management:

- a. A key control system shall be developed and managed by the Board of Properties. The key control system shall allow for the identification and tracking of any keys made to access Faith and any of its facilities. No marking showing the key is for Faith Lutheran Church shall appear on the key for security purposes.
- b. Keys shall only be issued to those whose duties require such access and only for the facilities/areas for which access is required (where practical).
- c. Keys shall be numerically, alphabetically, or otherwise marked with a form of unique identification so that tracking and control by individual key can be made.
- d. Individuals who receive keys shall sign for the key in documentation used for key control, along with date and purpose for issue. A Responsibility Statement shall also be signed that identifies what responsibilities an individual has upon receiving a key to Faith facilities. When returned, a counter signature for the key shall be made by a member of the Board of Properties or other authorized authority, along with the date of return.

- e. Keys shall be surrendered by any holder who no longer has a requirement for the key under the purpose for which issued. If the purpose changes, that purpose shall be documented appropriately under the key control system.
  - f. Lost keys shall be reported immediately to the Board of Properties or the Church Secretary.
  - g. Those who lose or fail to return keys shall be charged a replacement fee of no less than \$10 per key.
3. Use of Faith Lutheran Church facilities: We encourage the use of our facilities by our congregation, related church groups, community groups, and agencies which are compatible with the social principles of the Lutheran Church Missouri Synod (LCMS).
- a. *Availability of Facilities:*
    - 1) Church-related meetings and other activities sponsored by Faith Lutheran shall be given first priority in facility use.
    - 2) The size of groups shall not exceed fire marshal established room or facility capacities.
    - 3) Dates and times Faith facilities will be available for use other than church meetings or hosted functions will be 9 a.m. until 10 p.m. Monday through Saturday. Sundays are normally reserved for Worship, Sunday School, Bible Study, or special services such as the Children's program.
  - b. *Outside Groups Considered for Faith Facility Use:*
    - 1) Service Groups such as other Christian ministry oriented organizations, American Red Cross, Salvation Army, Convoy of Hope, YMCA, Meals on Wheels, etc.
    - 2) Cultural and Educational Groups whose general practices and membership does not conflict with the purpose/ministry of the LCMS.
    - 3) Gatherings related to government such as public officials reporting information to citizens or the community at large.
    - 4) Celebrations such as wedding showers, baby showers, anniversaries, etc.
  - c. *Groups Which Shall Not be Considered for Building Use:*
    - 1) Political Groups – Groups advocating election of specific public officials.
    - 2) Groups with goals unsympathetic to the Gospel of Jesus Christ.
    - 3) Groups advocating revolution or overthrow of the government of the United States.
    - 4) Fund-Raising Groups unrelated to Faith Lutheran, LCMS or other Christian supported mission activities.
  - d. *Rights Reserved:* Faith Lutheran reserves the right to deny any individual or group use of its facilities.
  - e. *Facilities/Equipment Available for Use: (see table next page)*

Facility	Member Fee	Non-Member Fee
Gym	*Free	\$50 per hour
Gym & Kitchen	*Free	\$60 per hour
Fellowship Hall	*Free	\$25 per hour
Sanctuary	*Free	\$150 fee per event
Classroom	*Free	\$25 fee per event
Game Room	*Free	\$50 fee per event
Library	*Free	\$25 fee per event
Youth Room	Free	Not Available
Grounds	Free	\$75 fee per event
Tables & Chairs for 50 or less people	Free	\$20 fee \$10 fee Chairs only
Tables and Chairs for 50-75 people	Free	\$30 fee \$12.50 Chairs only
Tables and Chairs for 75-100 people	Free	\$40 fee \$15 Chairs only
Tables and Chairs for 100-125 people	Free	\$50 fee \$20 Chairs only

\* Members using these facilities are encouraged to make donations for there use. Utility costs are the major reason for encouraging donations for facility use.

