

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 Office Manager who will route the suggestion to the President or Vice-President of the Congregation for Council consideration.

II. POLICIES

1. Equipment: Unless otherwise specified, the Board of Properties is responsible for equipment.

a. *Inventory*:

- 1) An *Inventory of Property* 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.
- 3) Annually an inventory of equipment shall be completed by the Board of Properties.
- 4) 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 *Borrowers’ Log Book* that shows to whom the equipment was loaned (name, address, contact information), 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. Keys Management:

- a. A *Key Control Record System* shall be developed and managed by the Office Manager. 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 for Key Control* 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 the Office Manager 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 Office Manager.
- 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.
 - 4) All parties wishing to rent facilities will submit an *Application for Use of Faith Lutheran Church*.
- 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. There will be a \$100 cleaning fee required for cleanup of sanctuary/kitchen rental, \$25 for FC-3, and \$10 per small classroom. These charges are waived if area is cleaned promptly and left in pre-rental condition. 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 cleaning fees.
- f. Food and drinks shall not be taken into the South Sanctuary or Narthex areas.
- g. Use of candles is discouraged. Their use other than for worship services, food warmers in the kitchen/serving areas shall be specifically approved by the Board of Properties.
- h. 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.
- i. 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.
- j. 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 Office Manager or Board of Properties.
- k. 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.

l. *Facilities/Equipment Available for Use:*

Facility	Member Fee	Non-Member Fee
North Sanctuary & North Kitchen	*Free	\$150 per event (8-hours)
Fellowship Hall & South Kitchen	*Free	\$25 per hour
South Sanctuary & Fellowship Hall	*Free	\$150 fee per event
Gathering Room (FC-3)	*Free	\$75.00 per event (8-hours)
Small Classrooms	*Free	\$25 fee per event, per room
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 their use. Utility costs are the major reason for encouraging donations for facility use.

m. After the agreement form has been completed and signed, copies shall be made and distributed to the following: Representative/individual making the request, church custodian, church president, church vice-president, and Board of Properties chair. The Office Manager keeps the original form in the church office.

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 non-monetary gift must complete a *Donation Form for Non-Monetary Gifts* (available from the Church office or church website). Church Council will carefully consider each non-monetary donation and be responsible for subsequent approval or denial. If the non-monetary gift will have substantial impact on the operations of Faith Lutheran Church, the Church Council will direct these potential gifts to the Voters' Assembly for consideration and consequent approval or denial.

- b. Anyone wishing to make a memorial offering to Faith Lutheran Church shall be provided a *List of Memorial Opportunities* (maintained the Board of Stewardship) that fit within the needs, priorities, and vision of Faith. If the proposed opportunities do not meet with the donor's prayerful consideration, then the donor can make an alternative proposal to Church Council. Church 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. The treasurer or financial secretary should not be part of a counting team.
- e. If a money bag is used to transfer church deposits of cash or checks from the church to the bank, the bag 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.
- f. 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 without the consent of the pastor or Chairman of the Elders. One exception is granted for law enforcement in the performance of their official duties. Possession of a firearm within a vehicle on the premises is not a criminal offense so long as the firearm is not removed from the vehicle or brandished while the vehicle is on the premises. Charges will be aggressively pursued against anyone knowingly 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.

11. Human Resources

a. *Housing Allowances:*

Faith Lutheran church authorizes and establishes the housing allowance for pastoral salaries as 50% housing and 50% salary. Exceptions to this 50/50 allocation must be approved by the voters' assembly. Per IRS regulations this allocation will be approved at the annual budget meeting and documented in the voters' meeting minutes.

b. *Insurance Coverage:* Faith Lutheran Church offers health insurance through the Concordia Plans Service (CPS) to their full-time employees. This coverage includes an annual amount provided in an FSA/HAS account (negotiated at the time of hire/call). Employees who decline the health coverage

through CPS will be paid a stipend of \$500 per month for each month they would have been eligible for health coverage through CPS. No other adjustments to their salary, housing, or benefits are made when an employee declines health coverage through CPS.

- c. *Background Checks:* Any volunteer or staff member will agree to submit to the Faith Lutheran volunteer process, which may include a background check, as specified below:

Each board will identify any volunteer for whom a background check is required. Church Council will identify staff members for whom a background check will be required. The Office Manager is responsible for requesting and documenting these requests and findings.

Documentation and Forms Utilized:

Inventory of Property – Managed and Updated by the Board of Properties

Borrowers Log Book

Borrowers' Agreement Form

Key Control Record System – Office Manager maintains this record.

Responsibility Statement for Key Control

[Application for Use of Faith Lutheran Church](https://www.flc-s.org/documents.html) – available at <https://www.flc-s.org/documents.html>

[Donation Form for Non-Monetary Gifts](https://www.flc-s.org/documents.html) – available at <https://www.flc-s.org/documents.html>

[List of Memorial Opportunities](https://www.flc-s.org/documents.html) - available at <https://www.flc-s.org/documents.html>

[Collection Summary Sheet](https://www.flc-s.org/documents.html) – available at <https://www.flc-s.org/documents.html>

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