- f. There will be a \$50 *security* deposit required for all persons (members or not). This deposit will be used to cover cleaning costs should the user fail to adequately clean the facility or equipment. If the facility and equipment are left clean and with no damage, the deposit shall be refunded. A member of the Board of Properties or someone designated by that Board will inspect the facilities prior to issuing a refund of the security deposit.
- g. If the party or individual would rather not clean the facility or equipment, the custodian or a church volunteer will perform the work and receive the \$50 deposit.
- h. Food and drinks shall not be taken into the Sanctuary or Narthex areas.
- i. Use of candles is discouraged. There use other than for worship services, food warmers in the kitchen/ serving areas shall be specifically approved by the Board of Properties.
- j. The party or individual who signs the agreement for use of Faith Lutheran facilities shall be responsible for any damage to the church, its grounds, or equipment that exceed the \$50 deposit.
- k. The Custodian or a member of the Board of Properties will show those planning to use Faith facilities where environmental controls are located and how they should be operated before, during, and following facility use.
- l. The location of the vacuum cleaner, broom, dust pan and other cleaning supplies will be provided on the

agreement sheet provided to the user by the Church Secretary or Board of Properties.

- m. All food and supplies will be delivered through either of the entrance doors to the Family Center building where the gym and main kitchen are located, or the east entrance to the Fellowship Hall.
  - n. After the agreement form has been completed and signed, copies shall be made and distributed to the following: Individual or Group using the church, church custodian, church office, and Board of Properties chair.
4. Modifications to Faith Facilities: No redecorating or modifications of Faith facilities shall be made without proper coordination with the Board of Properties and Church Council.
5. Weddings: See Wedding Guidelines Pamphlet
6. Funerals: See Funeral Guidelines Pamphlet.
7. Memorials/Gifts:
- a. Memorials and gifts are encouraged but must not be allowed to redirect the needs, priorities, or vision of Faith Lutheran Church. Anyone wishing to present Faith with a gift other than cash or check should coordinate with Church Council prior to making the purchase. A donation form (Donation Form 1) for non-monetary gifts is available from the Church office. Individuals wishing to make a non-monetary gift should complete and submit the form for Church Council consideration.
  - b. Anyone wishing to make a memorial offering to Faith Lutheran Church shall be provided a list of memorial opportunities that fit within the needs, priorities, and vision of Faith. If proposed opportunities do not meet with the donor's prayerful consideration, then the donor can make an alternative proposal to Church Council for proper evaluation. Council will evaluate the memorial proposal to see if it can be aligned with the needs, priorities, and vision of Faith Lutheran Church. Written notification of Council's decision will be rendered to the donor within 10 workdays of the Council's decision.
  - c. Any memorial funds offered to Faith and not designated by a family as outlined above within one year from the date delivered to Faith Lutheran Church shall be released to the Faith Church Council at the 1-year anniversary date for designation to use the funds as the needs, priorities, and vision of Faith Lutheran Church support.
8. Internal Control of Cash Receipts (Recommended in District Treasurer's Manual):
- a. Cash receipts shall be counted immediately following the worship service or stored in a secure storage room or container.
  - b. A minimum of two individuals shall be on the count team.
  - c. All counts shall be documented on a count sheet and certified by the counters.
  - d. At no time shall the treasurer or financial secretary be part of the counting team.
  - e. All counters shall be bonded/insured.
  - f. If a money bag is used to transfer church deposits of cash or checks from the church to the bank, the bag

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shall be concealed in another type container such as a purse or container. When practical, the deposit should be transferred by a minimum of two persons for their own protection.

- g. Money will never be taken to a personal residence for storage, counting, etc.
- 9. Firearms Unauthorized on Faith Property: No firearms shall be allowed on property owned by Faith Lutheran Church with the exception of law enforcement in the performance of their official duties. Charges will be aggressively pursued against anyone violating this policy.
- 10. Alcoholic Beverages: No alcoholic beverages shall be allowed to be stored or consumed on Faith Lutheran Church property with the exception of communion supplies.

Approved,  
Signed 2/10/08

Steve Buchheit  
Congregation President